

11-14-2009

GPSA Council Meeting, 11/14/2009

Graduate and Professional Student Association

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GPSA @ UNM

Graduate And Professional Student Association

GPSA Council meeting
November 14, 2009 – 11:00 a.m. – 2:00 p.m.
Domenici Education Building – room 2112

- I. Roll Call
- II. Approval of the agenda
- III. Approval of Minutes from October 3, 2009 meeting – attached
- IV. Upcoming meeting dates
December 5; 11:00 a.m. - 2:00 p.m.; Domenici Education Building
January 30, 11:00 a.m. - 2:00 p.m.; location TBA
- V. Gallery & Media/Guest Speakers
- VI. Action Items
 - a. Proposed changes to GPSA Constitution - attached
- VII. Discussion Items
 - a. LGBTQ Resource Center Resolution – attached
 - b. Funding for Athletics and No Confidence in Athletics Administration
- VIII. Information Items
 - a. Officer Reports
 - i. GPSA Council Chair
 - ii. GPSA President
 - b. Standing Committee Reports
 - i. Elections
 - ii. Finance
 - iii. GRD
 - iv. Judiciary
 - v. Lobby
 - vi. Projects
 - vii. SRAC/ST
 - c. Ad Hoc Committee Reports
- IX. Representative Announcements
- X. Adjourn

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the GPSA officer at least one week prior to the meeting or as soon as possible. Public documents, including agenda and minutes, can be provided in various accessible formats. Please contact the GPSA office (277-3803) if a summary or other type or accessible format is needed.



GPSA Council meeting – October 3, 2009
Domenici Education Building – 3rd floor meeting room
Draft minutes

- I. Roll Call— A quorum was established
The meeting was called to order at *11:03 a.m.*
Danny Hernandez announced a new vote tracking system as required by the New Mexico Open Meetings Act.
Introductions
- II. Approval of the agenda
Danielle Miesem moved to approve.
Chessa Scullin seconded the motion.
Vote 1. Motion passed 12 for / 0 against / 0 abstained
- II. Approval of Minutes from September 12, 2009 meeting
Daniele Miesem moved to approve the minutes from the September 12 meeting.
Chessa Scullin seconded the motion.
Vote 2: Motion passed 5 /0/ 4

Approval of Minutes from September 26, 2009 special meeting
Scott moved to approve. Carmen Halstead seconded
Vote 3: Motion passed 4/ 0/ 7
- III. Upcoming meeting dates
November 7; 11:00 a.m. - 2:00 p.m.; Scholes Hall – Roberts Room
December 5; 11:00 a.m. - 2:00 p.m.; Domenici Education Building
- IV. Gallery & Media/Guest Speakers
There were no gallery and media speakers
- V. Action Items
 - a. Football Coach Resolution

Lex Pulos moved that GPSA should give an opinion on the matter & approve the resolution.
Sid seconded the motion.

Anne Meyers moved to remove all “Whereas” clauses
The motion died for lack of a second

The group consensus was to review the document to eliminate and amend clauses.

The group consensus was to keep Whereas clause # 1.

The group consensus was to strike Whereas clause # 2.

The group consensus was to strike Whereas clause # 3.

The group consensus was to strike Whereas clause # 4.

The group consensus was to strike Whereas clause # 5.

There was no group consensus on Whereas clause #6

Sid Solano moved to strike Whereas clause #6.

Sean seconded the motion.

Vote 4: The motion passes 9/2/2

The group consensus was to strike Whereas clause # 7.

There was no group consensus on Whereas clause #8.

There was a motion made to keep Whereas clause #8.

Sean Donnelly seconded

Vote 5: The motion passes 5/ 3/ 3

The group consensus was to strike Whereas clause #9.

The group consensus was to strike Whereas clause #10.

The group consensus was to strike Whereas clause #11.

There was no group consensus on Whereas clause #12.

Sean Donnelly moved to strike "cultural codes" in Whereas clause #12. Daniele Miesem seconded.

Sid Solano moved to call the previous question

Vote 6: The motion passed 10/0/0

(The motion to strike "cultural codes" in Whereas clause #12)

Vote 7: The motion passed 8/1/2

There was no group consensus on Whereas clause #13

Chessa Scullin moved to strike "(many of whom are African-American)", add "for" between "respect" and "him", and strike everything after "leadership." Carmen Halstead seconded

So the clause should read:

Coach Locksley has recruited multiple student-athletes ~~(many of whom are African-American)~~ from across the country who remain loyal and continue to have respect him and his leadership. ~~his termination will likely result in many of these student-athletes dis-enrolling and transferring to other institutions.~~

Sean Donnelly moved to call the previous question

Vote # 8: The move to call the previous question failed 0/ 8 / 2

Vote #9: The motion made by Chessa Scullin passed 10 / 0 / 2

Julie Redekopp moved that "and his termination could negatively impact those students, be added to the end of Whereas clause #13.

Vote #10: The motion passed 12/ 0 / 1

The group consensus was to strike Whereas clause # 14.

The group consensus was to keep Whereas clause # 15.

There was no group consensus on Whereas clause #16.

Daniele Miesem moved to amend Whereas clause #16 to strike everything after "not to be condoned."

Carmen Halstead seconded the motion.

So the clause should read:

. . . the GPSA feels strongly that Coach Locksley's violent behavior should not be condoned. ~~however the punishment should take into consideration the full context of the situation including the culture of football, the media propensity towards framing black men in a negative light, and that previous UNM football coaches have not suffered any consequences for similar allegations,~~

Vote # 11: The motion passed 9 / 0 / 1

Daniele Miesem moved to amend It is resolved clause #1 to strike given the evidence and the cultural context as we understand it,

Carmen Halstead seconded the motion.

So the clause should read:

~~that given the evidence and the cultural context as we understand it,~~ the GPSA does not condone the termination of Coach Locksley's contract.

There was no group consensus on It is resolved clause #1.

Anne Meyers moved to strike "and the cultural context" only and keep "given the evidence."

Sid Solano seconded the motion.

So the clause should read:

It is resolved given the facts, as we understand them the GPSA does not condone the termination of Coach Locksley's contract and strongly oppose the termination

Vote #12: The motion passed 10/ 1 / 2

Carmen Halstead moved that "Be it resolved" clause #1 should read:

Given the facts as we understand them GPSA does not condone the termination of Coach Locksley's contract."

Vote # 13: The motion passed 5/ 0/ 7

Anne Meyers moved to approve be it resolved statement #1 to read: "Given the facts as we understand them the GPSA does not condone the termination of coach Locksley's contract. Sid Solano moved to call the previous question.

Vote #14: The move to call the previous question passed 11/ 0 / 3

Vote #15: Anne Meyers' motion passed 10/0/2.

Sean Donnelly moved to add "and we strongly oppose Coach Locksley's termination" to statement #1.

The motion died for lack of second.

Sid Solano moved to strike everything after “community” in the 2nd “It is resolved clause that” should read:

that the UNM Administration communicate that they will not tolerate violence from any member of the UNM community ~~and we recommend suspension Coach Locksley for one game docking his pay appropriately,~~

Robyn Lubisco seconded the motion.

Vote #16: The motion passed 5 / 2 / 4

Anne Meyers moved to amend It is resolved clause #3, item #2 to read:

Coach Locksley be encouraged to attend peer mentoring groups.

Daniele Miesem seconded the motion.

Vote #17: The motion passed 10 / 1 / 2

Anne Mayer moved to strike “Whereas” #15 (“UNM policy states that an assault or battery on another person is grounds for suspension”).

Sid Solano seconded the motion.

Sid Solano moved to call the previous question.

Vote #18: The move to call the previous question passed 10 / 0 / 2

Vote #19: The motion passed 4 / 5 / 5

Vote #20: The Main motion to adopt the Football Coach Resolution, as amended, passed 13 / 0 / 2

Chairman Hernandez called a recess for 5 minutes at 1:04 p.m.

Chairman Hernandez called meeting back to order at 1:12 p.m.

b. Smoking Resolution

GPSA Tobacco Use Policy Resolution

Stephanie Yurchyk moved to adopt resolution with the addition of one more “whereas” that reads: “there are hundreds of signatures collected to support removing the smoking area.”

Sean Donnelly seconded the motion.

Chessa Scullin moved to remove first two “whereas” statements of resolution.

Daniele Miesem seconded the motion.

Julie Redekopp moved to amend Chessa’s motion keep the first Whereas clause and edit to read: “Whereas clause smoking can be injurious...”

Vote #21: The motion passes 8 / 0 / 0

(Chessa Scullin’s motion that amended to strike only the 2nd Whereas,)

Vote #22: the motion passed 9/0/1

Chessa Scullin moved that “no smoking areas be” be globally changed to “smoking areas not be.”

Dean Palacio seconded the motion.

Sid Solano moved to table the issue.

Vote # 23: The motion passed 10 / 0 / 0

Sid Solano moved to move the GPSA President's report to right now because President Knudsen had to leave.

Sean Donnelly seconded the motion.

Vote # 24: The motion passed 10/ 0 / 1

Lissa Knudsen gave the GPSA President's Report.

The council returned to the previous motion:

*(Chessa Scullin moved that "smoking areas not be" be changed to "smoking areas not be."
Dean Palacio seconded.)*

Vote # 25: The motion passed 8/ 0 / 0

Chessa Scullin moved to alter language of "be it resolved" from :

Be it resolved "This is a non-smoking campus" signs be posted in non-smoking areas and at all entrances to campus

The clause should read:

"Be it resolved that the UNM administration be responsible for posting no smoking signs in major non smoking areas and all main entrances to campus. Carmen Halstead seconded

Vote # 26: The motion passes 10/ 0 / 0

Vote #27: The main motion passes as amended 10/ 0 / 0

Chessa Scullins moved to extend the meeting by 10 minutes.

Sid Solano seconded the motion.

Vote 28: The motion passed 9/ 0 / 1

Sid Solano moved that the GPSA Council direct Sean Donnelly to form a subcommittee to prepare the documents required by UNM legal counsel for proposed constitution amendments in today's agenda for the Nov 7 meeting. Chessa Scullin seconded,

Vote #29: The motion passes 9 / 0 / 2

X. The meeting was adjourned at 2:10 p.m.

Football Coach Resolution

Whereas J.B. Gerald filed a police report with the Albuquerque Police Department after an evening staff meeting September 20, 2009 accusing Coach Mike Locksley of punching him in the mouth and cutting his upper lip (Salazar, 9-30-09, ABQ Journal),

Whereas the Albuquerque Journal has contacted the GPSA seeking the graduate and professional student perspective the UNM Administration's response to the Locksley/Gerald altercation,

Whereas the Albuquerque Journal dedicated 78 column inches on 9/29/09) and 155 column inches (A1, A4, B1, & B3) (9/30/09) to the Locksley situation while a brutal anti-semitic murder of an elementary school teacher (9/30/09) received 26 column inches,

Whereas Coach Locksley has recruited multiple student-athletes from across the country who remain loyal and continue to have respect for him and his leadership and his termination could negatively impact those students.

Whereas the GPSA feels strongly that Coach Locksley's violent behavior should not be condoned,

It is resolved that given the facts as we understand it, the GPSA does not condone the termination of Coach Locksley's contract,

It is resolved that the UNM Administration communicate that they will not tolerate violence from any member of the UNM community,

It is resolved that the following additional interventions be considered:

1. Coach Locksley be encouraged to attend and participate in an anger management program,
2. Coach Locksley be encouraged to attend peer mentoring groups,
3. Coach Locksley and Coach Gerald participate in facilitated mediation.

GPSA Tobacco Use Policy Resolution

Whereas smoking can be injurious to the health and well being of both smokers and nonsmokers who inhale second-hand smoke

Whereas non-smokers have the right to breathe clean air

Whereas smoking areas concentrate cigarette smoke

Whereas the designated smoking area outside of Northrop Hall forces students on their way into the building to breathe in the concentrated smoke

Whereas the designated smoking area outside of Northrop Hall is near a heavily used entrance to the building s

Whereas people smoking outside of Northrop Hall are not limiting their smoking activity to the designated area, but rather are spreading out into pedestrian areas, frequently used outdoor seating areas, and closer to the heavily used entrance

Whereas the fact that the smoking outside of Northrop Hall is bringing smoke into the building violates the Dee Johnson Clean Indoor Air Act – a State of New Mexico Law

Whereas the designated smoking area outside of Northrop Hall funnels concentrated smoke into the building via a heavily used entrance

Whereas the designated smoking area outside of Northrop Hall funnels concentrated smoke into the ventilation system

Whereas many students have complained of health concerns and of not being able to study due to the smoke in the building

Whereas the graduate students who work at Northrop Hall have asked the GPSA for its assistance in the matter of cigarette smoke getting into the building

Whereas there hundreds of petitions were signed to support removing the smoking area

Whereas according to the Daily Lobo the Tobacco Free Committee is considering moving the Northrop Hall smoking area to the walkway north of the building, near where Carlisle Gym dancers practice and Earth and Planetary Sciences students work outdoors

Whereas Northrop Hall is not unique on campus in that people smoking are not limiting themselves to designated smoking areas

Whereas many people, including guests to the campus, may not be aware of the tobacco-free policies

Be it resolved that smoking areas not be located near an entrance to a building

Be it resolved that smoking areas not be located near the intake vent to any building

Be it resolved that smoking areas not be located near windows which may be opened

Be it resolved that smoking areas not be located near areas where students regularly work outdoors and cannot relocate, such as loading docks and outdoor laboratories

Be it resolved that smoking areas not be located near a main walkway

Be it resolved that the Northrop Hall smoking area, which violates state law, be moved to a location that doesn't affect student, staff and faculty who choose not to breathe in tobacco smoke

Be it resolved that the UNM administration be responsible for posting "no smoking" signs in major non-smoking areas and all main entrances to campus.

Rules of the Graduate and Professional Student Association of the University of New Mexico*

Includes the texts of the:

- Constitution
- Bylaws
- Finance Code
- Grants Codes
- Elections Codes
- Glossary

Note:

The GPSA Council met on Sept. 26 from 11:00 a.m. to 2:30 p.m. as the committee of the whole.

Legend:

In green, underlined and highlighted yellow are the changes as recommended by the committee of the whole.

In green, underlined and highlighted in light blue are the changes rejected by the committee of the whole.

In green and underlined are the proposed changes the committee of the whole did not get to at the meeting.

~~In red and crossed out is the old language.~~

~~In red and crossed out with yellow highlighter are proposed changes recommended by the committee of the whole.~~

<In purple are my notes>

<There was a consensus of the committee of the whole to put hits box in this location with this content:>

Note: The GPSA Constitution and Bylaws are entwined in this document. The way to differentiate between the two is that **the GPSA Constitution is in bold** and the GPSA Bylaws is written in plain text.

<Note: The committee of the whole recommended that “Bylaws” standard. There was a global change made in this document from “Bylaws” to “Bylaws.”>

~~*Last updated September 13, 2007.~~ *Last updated XXX 2009.

Table of Contents

TABLE OF CONTENTS	1
PREAMBLE	4
ARTICLE I. NAME	4
ARTICLE II. OBJECTIVES	4
A. MISSION	
B. GOAL	
C. POLICY	
ARTICLE III. DEFINITIONS	5
A. THE GRADUATE AND PROFESSIONAL STUDENT ASSOCIATION (GPSA)	
B. ORGANIZATION	
C. MEMBER OF GPSA	
D. RECOGNIZED DEPARTMENTAL STUDENT ASSOCIATION	
E. MEETING	
F. "CONSTITUTION", "BYLAWS", AND "THIS DOCUMENT"	
ARTICLE IV. PRESIDENT.....	6
A. QUALIFICATIONS	
B. ELECTION PROCEDURE	
C. TERM OF OFFICE	
D. DUTIES	
E. STIPEND	
F. REMOVAL	
ARTICLE V. COUNCIL.....	7
A. COUNCIL DEFINED	
B. COMPOSITION	
C. COUNCIL REPRESENTATIVES	
D. COUNCIL PROCEDURE	
E. COUNCIL DUTIES	
F. COUNCIL CHAIR	
ARTICLE VI. COMMITTEES	10
A. QUALIFICATIONS, APPOINTMENTS, AND TERMS OF OFFICE	
B. GPSA STANDING COMMITTEES	
C. JOINT STUDENT-FACULTY COMMITTEES	
D. UNIVERSITY COMMITTEES AND OTHER POLICY-MAKING BODIES	
E. AD HOC COMMITTEES	
F. EXECUTIVE AD HOC COMMITTEES	
ARTICLE VII. COURT OF REVIEW	14
A. QUALIFICATIONS OF MEMBERS	
B. APPOINTMENT OF MEMBERS	
C. TERM OF OFFICE	
D. REMOVAL OF JUDICIARY MEMBERS	
E. DUTIES	
F. JUDICIARY PROCEDURE	
ARTICLE VIII. BUDGET	15

A. FEES	
B. PURPOSE	
C. BUDGET PROCEDURES	
D. AUDIT	
E. BUDGET COMPLIANCE	
ARTICLE IX. ELECTIONS	17
A. ELECTION DATES AND PROCEDURES	
B. BALLOTS	
C. SPECIAL ELECTIONS	
ARTICLE X. RATIFICATION AND AMENDMENTS.....	18
A. RATIFICATION	
B. AMENDMENTS	
C. REGENT CONTROL	
D. AMENDMENTS AND ADDITIONS PROCEDURE	
E. CONTEXT FOR PROPOSED AMENDMENTS AND ADDITIONS	
F. REGENT APPROVAL	
APPENDIX ONE: FINANCE CODE.....	19
I. PHILOSOPHY	
II. BUDGETARY GUIDELINES	
III. CALENDAR	
IV. PROCEDURES FOR GROUPS REQUESTING / SPENDING FUNDS	
V. PROCEDURES FOR APPEALS	
VI. EXTERNAL BUDGET FUNDING	
VII. MISCELLANEOUS	
VIII. SURPLUS FUNDS.	
IX. ANNUAL BUDGET	
TERM AND DEFINITIONS TO BE ADDED TO GLOSSARY FOUND IN: APPENDIX I. GPSA FINANCE CODE .	
APPENDIX TWO: GRANTS CODES	24
I. STUDENT RESEARCH ALLOCATIONS COMMITTEE (SRAC) Student Research Grant Committee (SRG)	
II. PROJECTS FUND	
III. SPECIALIZED TRAVEL COMMITTEE	
IV. GRADUATE RESEARCH & DEVELOPMENT (GRD)	
APPENDIX THREE: ELECTIONS CODES	34
PREAMBLE	
I. DEADLINES FOR GPSA ELECTIONS	
II. GENERAL ELECTION	
III. COUNCIL CHAIR ELECTION	
IV. SPECIAL ELECTIONS	
GLOSSARY OF TERMS	39
PREAMBLE	
ARTICLE I. NAME	
ARTICLE II. OBJECTIVE	
ARTICLE III. DEFININITIONS	
ARTICLE IV. PRESIDENT	
ARTICLE V. COUNCIL CHAIR	
ARTICLE VI. COMMMITTES	
ARTICLE VII. JUDICIARY COMMITTEE	

ARTICLE VIII. BUDGET

ARTICLE IX. ELECTIONS

ARTICLE X. RATIFICATION AND AMENDMENTS

APPENDIX 1. GPSA FINANCE CODE

APPENDIX 2. GPSA GRANTS CODES

APPENDIX 3. GPSA ELECTIONS CODES

PREAMBLE

We, the graduate and professional students of the University of New Mexico, coming from a variety of disciplines, yet united in our concern for the quality of our academic environment, believing that we can achieve more in our unity than we can alone, hereby establish this Constitution to preserve and protect the rights of the students at this University, to advance the interests of the graduate and professional student community, and to facilitate the professional development of its members.

In operating under this Constitution, the Graduate and Professional Student Association shall hold the following rights to be indispensable: the right to a complete and liberal education, the right to access the resources necessary to promote that education, the right to freely express ideas and thoughts that are a product of that education, and the right to participate in the processes and institutions that will ensure this education remains worthy and acceptable.

ARTICLE NAME

The name of the organization is the Graduate and Professional Student Association of the University of New Mexico.

ARTICLE II. OBJECTIVES

The objectives of the Graduate and Professional Student Association are to represent and to serve the graduate and professional students of the University of New Mexico, as enumerated in this Constitution.

A. Goal

The goal of our Association is to enhance the academic and intellectual environment for the graduate and professional students at the University of New Mexico and to promote the rights, interests, and professional development of graduate and professional students within the University community, through advocacy, education and financial support.

B. Policy

1. Our Association acts to support and encourage each student's efforts to fulfill this mission. In carrying out its mission the GPSA shall respect the autonomy and strength of the individual while also acknowledging and abiding by applicable University policies and procedures.
2. The GPSA encourages cultural, professional and social activities by graduate and professional students which support its goals.

ARTICLE III. DEFINITIONS

A. The Graduate and Professional Student Association (GPSA)

The graduate and professional student body and its representative government.

B. Organization

Any graduate group which meets the chartering requirements of The University of New Mexico.

C. Member of GPSA

Any graduate or professional student enrolled at The University of New Mexico who has paid the GPSA fee for that semester.

1. Summer Semester: Continuing Graduate or Professional students who paid the GPSA fee in the Spring semester shall be considered GPSA members during the Summer semester.
2. Voluntary Resignation: Upon presentation to the GPSA Office of a written request, any GPSA Member may resign from the GPSA. Such voluntary resignation shall not affect the obligation to continue paying the GPSA fee in future semesters.
 - a. All fees collected from persons who have resigned GPSA Member status shall be fully deposited in the SRAC account.
 - b. Persons who have voluntarily resigned from the GPSA shall lose all privileges and benefits of GPSA Member status.
 - c. Any person who has voluntarily resigned may once again become a GPSA Member by submitting a written request to the GPSA Office.

D. Department

Refers to any degree-granting graduate and professional programs, divisions, departments, schools, and colleges within The University of New Mexico and defined by the 21 day enrollment report provided by the Office of the Registrar as incorporated by reference

<

E. Recognized Department Students Association

The organization empowered to certify representatives to the Council and to receive Pro-Rated Benefit (PB) Funds. Requirements for Recognized Departmental Student Association status are described in Section V.C.2.b.(i) through V.C.2.b.(iv) of this document. Hereinafter also referred to as RDSA.

F. Meeting

~~For a recognized meeting to occur, Council, Boards, and Committees of the GPSA shall meet all requirements of the New Mexico Open Meetings Law. At the beginning of each term,~~

1. The Council Chair shall post the regular meeting dates for that semester no later than the second meeting of the semester.
2. The Council shall follow all requirements of the New Mexico Open Meetings Act, as shall the Executive Board when acting on behalf of the Council. No later than the October Council meeting, the GPSA Council shall adopt an Open ~~Meeting~~ Meetings Act resolution.
3. Unless otherwise defined in this document, all ~~meeting~~ meetings of the GPSA shall be conducted according to the latest edition of Robert's Rules of Order, Newly Revised.
4. All GPSA Committees and the Executive Board, when not acting on behalf of Council, and all GPSA committees may meet by videoconference or teleconference, providing all persons participating can hear at the same time (and if videoconference can see as well). Special rules of order must be adopted to specify how recognition is to be sought and the floor obtained during video and teleconferences. <This section was voted against by the committee of the whole>

G. "Constitution," "Bylaws," and "This Document"

1. "Constitution" refers to those portions of this document passed by the GPSA Membership and certified by the Board of Regents of The University of New Mexico. Text of the Constitution is always shown in this document in a Bold typeface.
2. "Bylaws" refers to those portions of this document which explain, define, or enact sections of the Constitution. The bylaws are distinct from the Constitution in this ~~the~~ text of the Bylaws is shown in this document in a plain ~~(Roman)~~ typeface.
3. "Codes" refers to those portions of this document that explain, define, or enact sections of the Bylaws and are included in the appendix of this document.
4. "This Document" shall refer to the integrated Constitution, and Codes and Bylaws of the Graduate and Professional Student Association of The University of New Mexico.

H. "Academic Year"

Academic year shall be defined as the year starting the first day of the fall semester through the day proceeding the first day of the subsequent fall semester.

ARTICLE IV PRESIDENT

The Executive Branch of the Graduate and Professional Student Association

A. Qualifications

Must be a member of GPSA.

B. Election Procedures

Shall be elected in the general election in accordance with Article IX of this Constitution.

C. Term of Office

Term is one year, beginning at noon of the last day of the spring semester and ending at noon of the last day of the next spring semester. The President may serve a maximum of two terms.

D. Duties:

1. Administer the budget.

- a. Be responsible for maintaining the financial records of the GPSA which shall be open for inspection by any GPSA member or any GPSA committee.
- b. Be authorized and required to be one of two signatures on disbursements of the GPSA, except for personal reimbursements to the president which shall be signed by two other authorized persons.

2. Serve as the official graduate and professional students' representative to the University of New Mexico Board of Regents.

3. Serve as an official member to the Faculty Senate Graduate Committee, as authorized by the Committee.

4. In alternating years with the ASUNM President shall serve as Chairperson of the Student Fee Review Board.

5. Appoint standing committees chairs and members and appoint committee representatives to joint Student-Faculty Senate and University committees, with GPSA Council approval. The president may remove appointments with GPSA Council approval as referred to in Article V.

- a. Appoint GPSA Members to represent GPSA on Faculty Senate Committees.
- b. Appoint GPSA Members to serve on GPSA internal committees.
- c. Appoint GPSA Members to serve on University Committees.
- d. Appointments shall be kept open for the period of no less than 5 business days from the announcement of the open positions.
 - (i) Official announcements of the open positions shall include information regarding how to apply for the positions.
- e. All GPSA Members shall be eligible for all appointments.
- f. All such appointments shall be subject to the approval of GPSA Council.

6. Chair and coordinate the Executive Board.

7. Shall ~~oversee attendance~~ review reports of all appointees to joint Student-Faculty committees, university and other policy-making bodies and ad hoc executive committees.

8. The President is the administrator of the GPSA website.

9. Other duties as defined in the GPSA Bylaws.

- a. Attend or send a representative to all GPSA Council meetings, and provide to the Council a President's Report on issues pertinent to the GPSA and the graduate and professional student community.
- b. Be responsible for the hours of operation of the GPSA office and other facilities.
- c. Employ, discharge, and assign duties to all GPSA employees, in a manner consistent with current University employee policies.
- d. File in the GPSA office and distribute to current Council Representatives a written report of activities and operations carried on during each semester of the President's term of office. This report shall be distributed at the last GPSA Council meeting of each semester.

E. Stipend

1. Financial Compensation. ~~Shall be equivalent to the minimum GA I TA stipend, as determined by the Student Government Accounting Office and the Office of Graduate Studies. Compensation shall include the President's Education Grant.~~ Shall be equivalent to the minimum post-master .5 FTE GA stipend, as determined by the Office of Graduate Studies. Compensation shall be based on a twelve month assistantship, include health benefits, and 12 credit hours per year tuition remission.

F. Removal

- 1. Impeachment procedures.** A motion to consider removal ~~,seconded,~~ requires a simple majority ~~-passes-that motion~~ vote at a duly called GPSA Council meeting. The GPSA Council Chair shall then call a special meeting no sooner than one nor later than two calendar weeks after the meeting at which the motion was made and passed. A two-thirds vote of the Council Representatives present at that special meeting is required for removal.
- 2. Recall procedures.** A petition with GPSA members signatures numbering thirty percent (30%) of the total number of votes counted at the most recent general election must be presented at a regular GPSA Council meeting in order to schedule a recall. The recall election shall be publicized and shall occur within 20 days of the Council meeting at which the petition was presented. A simple majority of those voting in the recall election is required for removal.

ARTICLE V. COUNCIL

The Legislative Branch of the Graduate and Professional Student Association

A. Council Defined

The representative body of the graduate and professional students selected from each degree-granting department.

B. Composition

Each graduate and professional degree-granting department will be entitled to at least one Representative to the Council. Those departments with more than one hundred graduate or professional students are entitled to one additional Representative for each one hundred or part of one hundred graduate or professional students in the department.

C. Council Representatives:

1. Qualifications: Must be a member of GPSA.

2. Election procedures: Council Representatives are chosen at will by the graduate and professional student body of each department.

a. Department: As used in this section, shall refer to divisions, departments, schools, and colleges within The University of New Mexico, as defined by the 21 day enrollment report provided by the Office of the Registrar.

b. Certification: The president of the Recognized Departmental Student Association, as defined below shall certify to the GPSA Council Chair the names of the Council Representatives and Certified Alternates from the Department they represent.

(i) Recognized Departmental Student Associations shall:

(A) Maintain Chartered status with the office of Student Activities;

(B) Be open to all GPSA Members within the Department;

(C) Hold officer elections which are open to all GPSA Members in that Department;

(D) Not charge dues as a condition of membership in the campus organization. This bylaw shall not preclude Recognized Departmental Student Associations from being campus chapters of State, Regional, or National associations, so long as all GPSA Members in that Department may participate in the local organization; and
(E) Not use any PB funds to pay State, Regional, or National Dues to associations of which the Recognized Departmental Student Association is a chapter.

(ii) There shall be no more than one Recognized Departmental Student Association in each Department.

(A) Upon the presentation of a petition signed by at least 35% of the total number of GPSA Members in a department, the GPSA Elections Committee shall conduct an election in which the students in that Department may vote to affirm the current Recognized Departmental Student Association or select a new organization willing to meet all requirements established in this document.

B) The election ballot shall offer the choice of either affirming the current Recognized Departmental Student Association or choosing from among those associations which have presented to the GPSA Elections Committee a petition signed by at least 25% of the total number of GPSA Members in that Department. Such petition(s) must be presented within ten days of the original petition demanding the vote. Any organization(s) seeking to become the Recognized Departmental Student Association must agree in advance to meet all the requirements established in this document.

(iii) Recognized Departmental Student Associations which fail to meet the requirements set forth in this document shall be subject to review by the Court of Review..

(A) Requests for review may be filed by any GPSA Member from an affected Department or chartered graduate or professional organization the majority of whose membership is from the Department represented by the Recognized Departmental Student Association in question.

(B) If the GPSA Court of Review orders an action by the Recognized Departmental Student Association in question which is not complied with within 15 business days , the GPSA Judiciary Committee shall have the authority to decertify the Recognized Departmental Student Association in question.

(iv) Departments with no Recognized Departmental Student Association shall lose all privileges associated with a Recognized Departmental Student Association until they organize and apply for recognition as a recognized departmental student organization in accordance with the procedure outlined above.

(A) Recognized Departmental Student Associations which enter non-chartered status shall be re-certified upon becoming chartered.

(B) If a Recognized Departmental Student Association's status is challenged while in non-chartered status, it must re-charter in order to participate in the certification election.

(C) While in non-chartered status, a Recognized Departmental Student Association may not receive the benefit of any privileges associated with Recognized Departmental Student Association status.

- c. Appeals as to the manner of selection of Council Representatives from a Recognized Departmental Student Association shall be submitted to the Court of Review.
- d. The current GPSA President and Council Chair may not be Council Representatives.

3. Council Representative Duties

- a. Read and understand the GPSA Constitution and Bylaws
- b. Understand Roberts Rules of Order
- c. Attend regularly scheduled meetings
 - (i) Read and become familiar with meeting agenda and all agenda items
 - (ii) If unable to attend, confer with alternate to attend and/or select a proxy (see Const. Art. V.D. 5)
- d. Advise department regarding GPSA funding and other opportunities for students including drafting new legislation or resolutions

D. Council Procedures

1. Regular Meetings: Must be held at least once a month during the fall and spring academic semesters. The date and time are to be determined by the Council Chair.

- a. The Open Meetings Act shall appear as Appendix #4 of this document and should be announced at the first meeting of the GPSA Council each session.

2. Special meetings: May be called by the President, Council Chairperson, ~~Council Chairperson,~~ or by a petition signed by a minimum of five GPSA Council Representatives.

3. Quorum: ~~As long as the official GPSA Council Representatives of a department are notified by email, the agenda is posted on the GPSA website, notice is sent over the GPSA listserv, and the meeting is announced using the campus media at least one calendar week in advance, a~~ A quorum ~~is established and~~ consists of Council Representatives from at least six departments physically present at the meeting.

4. Notice: The Council Chair shall post the date, time, meeting location, and agenda at least one calendar week in advance of all regular and special Council meetings. "Post" means providing the above information:

a. On paper to be affixed in the window next to the GPSA office front door,

b. on the the GPSA website,

i. The GPSA Council Chair shall have access to the GPSA website for posting purposes.

c. to the Daily Lobo, and

d. via email to the GPSA listserv.

4. 5. Proxy voting is allowed for Council Meetings.

a. Proxy voting is defined as the casting of a vote on behalf of a Council Representative, either by a Certified Alternate from the Council Representative's Department or through written authorization to a GPSA Member.

b. In the absence of a Certified Alternate from a Council Representative's Department, any GPSA Member may vote on behalf of a Council Representative upon delivery to the Council Chair of a written, signed proxy statement from the Council Representative or Certified Alternate not attending the meeting. This proxy statement must be delivered to the Council Chair before the Call to Order of the Council meeting.

c. Any Council Representative or Certified Alternate who is not physically present for three consecutive meetings shall lose written proxy rights as defined under Section V.D. 5.b. above. Upon attending a Council meeting, a Council Representatives or Certified Alternate's written proxy rights as defined under Section V.D. 5.b. above will be reinstated.

d. Any Council Representative, Certified Alternate functioning in the capacity of a Council Representative, or Proxy Holder who is in attendance at a GPSA Council meeting and who must leave before the conclusion of the meeting may deliver to the GPSA Council Chair a signed statement designating another GPSA Member as a proxy for the rest of the meeting in conformance with Section V.D. 5.b. above.

e. No GPSA Member may hold more than two written proxies as defined under Section V.D. 5.b. above,

5. 6. Certified Alternates to the Council

a. Certified Alternates are chosen at will by the graduate and professional student body of each department. The procedure for selection of alternates need not be the same procedure used for selecting Council Representatives

b. There is no limit to the number of Certified Alternates a Department may select. In the case of a Department with more than one Certified Alternate, the Certified Alternates shall be ranked.

6. 7. Procedures for Regular and Special Meetings of the Council

~~The Council shall determine the code of parliamentary procedure to be used throughout the tenure of a newly elected Council Chair.~~ GPSA Standing Rules and Parliamentary procedures shall be followed at all GPSA Council meetings.

E. Council Duties

- 1. Shall consider for approval all presidential appointments and removals by a two-thirds (2/3) vote of those Council Representatives present at a regular GPSA Council meeting.**
- 2. Any other duties the Council deems necessary that do not conflict with the GPSA Constitution.**
 - a. Shall vote on the merits of resolutions placed before them by the Executive Board, any standing GPSA committee, any ad hoc Council Committee, or any member of the Council.
 - b. Shall vote on any proposed allocations from the Council General Fund.
 - c. Shall vote on any proposed allocations from the SRAC Endowment

F. Council Chair

- 1. Qualifications: A member of GPSA.**
- 2. Election Procedure: The GPSA President shall call and preside over the election of a chair at the regular April Council meeting. A plurality vote of the Council Representatives present is required for election. Any vacancy is to be filled by the aforementioned election procedures to fulfill the remainder of the term.**
- 3. Term of Office: The term of office is one year, from noon of the last day of the spring semester until noon of the last day of the following spring semester.**
 - a. The GPSA Council Chair may not serve more than two total terms.
- 4. Duties:**
 - a. Call and preside over GPSA Council meetings.**
 - (i) Be responsible for ensuring the proper conduct and effectiveness of the GPSA Council and verifying and monitoring Council Representative or Alternate attendance.
 - (ii) Be responsible for the preparation and distribution of all agendas, minutes, and written material presented to the Council.
 - a. .Electronic call for new agenda items at least two calendar weeks before the scheduled GPSA Council meeting: email to GPSA listserv and post on GPSA website including indication of an appropriate submission deadline and format at the Council Chair's discretion (see Standing Rules updated at the beginning of each semester);
 - b. Meeting reminder notice at least one calendar week before the scheduled GPSA Council meeting: email to GPSA listserv, post to GPSA website and in the GPSA office, and submit to the Daily Lobo (including the locations where readers might access the full draft agenda);

c. Draft agenda one calendar week before a scheduled GPSA Council meeting: email to GPSA listserv, post to GPSA website and in the GPSA office;

d. Final agenda and supporting materials at least 24 hours before a scheduled GPSA Council meeting: email to GPSA listserv and post to the GPSA website and in the GPSA office.

(iii) Provide ~~adequate~~ at least one calendar week notice of meetings to all Council Representatives and provide Council Representatives with copies of all pending legislation.

(iv) Assemble for distribution to all Council Representatives a working outline of parliamentary procedure ~~according to Council's mandate~~.

(v) Choose to cast a deciding vote in the event of a tie in a non-election GPSA Council vote.

b. Participate in tasks as required by the GPSA Council.

c. Serve as the official representative of the GPSA Council.

d. Fulfill the duties of the President in his or her absence.

e. Serve as an ex-officio member to all GPSA Standing and Council Committees.

f. Shall administer the Council discretionary budget.

g. Serve as a member of the Executive Board.

5. Stipend:

Shall be equivalent to three-fourths (3/4) of the GPSA President's stipend.

6. Removal:

Recall may be made by a motion at a regularly called GPSA Council meeting. The motion shall be voted on at the next regular GPSA Council meeting and requires a two-thirds affirmative vote of those Council Representatives present.

ARTICLE VI COMMITTEES

A. Qualifications, appointments, and terms of office.

1. Qualifications of members: All GPSA committee members, and other officials shall be members of the GPSA.

2. Appointments: Unless otherwise provided for in this section, all committee members, representatives, and other officials shall be appointed by the President and approved by the Council.

3. Terms of office: Unless otherwise provided for in this section, the term of office for all committee members, representatives, and other officials shall coincide with the term of office of the GPSA President.

Persons appointed to positions during the summer may serve until the Council has an opportunity to consider their appointments.

4. Committee Composition: Unless otherwise provided for in this section, all GPSA Standing Committees shall be composed of no fewer than five (5) members representing at least three (3) Departments

5. Quorum: Unless otherwise provided for in this section, quorum for a meeting of any GPSA Standing Committee will consist of a majority of the appointed members of the committee.

B. GPSA Standing Committees

1. Executive Board:

a. Composition: Membership shall be composed of the GPSA President, the GPSA Council Chair and standing committee chairs. Additional members from colleges and schools not represented on the Board may be appointed by the Council. Schools and colleges which should be represented are: College of Education, College of Fine Arts, College of Engineering, College of Arts and Sciences, School of Public Administration, School of Architecture and Planning, School of Medicine, Colleges of Nursing & Pharmacy, School of Law, and College of Business and Management.

b. Duties:

(i) Recommend the agenda for Council meetings. The Council Chair is responsible for producing the final written agenda for the next Council meeting, in consultation with the Executive Board.

(ii) Coordinate the annual planning calendar with deadlines for committees.

(iii) Review Standing Committee, joint student faculty and university committee activities and provide reports to the Council at least once each semester.

(iv) Make decisions on behalf of the Council ~~between Council meetings~~ only as necessary during the summer and only in the case of an emergency as defined in the Open Meetings Act during the winter Intercession.

(v) Oversee the fiscal management system and ensure adequate financial controls.

(vi) Review Finance Committee budgets and recommend them to the Council.

- (vii) Monitor the budget throughout the year, provide reports to the Council at least once each semester, and approve variances within the limits of the fiscal policies.
- (viii) Report to Council on financial needs and obligations.
- (ix) Recommend fiscal management policies of the Council for approval.
- (x) Coordinate staff work and evaluate staff annually.
- (xi) Revise and update personnel policies to the Council and recommend changes to the Council for approval, in accordance with UNM guidelines.
- (xii) Develop and implement job descriptions.
- (xiii) Make recommendations to the Council regarding creation of standing or ad hoc committees as needed.

c. Yearly stipend for the Standing Committee Chairs shall be ~~determined by the President and approved by Council at its April meeting.~~ five (5) percent of the President's stipend excluding the Grants Committee Chairs who shall receive fourteen (14) percent of the President's stipend each.

2. Finance Committee:

- a. Draft a budget according to the Bylaws and Council guidelines.
 - (i) The GPSA Finance Code shall appear as Appendix #1 of this document.
- b. Review funded groups and organizations as needed to assure compliance with budgetary agreements.
- c. Provide an annual written report to the Council at its April meeting.
- d. Other duties as directed by Council in writing.
- e. Conduct a yearly Non-Departmental funding process.

3. Student Grants Committee ~~Student Research Allocations Committee (SRAC):~~

- a. Allocate SRAC and ST funds according to the Bylaws and Council guidelines.
 - (i) The GPSA Grants Codes, which governs SRAC and ST grant policy, shall appear as Appendix #2 of this document.
- b. Provide an annual written report to the Council at its April meeting.

- (i) The written report shall contain the total amount of SRAC and ST allocations awarded during the Fall, Spring, and Summer semesters.
- (ii) The report shall contain a breakdown of awards and applications by College, School, and Department.
- (iii) The report shall provide details of the total allocation and the balance.

~~c. Allocate Travel Committee funds according to the Bylaws and Council guidelines.~~

- ~~(i) The GPSA Grants Codes, which governs Travel Fund grant policy, shall appear as Appendix #2 of this document.~~

~~d. Provide an annual written report to the Council at its April meeting.~~

e. Other duties as directed by the Council in writing.

4. Projects Committee:

a. Allocate Projects Committee funds according to the Bylaws and Council guidelines.

- (i) The GPSA Grants Codes, which governs Projects Committee grant policy, shall appear as Appendix #2 of this document.
- (ii) All articles and sections of the GPSA Grants Codes shall have the weight of and be subject to all rules for Bylaws of the GPSA, including amendments.

b. Provide an annual written report to the Council at its April meeting.

c. Other duties as directed by the Council in writing.

~~5. Specialized Travel Committee:~~

~~a. Allocate Travel Committee funds according to the Bylaws and Council guidelines.~~

- ~~(i) The GPSA Grants Codes, which governs Travel Fund grant policy, shall appear as Appendix #2 of this document.~~

~~b. Provide an annual written report to the Council at its April meeting.~~

~~c. Other duties as directed by the Council in writing.~~

6. Elections Committee:

a. Administer elections according to the Bylaws and Council guidelines.

- (i) The GPSA Elections Code shall appear as Appendix #3 of this document.
- (ii) All articles and sections of the GPSA Elections Code shall have the weight of Bylaws of the GPSA.

- b. Provide an annual written report to the Council at its May meeting.**
- c. Have the Chair chosen and presented to the GPSA Council for approval no later than the December meeting.**
- d. Conduct themselves in a manner that promotes public confidence in the integrity and impartiality of the election process and will not publicly support or campaign for any candidate.**
- e. Other duties as directed by the Council in writing.**

7. Lobby Committee:

- a. Coordinate long term research and study of legislative issues as directed by Council.**
 - (i) Attempt to coordinate lobbying efforts of GPSA with the Associated Students of New Mexico, the Associated Students of the University of New Mexico, and other organizations as deemed appropriate.
 - (ii) Wherever possible, work with the University administration on areas on common concern.
 - (iii) Present GPSA issues before the New Mexico Higher Education Department (DHE). Learn what the DHE is recommending to the Legislature (funding and capital outlay).
 - (iv) Give verbal reports on activities to GPSA Council at least one meeting prior, one during, and one after the regularly scheduled Legislative Session. Submit written reports of the same comments to the GPSA President to keep as a record.
 - (v) Be compensated for salary, travel and other necessary expenses.
- b. Write the annual proposed platform.**
 - (i) Prepare a platform of issues in enough time to receive input from the Council.
 - (ii) Final draft shall be submitted to the Council in December.
- c. Recommend to the President the appointment of paid lobbyists during the annual New Mexico Legislative Session.**
- d. Provide an annual written report to the Council at its April meeting.**
- e. Other duties as directed by the Council in writing.**

8. Graduate Research and Development Committee:

- a. Allocate Graduate Research and Development Committee funds according to the Bylaws and Council guidelines.**

- i. The GPSA Grants Code, which governs the Graduate Research and Development Committee grant policy, shall appear as Appendix #2 of this document.
- b. Provide an annual written report to the GPSA Council at its April meeting.
 - i. The written report shall contain the total amount of GRD Grants awarded during the current fiscal year.
 - ii. The report shall contain a breakdown of awards and applications by department.
 - iii. The report shall provide details of the total amounts allocated and the remaining balance.
- c. Committee Chair
 - i. There shall be a Chair of the GRD Committee.
 - ii. The annual stipend of the GRD Chair shall be recommended by the GPSA President and approved by the GPSA Council. This stipend shall be fourteen (14) percent of the President's stipend each. ~~no less than one (1) percent, and no more than three (3) percent, of the total amount allocated for the GRD process during the current fiscal year, but shall not exceed two thousand dollars (\$2,000.00).~~
- d. Vice-Chair of the GRD Committee
 - i. There shall be a Vice-Chair of the GRD Committee.
 - ii. The Vice-Chair shall assist the Chair in ensuring the timely administration of the grant process and the presentation of subsequent reports.
 - iii. The annual stipend of the Vice Chair shall be twice that of each committee member.
- e. Committee Members
 - i. The GRD Committee shall no less than 5 members from no less than 3 departments, who will evaluate the applications.
 - ii. Members of the GRD Committee shall be fair and impartial in deciding the merits of each research project application from all departments.
 - iii. GRD Committee members shall receive stipends.
 - iv. The annual stipends of the GRD Committee members shall be recommended by the GPSA President and approved by the GPSA Council
- f. Other duties as directed by the Council in writing.

9. Programs and Service Committee:

- a. Implement programs that serve and facilitate interaction between graduate and professional students at the University of New Mexico, and provide service to the University and local community.**

- b. Provide an annual written report to the Council at its April meeting.**
- c. Other duties as directed by the Council in writing.**

C. Joint Student-Faculty Committees

GPSA representatives shall be appointed by the President and approved by Council subject to approval of the respective committee. All appointees must be members of the GPSA. Representatives shall submit a written report once a semester to the Executive Board and shall attend all meetings of their respective committee.

D. University Committees and Other Policy-Making Bodies

GPSA representatives shall be appointed by the President and approved by Council subject to approval of the respective committee. All appointees must be members of the GPSA. Representatives shall submit a written report once a semester to the Executive Board and shall attend all meetings of their respective committee.

E. Ad Hoc Committees

May be created by Council as deemed necessary. All Ad Hoc committees shall be dissolved at the end of the Council year. Any recommendations coming from Ad Hoc committees must be approved by the Council to be effective.

- 1. The Council may appoint such Ad Hoc committees as it so desires.**
 - a. These committees shall pursue particular issues at the University of importance to graduate and professional students.**
 - b. These committees shall endure no longer than is necessary for performance of duties prescribed by the Council.**
- 2. The Council Chair shall appoint members to Ad Hoc committees with the concurrence of the Council.**

F. Executive Ad Hoc Committees

May be created by the president. All Executive Ad Hoc committees shall be dissolved at the end of the term of office of the president who created it. Any recommendations coming from Executive Ad Hoc committees must be approved by Council to be effective.

ARTICLE VII COURT OF REVIEW

The Judicial Branch of the Graduate and Professional Student Association

A. Jurisdiction

The Court of Review shall have original jurisdiction over all disputes arising under this Constitution or any Bylaws established under this Constitution. The Court shall have any other appellate jurisdiction as the Council may determine in its Bylaws.

1. Appellate Jurisdiction: In addition to the Court's original jurisdiction as stated in the GPSA Constitution, the Court shall also have appellate jurisdiction to hear:
 - a. All matters arising under all Council Codes, including, but not limited to, review of any award of GPSA funds to an organization or individual for consistency with the GPSA Constitution, Bylaws and Codes.
 - b. All matters arising from activities of any Council Ad Hoc or Standing Committee.
 - c. All acts of the President, Council Chair or Representatives of the GPSA when he or she is acting in her or his official capacity and which the Court would not otherwise have original jurisdiction to hear.

B. Composition

1. The Court shall consist of at least three persons appointed by the Council. Recommendations from the President will be considered. No more than two persons shall be appointed from the same department.

2. The Court shall have at least two Associate Justices and one Chief Justice.

- a. Judicial Oath of Office
 - i. No Justice will assume the duties of that office until the Judicial Oath of Office has been administered. The Judicial Oath of Office must be administered within 14 days of confirmation by the GPSA Council.
 - ii. The Judicial Oath of Office will be administered to the Chief Justice by the President of the GPSA or, in his or her absence, the GPSA Council Chair and must be witnessed by a representative of either the Executive or Legislative branch, so long as the witness is not a member of the branch that is administering the Oath.
 - iii. For all other Justices, the Judicial Oath of Office shall be administered by the Chief Justice, and must be witnessed by a representative of either the Executive or Legislative branch.
 - iv. In the case that the Chief Justice is unavailable to administer the Judicial Oath of Office, the President of the GPSA will administer the Judicial Oath of Office. In the case that the President of the GPSA is unavailable to administer the Judicial Oath of Office, then the Council Chair of the GPSA will administer

it. In any case, the administration of the Oath must be witnessed by a member of either the Executive or Legislative branch so long as the witness is not a member of the branch that is administering the Oath.

v. The Judicial Oath of Office will be administered with the right hand uplifted and the following words said aloud: "I, (name), do solemnly swear that I will uphold the laws of the Graduate and Professional Students Association of the University of New Mexico, the State of New Mexico, and the United States of America; that I will judge fairly and with no previous bias the evidence and proceedings before me, and that I will otherwise fulfill the duties and obligations of the GPSA Judiciary to the best of my ability."

vi. Upon affirmation of the Oath of Office, an affidavit will be filed attesting to the authority of the Justice. The Justice may then assume office.

b. Code of Conduct

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

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

iii. Justices will not allow their family, social or other relationships to influence their judicial conduct or judgment.

iv. Justices will not permit those under their control to convey the impression that they are in a special position to influence the decisions of the Court.

c. Responsibilities

i. Justices will be faithful to the law and remain unbiased and nonpartisan.

ii. Justices will maintain order and decorum in proceedings before them.

iii. Justices will be patient, dignified, and courteous to those with whom they deal in an official capacity, and will require similar conduct of those subject to their direction and control.

iv. Justices will accord to every person who is involved in a proceeding, or their counsel, a full right to be heard according to law.

v. Justices will neither initiate nor consider communications from only one party of a pending or impending proceeding.

vi. Each Justice is charged with the duty of carefully reading and analyzing the pertinent submitted material on each case in which he or she participates.

vii. Justices will abstain from public comment about a pending proceeding in the Court. This does not prohibit Justices from making public statements in the course of their official duties or from explaining for public information the procedures of the Court.

viii. Justices of the Court will dispose promptly of the business of the Court.

ix. Each Justice of the Court will take or initiate appropriate disciplinary measures against any other Justice for unprofessional conduct of which they become aware.

d. Disqualification

i. A Justice is disqualified and will excuse himself/herself in any proceeding in which:

1. The Justice has personal knowledge of disputed evidentiary facts concerning the proceeding.
2. The Justice or the Justice's spouse/domestic partner, or a person related to the Justice within the third degree, by blood, marriage, or other relationship to either the Justice or the Justice's spouse/domestic partner:

- a. is a party to the proceeding, or an officer, director, or trustee of a party;
- b. is acting as legal counsel in the proceedings;
- c. is known by the Justice to have an interest that could substantially affect or be affected by the outcome of the proceeding;
- d. is to the knowledge of the Justice likely to be a material witness in the proceeding;

3. A party to the proceeding is an employee of the Justice.

ii. Any Justice excusing her/himself from any proceeding shall notify the Chief Justice of her/his recusal in writing.

iii. If the Chief Justice must excuse himself from any proceeding, he or she shall notify the full Court of his recusal in writing.

e. Non-judicial Activities

i. Justices may appear at a public hearing before an executive or legislative body, and may consult with an executive or legislative body official, but only on matters concerning the administration of justice.

ii. Justices will not act as arbitrators or mediators except in the performance of judicial duties. iii. Justices will not accept any gift, bequest, favor, or loan other than ordinary social hospitality, if the source of said gift, bequest, favor, or loan could imply or give the appearance of influencing the decisions of the Court or otherwise give the appearance of impropriety

f. Resignation & Seniority

- (i) Should the Chief Justice resign from the Court for any reason or be the subject of impeachment proceedings, the Senior Associate Justice will assume the duties of the Chief Justice until the President appoints and Council affirms a new Chief Justice.
- (ii). Seniority of the Associate Justices will be determined by the date of approval of appointments by the Council.
- (iii). Nothing in this section shall be construed to mean that the Court may operate with less than three sitting Justices.

g. Pro Tempore Justice Appointments

- (i) In the event that one or more Justice excuses her/himself from any proceeding, or in the event that any Justice is the subject of an impeachment proceeding before the Court, the Chief Justice will notify the President and Council Chair of such an occurrence within 3 days of receiving written notification of a Justice's recusal.
- (ii). Within 3 days of receipt of such notification from the Chief Justice, the President shall recommend a Pro Tempore Justice to Council.
- (iii). Within 3 days of receiving the President's recommendation, the Council Chair shall schedule a Special Meeting of the Council in accordance with the Council's Open Meetings Act Resolution and relevant provisions of the GPSA Constitution and Bylaws in order to consider the President's recommendation.
- (iv). In any event, a Pro Tempore Justice must be approved by Council within 30 days of receipt of Notice from the Chief Justice that a Justice has excused her/himself from a proceeding before the Court.
- (v). The Chief Justice shall stay the effected proceeding(s), informing all parties of the stay, until such time as:
 - 1. the President has recommended to Council a Pro Tempore replacement for each excused Justice, and Council has approved that recommendation in accordance with the GPSA Constitution;
 - 2. the Pro Tempore Justice has assumed the Judicial Oath of Office; and
 - 3. an affidavit attesting to the Pro Tempore Justice's authority has been filed.
- (vi). All Pro Tempore Justice appointments, once made, shall expire upon the termination of the matter before the Court. For the purposes of this section, "termination" means any final ruling by the Court of the matter before it, including dismissal for any reason as well as a determination of the matter on its merits.
- (vii). With the exception of those cases in which a Justice has excused him/herself because impeachment proceedings have

been brought against him or her, the appointment of a Pro Tempore Justice shall not limit the excused Justice's authority to hear other matters before the Court

3. Members of the Court of Review shall not serve on any GPSA Standing Committee.

C. Term of Office

- 1. The term of office for the Chief Justice shall be two years, from noon of the last day of the spring semester until noon of the last day of the spring semester two years later.**
- 2. Associate Justices shall serve for a term one year. The term shall coincide with the academic year session of the Council. The Associate Justices shall be appointed at the first Council Meeting of the academic year.**
- 3. The Chief Justice shall be appointed by Council at the appropriate April meeting.**
- 4. No justice shall serve more than two terms.**

D. Duties

- 1. To determine questions of constitutionality and adherence to Bylaws.**
- 2. To advise the Council as requested.**

~~i.~~ **a. Advisory Opinions:**

~~i.~~ **a.** The ~~President or~~ Council may seek the advice of the Court for any matter, including, but not limited to, the constitutionality of any provision of the GPSA Bylaws, codes or rules, or the constitutionality of any act of any GPSA officer or representative.

~~ii.~~ ~~The President may request the advice of the Court by submitting a question in writing to the Court with a copy to the Council Chair.~~

~~iii.~~ **b.** The Council may request the advice of the Court upon a majority vote of the Representatives present at any regular or special meeting where a quorum is present. The question shall be submitted to the Court in writing with a copy to the President.

~~iv.~~ **c.** When advice of the Court is sought, the Court may follow procedures it determines in its discretion that are suitable to effectively research and address the question presented. The Court may ask the presenter of the question for clarification of the issue.

~~v.~~ **d.** 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.

~~vi~~ e. In any event, the Court shall issue a written Advisory Opinion to the President and Council chair within 30 days of receipt of the written question.

3. To create an official written record of all decisions to be maintained in the GPSA office.

a. Written Opinions: All official decisions and opinions of the Court shall be made in writing, made available to the GPSA officers, Representatives and Members, as well as the public upon request.

4. To fulfill any other actions required by the Bylaws

a. General Duties of the Court:

i. The Court shall conduct monthly meetings throughout each semester.

ii. Written opinions will become part of the official Court Record and will be made available to the President, Council Chair, Council Representatives, and upon request to GPSA Members and the public.

b. Duties of the Chief Justice

i. The Chief Justice will preside at all meetings of the Court, or be responsible for assigning a Justice to preside when the Chief Justice cannot attend or has excused him/herself.

ii. The Chief Justice will preside at all judicial sessions of the Court.

iii. The Chief Justice is responsible for publishing all rulings and decisions of the Student Court within fifteen days of decision.

E. Court Review and Appeals

1. All GPSA members may bring actions before the Court.

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 will 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. Procedures for review may be proscribed in the Bylaws

a. Introduction – Hearing Procedures and Informal Dispute Resolution:

i. Informal Dispute Resolution: 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.

- ii. 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.
- b. Limitations of Actions
 - i. All actions alleging violations of the GPSA Constitution, Bylaws or Codes must be brought within the applicable Limitations Period.
 - a. In general, actions must be brought within thirty (30) days from the date of the alleged infraction.
 - b. However, if the Plaintiff is unaware of the alleged infraction at the time it occurs, Plaintiff must file the claim within ten (10) days from the day he or she learns of, or should have learned of, the infraction.
 - ii. Any challenge to any action on the grounds that it has been brought after the applicable Limitations Period has run is a matter to be resolved by the Court of Review.
 - iii. Extensions of the Limitations Period will be granted only to accommodate Holidays observed by the University, events deemed emergencies by the Court or for other equitable reasons as determined by the Court.
- c. Complaint
 - i. 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.
 - ii. The Complaint form may be obtained from the GPSA Student Office.
 - iii. The Plaintiff shall serve a true and correct copy of the Complaint to any and all Defendants no more than three (3) days after submitting its Complaint to the Court. Service of the Complaint may be made in person, by hand delivery or by first-class mail or any other method by which the Plaintiff reasonably believes the Defendant will receive the Complaint.
 - iv. The Court has seven (7) days to review the Complaint and determine if it is within the Court's jurisdiction as defined in Article VII, of the GPSA Constitution and relevant Bylaws, and whether all information required by the Complaint form has been submitted and is fully completed.
 - v. If corrections are required, the Plaintiff has three (3) days in which to make any corrections, additions, revisions, etc. and submit an Amended Complaint to the Court. The Court may grant extensions to any Plaintiff when justice so requires.
 - vi. The Plaintiff shall serve a true and correct copy of the Amended Complaint on any and all Defendants within three (3)

days of its submission to the Court. Service of the Amended Complaint may be made in person, by hand delivery or by first-class mail or any other method by which the Plaintiff reasonably believes the Defendant will receive the Amended Complaint.

vii. The Court will dismiss without prejudice any Complaint over which it lacks jurisdiction. The Court reserves the right to dismiss any Complaint on the grounds that the Amended Complaint is incomplete and/or the time for submitting corrections as set forth in this section has expired.

d. Answer

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

e. Pre-Hearing Guidelines

- i. The Court has three (3) days from receipt of the Answer (or Amended Answer) in which to schedule a Hearing if the Court finds the case to be within the Court's jurisdiction
- ii. The Hearing shall be scheduled no later than ten (10) days from the date of the Court's receipt of the Defendant's Answer or final Amended Answer, unless the matter is stayed by the Chief Justice because a Justice has excused her/himself, in which case a hearing will be scheduled no later than 10 days after a Pro Tempore Justice has been appointed, approved and assumed the Judicial Oath of Office.
- iii. Extensions of the time allotted for submission of the Complaint (or Amended Complaint), the Answer (or Amended Answer),

and/or scheduling of a hearing will be granted when justice so requires.

f. Witnesses and Evidence.

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

g. Hearing Procedures

- i. The Plaintiff(s), followed by the Defendant(s) will present Opening Statements, which shall be no more than 10 minutes in length per party.
- ii. The Court will ask questions of either party, if clarification is needed.
- iii. Witnesses for both the Plaintiff(s) and Defendant(s) will present their evidence and/or testimony.
 - a. Parties will have an opportunity to question each witness subject to the restrictions of the Court.
 - b. The Court may also question the witnesses, if necessary.
- iv. The Court reserves the right to recall any Plaintiff(s), Defendant(s), and/or Witnesses at any time during the hearing.
- v. The Plaintiff(s) and the Defendant(s) will be asked if they would like to make Closing Statements, and if they so desire, they will be given no more than 10 minutes for a closing statement.
- vi. The Court will then recess to deliberate in a closed session.
- vii. The Court will issue a decision no later than fourteen (14) days following the Hearing.

h. Hearing Guidelines

- i. All Hearing proceedings will be audio recorded.
- ii. The Court will be allowed to recess at any time, for any reason.
- iii. The Court may, in its discretion, admonish any Witness or Party whose testimony or behavior is inconsistent or harmful to the process of justice.
- iv. Consistent with these Procedures, the time allowed for Plaintiff(s), Defendant(s), and Witness Statements will be decided by the Court at the beginning of the Hearing.
- v. Plaintiff(s) and/or Defendant(s) have the right to appear with an advisor at the Hearing. The advisor may be, but is not required to

be, an attorney. However, the Plaintiff(s) and Defendant(s) are responsible for presenting their cases in their entirety. Advisors are therefore not permitted to speak or participate directly in any Hearing.

vi. Circumstances not described above will be resolved at the discretion of the Court.

i. Procedure Guidelines

i. Whenever a party is required to do some act (e.g. submit Complaint, Answer a Complaint, etc.), the time for compliance begins to run on the day that the party receives notice of the need to act. If notice is sent by mail, receipt thereof will be presumed three (3) days after the notice is mailed.

ii. After submission of a Complaint, it will be kept confidential until the Defendant(s) have been properly served with the Complaint or Amended Complaint. Once the Defendant(s) receive, or are presumed to have received notice (as described herein), the Complaint and other Court records pertaining to the case will be open to scrutiny, in compliance with the Family Educational Rights and Privacy Act.

iii. Circumstances not described above will be resolved at the discretion of the Court.

j. Procedure for Charging a GPSA Official with Misconduct

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

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

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

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

l. Further Appeal:

i. With respect to the actions of the GPSA, the decision of the Court of Review shall be final.

ii. Nothing in the GPSA Constitution or Bylaws shall be construed as an attempt to limit any person's or party's rights under other applicable laws.

3. The Court may, at its discretion, decline to hear cases that are substantially similar to cases already before the court.

F. Removal

Members may only be removed through impeachment procedures: A motion to consider removal, seconded, and a simple majority passes that motion at a regular GPSA Council meeting. The GPSA Council Chair shall then call a special meeting no sooner than one nor later than two calendar weeks after the meeting at which the motion was made and passed. A two-thirds vote of the Council Representatives present at that special meeting is required for removal.

1. Grounds for removal include violation of GPSA Bylaws, willful neglect of office, gross misconduct, or malfeasance.

G. Stipend

Annual stipends for Justices shall be ~~determined by Council~~ 4% of the President's stipend. The annual stipend for the Chief Justice shall be 5% of the President's stipend. One half of the stipend shall be allocated at the end of the Fall semester and one half of the stipend shall be allocated at the end of the Spring semester.

ARTICLE VIII. BUDGET

A. Fees

Subject to authorization by the University of New Mexico Board of Regents, a nonrefundable fee shall be levied on all graduate and professional students. The University of New Mexico shall collect these fees and forward them immediately to the GPSA.

1. The GPSA fee shall not exceed \$25.00 per student per semester.
2. [Note: Five percent (5%) of the total GPSA budget is taken by the University in the form of an accounting fee payable to the Student Government Accounting Office. The total GPSA budget is herein defined as the total graduate student fees collected minus this five percent (5%) fee.]
 - a. No less than twenty percent (20%) and no more than thirty-five percent (35%) of the total GPSA budget shall be allocated to GPSA administrative expenses. GPSA administrative expenses include all stipends (except for the stipend of the GRD Chair), office employee salaries, all GPSA office operating expenses, and the President's education grant.
 - b. No less than forty percent (40%) of the total GPSA budget shall be allocated to "Pro-rated Benefits" to be allocated to Recognized Departmental Graduate or Professional Student Associations. These Recognized Departmental Student Associations shall in turn provide funding for all departmentally-based student associations within their

department. A departmentally-based student association is a student group in which fifty percent (50%) or more of the dues-paying membership are GPSA members from a single department.

c. No less than ten percent (10%) of the total GPSA budget shall be allocated to the ~~Student Research Allocation Committee~~ Student Research Grant Committee (SRG). Additional funds from the Council General Fund must be requested from the GPSA Council through the Finance Committee. Additional funds can be transferred to the SRAC/ST or GRD Committee from the SRAC/ST or GRD Endowment Spending Account at any time, however, with the approval of the GPSA President, Council Chair and Finance Committee Chair.

d. No less than \$5,000 shall be allocated to the Student Research Allocation Committee Endowment Fund.

e. No less than three percent (3%) of the total GPSA budget shall be left unbudgeted, yielding a minimum balance to the Council General Fund.

f. No more than ten percent (10%) of the total GPSA budget shall be allocated to the GPSA standing committees in the original GPSA budget submitted in April for the following fiscal year. This does not include the ten percent (10%) minimum of the total GPSA budget already allocated to the Student Research Allocation Committee (SRAC). Each standing committee should submit a budget request to the Finance Committee during the annual GPSA budget process, to include any stipends for the Committee Chair or members. This includes the SRAC, which should submit a budget request for funds above and beyond the ten percent (10%) of the total GPSA budget already allocated to the committee. Additional funds to be taken from the Council General Fund can be requested of the GPSA Council through the Finance Committee at any time during the following fiscal year.

g. No more than ten percent (10%) of the total GPSA budget shall be allocated for distribution to non-departmentally based graduate or professional student organizations [defined herein as any organization in which less than fifty percent (50%) of the members are from one department]. These allocations shall be made according to guidelines established in the GPSA Finance Code. The Student Activities Center is to be guaranteed funding of a minimum of one thousand dollars (\$1000.00) of these funds. A request of more than one thousand dollars (\$1000.00) will require participation in the complete budgeting process outlined in Appendix #1: Finance Code.

3. The GPSA fees shall be allocated as follows:

4. Surplus Funds

a. Any unspent funds that were allocated to GPSA administrative expenses, GPSA standing committees, non-departmentally based graduate and professional student associations and all unclaimed Pro-rated Benefits (PB) Funds shall be placed in the Council General Fund.

- b. Any unallocated funds remaining in the Council General Fund at the end of the fiscal year shall be carried over to the following year's Council General Fund.
 - c. During the summer (May 15 to August 15), the GPSA President, Council Chair and Student Research Allocation Committee (SRAC) Chairperson shall have the power to transfer unallocated funds from the Council General Fund or the SRAC Endowment Spending Account to the SRAC. Such transfers will be reported to the GPSA Council during the first meeting of the Council in the following fiscal year (i.e., September).
 - d. During the summer (May 15 to August 15), the GPSA President, Council Chair and Specialized Travel Chairperson shall have the power to transfer unallocated funds from the Council General Fund to the Specialized Travel Committee. Such transfers will be reported to the GPSA Council during the first meeting of the Council in the following fiscal year (i.e., September).
5. Summer GPSA fees, if collected, shall be forwarded in their entirety to the Student Research Allocations Committee Endowment Fund.

B. Purpose

Collected fees shall be used to fund the general GPSA government and shall be used by the GPSA Council to benefit chartered student organizations and other graduate and professional students through GPSA Committees.

C. Budget Procedures

The Finance Committee shall draft a budget in accordance to the guidelines outlined in the Appendix 1 Finance Code. The proposed budget must be approved by two-thirds of the Council Representatives present at a duly called Council meeting. If a changed student fee is recommended by the Council, this change will be presented to the student body for approval by a simple majority of voting GPSA members. If not approved, the recommended fee will remain at current levels and the appropriate balanced budget must be adopted. vi

- 1. The GPSA Finance Code shall appear as Appendix #1 of this document.
- 2. All articles and sections of the GPSA Finance Code shall have the weight of Bylaws of the GPSA.

D. Audit

The GPSA financial records and records of all funded organizations and groups may be subject to an audit as requested by Council.

E. Budget Compliance

Compliance with proposal guidelines of funded organizations for the fiscal year shall be determined by the Finance Committee and approved by a two-thirds vote of the Council Representatives present at a regularly scheduled meeting. Noncompliance of a funded organization to its budget proposal may result in Council recourse as established in Council guidelines. Recourse can include freezing of funds.

ARTICLE IX. ELECTIONS

A. Election Dates and Procedures

Unless otherwise decided by the Council, the elections shall be held during the first full week of April. General Elections shall run Monday through Thursday of the appropriate week and polling hours shall accommodate day and evening graduate and professional students. A plurality of votes shall decide all elections presented on the ballot.

1. The GPSA Election Codes shall appear as Appendix #3 of this document.
2. All articles and sections of the GPSA Election Codes shall have the weight of Bylaws of the GPSA.

B. Ballots

The General Elections ballot shall include the opportunity to vote for GPSA President, constitutional amendments, and any other appropriate issues added by Council.

C. Special Elections

May be called as needed by Council.

ARTICLE X. RATIFICATION AND AMENDMENTS

A. Ratification

This Constitution shall be ratified upon receiving a two-thirds approval by Council Representatives present at a regular Council meeting, majority approval by GPSA members voting in the Spring Elections, and approval by the University of New Mexico Board of Regents.

B. Amendments

Requires a two-thirds approval by Council Representatives present at a regular Council meeting, majority approval by GPSA members voting in the Spring Election, and approval by the University of New Mexico Board of Regents.

C. Regent Control

This Constitution, including all amendments, shall be subject to modification by and under the control of the Board of Regents.

D. Amendments and Additions Procedure

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

1. Any member of GPSA may propose an amendment or addition to the GPSA Bylaws by presenting to the Council in writing the proposed amendment or addition.
2. The Council Chair shall seek an advisory ruling from the University Council's office regarding the consistency of the proposed amendment with current University Policy, and State and Federal laws within five (5) working days of the presentation of proposed amendment at a regularly scheduled Council meeting. The advisory ruling must be provided to Council prior to a vote on any proposed amendment.
3. Vote on the adoption of the amendment or addition to the Bylaws shall only take place at the next regular meeting of the Council upon a proper second. The proposal shall require a two-thirds vote of the Council Representatives present in order to be adopted.
4. Effective Date for Approved Amendments
 - (i) Unless otherwise specified in the resolution approving a proposed amendment, the effective date for any amendments shall be the first day of the academic year following the academic year in which the amendment was approved by Council.
 - (ii) Approved amendments shall not take effect until the approved amendment language is evaluated by the University Council's Office relative to current University Policy, and State and Federal.

E. Context for Proposed Amendments and Additions

Proposed Constitutional or Bylaw Amendments shall place the amendment within the appropriate context within this document, including specific numerical reference (Article, Section, and paragraph number).

F. Regent Approval

Constitutional Amendments approved by the GPSA Membership during a General or Special Election shall have the status of a bylaw until ratified or rejected by the Board of Regents.

1. Where conflicts exist between previous Bylaws and a new constitutional provision, the new constitutional provision will supplant the previous bylaw.

Rules of the
Graduate and Professional
Student Association
of the University of New Mexico

Appendix One:
Finance Code

APPENDIX ONE: FINANCE CODE A

I. Philosophy

The financial goal of the GPSA is to provide funds to graduate and professional students in order to enhance their academic and professional development. GPSA accomplishes this goal directly, by providing funds for academic and professional activities, and indirectly, by providing funds for support services. GPSA does not undertake to provide sole funding for any group or organization; nor will funding in one year be a guarantee of funding in subsequent years.

II. Annual Budget

A. Budgets will be based on projected enrollment for the fiscal year under consideration.

III. Petitions for Grants of Pro-Rated Benefits (PB) Funds

- A. Grants of pro-rated benefits shall be provided to Recognized Departmental Student Associations at a per capita rate equal to the percent of Fall and Spring fees allocated in the budget.
- B. Each semester, the Recognized Departmental Student Association from each department, in order to receive Pro-Rated Benefits, must apply via a form on the GPSA website.
- C. Based on the enrollment statistics provided by the University, indicating the number of graduate or professional students enrolled in each department, the Student Government Accounting office will credit the relevant PB account.
- D. Any Recognized Departmental Student Association has the right to appeal the enrollment statistics provided by the University to the GPSA Finance Committee by presenting a name-by-name count of the GPSA Members and Associate Members it claims and performing a comparison with the University's printout.

IV. Non-departmental Organizations

A. Calendar:

- 1. Two mandatory budget workshops will be held during the spring semester. Groups requesting funds need to attend only one budget workshop. The first budget workshop will be held during the second week of the spring semester. The second budget workshop will be held during the third week of the spring semester. **This requirement may also be met by a special meeting with GPSA's Accounting Department.**
- 2. Budgets must be submitted to the GPSA office no later than 5:00 p.m. on the fifth Friday of the spring semester. The Finance Committee ~~will~~ **may** refuse to fund organizations not meeting this deadline. The organization must submit a minimum of seven (7) copies of their funding request packet. These funding request packets must be three-hole punched. An online document submitted to the GPSA President, Council

Chair, and Finance Committee Chair will satisfy these requirements as well.

3. Budget hearings will be held within two weeks after budgets are submitted.

4. The Finance Committee will present a final budget to Council at the March GPSA meeting.

B. Preparation of Budgets for Submission to the Finance Committee:

1. The Finance Committee and the Student Government Accounting Office (SGAO) will hold the budget workshops. Attendance will be mandatory for any non-departmental organization applying for budget allocations for the following fiscal year. At least one of the attendees must be a graduate or professional student. Any application for funding submitted from an organization not represented at one of the budget workshops will not be considered for funding by the Finance Committee.

2. Budgets must adhere to the procedures presented at the budget workshops. Budgets will be submitted in a line-item format with detailed breakdowns of expenditures within each line item. The Finance Committee may refuse to consider budgets not prepared according to the appropriate procedures or **which** are incompletely detailed. **They may request a revised budget to approve in lieu of refusal.**

3. The Finance Committee may refuse to fund specific line items it deems inappropriate for external budget funds, i.e. items more appropriately funded through Projects of SRAC. Line items not specifically refused funding by the committee will be considered fundable.

4. A graduate representative of each group applying for funding must appear at the budget hearings. Organizations sign up, in advance, for an appointment during the scheduled hearing. Failure to attend the scheduled appointment **may** ~~will~~ result in disqualification of the organization from further consideration for funding from the GPSA Finance Committee for the fiscal year under consideration. It is the responsibility of any organization needing to reschedule its appointment to contact the Finance Chair at least one day in advance **by phone and email.**

C. Disbursement of funds:

1. Funds will be released to organizations only according to SGAO fiscal policy.

2. Upon receiving notification of final funding organizations may transfer funds between line items after a written rationale for the transfer has been approved, in writing, by the organization's fiscal authority, and the Finance Committee Chair.

3. Organizations may petition the Finance Committee for an extension of the spending deadline: a two thirds (2/3) vote of committee members present is necessary to extend the deadline.

4. Failure to adhere to these guidelines, or unlawful use of funds, will result in an injunction of spending privileges by the Finance Committee until the violation has been corrected.

- a. The Finance Committee must notify any groups of an injunction of that group's funds no later than the ~~date after this~~ day preceding this action.
- b. Such notification will include the reason for the action as well as the actions required of the group for funding to be resumed in a timely fashion.
- c. Groups will have no more than three weeks to comply with the instructions of the Finance Committee.
- d. If a group fails to take the necessary actions the Finance Committee may appeal to the Council for an injunction of the organization's funds for the remainder of the fiscal year. A two thirds (2/3) vote of the GPSA Council members present is necessary for approval of such appeal.
- e. Funds enjoined for the remainder of the fiscal year will revert to the GPSA general fund.

D. Procedures for appeals:

1. Organizations have the opportunity to appeal funding allocations made during the Spring allocation process.

- a. Organizations must formally petition to the Finance Committee in writing for an appeals hearing.
 - i. The petition must state the reason for the appeal and must be based on the budget submitted by the organization during the Spring budget process.
- b. The Finance Committee will submit an appeals budget and its recommendation to the Council at the meeting immediately following the appeals hearing.
- c. Council will act on the appeal during the meeting at which it is presented. Council may pass the budget as submitted, amend the budget according to the guidelines above, or deny the appeal. The action taken by Council at that meeting will be binding with no further appeals allowed.

2. Organizations have the right to appeal the injunction of their spending account.

- a. Organizations must formally petition to the Finance Committee in writing and via email for an appeals hearing.
 - i. The petition must state the reason for the appeal.
- b. The Finance Committee will submit the appeal and its recommendation to the Council after one week of deliberation. The appeal and the Finance Committee recommendation(s) will be submitted at the next council meeting following the week of

~~deliberation. at the meeting immediately following the appeals hearing .~~

c. Council will act on the appeal during the meeting at which it is presented ~~or schedule a special meeting~~. Council may pass the budget as submitted, amend the budget according to the guidelines above, or deny the appeal. The action taken by Council at that meeting ~~may be appealed with a 2/3 majority vote will be binding with no further appeals allowed.~~

E. Funding Priorities:

1. Funding through the external budget will be allocated on a merit basis, according to the following criteria, priorities, and limits:

2. Funding Priorities

a. Purpose of the Organization: Highest priority will be given groups whose primary goal is academic/professional development of graduate and professional students. Other purposes are ranked from highest to lowest as follows: support services for graduate and professional students; cultural enhancement; leisure and entertainment activities.

b. Affirmative Action: High priority will be given groups that include in their purpose the active recruitment and retention of under-represented groups, based on race, ethnicity, and/or gender.

c. Population Served: Ranked from highest to lowest: all graduate and professional students; multidisciplinary; single department; special interest; honorary; military; religious; and political groups. Groups will not be funded that directly support off-campus political campaigns.

d. History of Service: Groups will be ranked according to their history of service and accomplishments, with groups achieving significant improvement in the quality and/or quantity of service offered to graduate and professional students receiving top ranking. and those showing a decline in service receiving lowest ranking.

e. Community Service/Public Relations: GPSA does not fund activities solely for the benefit of the non-academic community. GPSA does, however, recognize the benefit to GPSA and to UNM of such services. Therefore, groups providing such services/benefits as a result of graduate activities will be given extra consideration in proportion to the services provided and benefit to GPSA and to UNM.

f. Quality of Application: Applications will be ranked on the basis of completeness, clarity, and quality of writing, with highest priority given to the highest quality of applications.

g. Limitations on Funding

- i. No group may receive funding greater than three thousand dollars (\$3,000).
- ii. Any group receiving greater than one thousand dollars (\$1,000) in the previous year's funding is limited to a budget request increase of twenty-five percent (25%).
- iii. Any group receiving between five hundred (\$500) and one thousand dollars (\$1000.00) in the previous year's funding is limited to a budget request increase of fifty percent (50%).
- iv. Any group receiving less than five hundred dollars (\$500) in the previous year's funding period may request up to seven hundred and fifty dollars (\$750).
- v. New and Inactive Groups: Groups that have not received external budget funding for two consecutive years prior to the year for which funding is requested may receive no more than five hundred dollars (\$500). No such limits apply, except as otherwise stated, for succeeding years.
- vi. A revised budget shall be issued by the finance committee chair within 15 days of the discovery of any lack of compliance with the previous rules. This budget will be placed before council at the next meeting to approve. The funds will be retracted 3 days after the revision's approval.

v. Miscellaneous

- A. All journals, monographs, and/or books purchased with GPSA funds will be labeled "Purchased with GPSA funds" and housed in any UNM library.
- B. All student publications will submit one copy of each publication to the GPSA and one copy to the appropriate UNM library.
- C. The Finance Committee will establish its own internal procedures, within the guidelines set forth above, each academic year, and will inform, the GPSA Council of those procedures.
- D. The Chairpersons of the Student Research Allocations Committee, the Projects Committee, and Specialized Travel Committee must present budget requests to the Finance Committee Chair for the Spring budget process. The Finance Committee will inform each chairperson of the format for the request no later than two weeks prior to the budget process.
- E. Glossary: Term and definitions to be added to Glossary found in: APPENDIX I. GPSA

FINANCE CODE

1. Disagreement Appeals Process – This shall mean a written notice of complaint delivered to the GPSA office and a phone call to the Finance Committee Chair and the GPSA Council Chair.
2. Fiscal Authority – This shall mean the group’s treasurer.
3. Enjoinment of Funds – This shall mean that a hold has been placed on the account and no funds can be spent..
4. New and Inactive Groups – New shall mean that a group has never attended the GPSA Finance Committee workshops and received any funds from this Committee. Inactive shall mean that a group has received funds from the GPSA Finance Committee but are not currently line item funding in this years GPSA Budget.
5. UNM Library – This shall refer to the General Library of the University of New Mexico and to any departmental or school library.

Rules of the
Graduate and Professional
Student Association
of the University of New Mexico

Appendix Two:

Grants Codes

SRAC

Projects

Travel

GRD

Editor's note: These sections have been temporarily removed from consideration for amendment. The changes in the structure of the grants committees created many inconsistencies with Appendix Two, some parts of which may need to be completely rewritten.

These sections is Bylaws and so can be amended by council at such time they are ready.

Rules of the
Graduate and Professional
Student Association of the
University of New Mexico

**Appendix Three:
Elections Codes**

APPENDIX THREE: ELECTIONS CODES

Preamble

This appendix is for the purpose of informing the UNM population about the GPSA Elections Codes as well as providing guidelines to the Elections Committee. Internal meetings of the Election Committee and/or candidates for office are to be encouraged to the committee.

I. Candidate and Voter Eligibility

A. An eligible candidate for the office of President or GPSA Council-Chair shall be a member of the GPSA.

1. Candidates can file for an election by turning in a completed application to the GPSA office by 5:00 PM on the Wednesday of the third (3rd) week of classes prior to the election. Eligibility of candidates shall be determined by the Election Committee by 5:00 PM on the day following an application deadline.

2. A candidate is ineligible to run for office (President or GPSA Council-Chair) if winning the election would have him hold both offices for any period of time.

B. An eligible voter for an election must be a GPSA member. Voters can cast one vote in a given election.

II. Notice of Elections

A version of all notices shall be sent to the GPSA Listserv.

A. The Election Committee shall give written notice of the offices, amendments and other topics to be voted on in an election a minimum of twenty-five (25) days prior to the day of the election. The written notice shall also include instructions on any steps needed to be taken before a student may vote.

1. This notice will be a quarter (1/4) page paid advertisement appearing for three (3) consecutive days in the NM Daily Lobo. Once published, this information may not be changed or altered except to correct any errors in printing.

2. Any correction of printing errors shall be printed in three (3) consecutive issues of the NM Daily Lobo.

B. The Election Committee shall publish on the last Friday, that is a class-day, prior to a General or Special Election at least one (1) full-page advertisement in the NM Daily Lobo.

1. This advertisement shall carry personal, professional and/or platform information for candidates, information regarding amendments and any other item to be voted upon in the election.

2. The full text of Constitutional Amendments shall be included. If larger than one quarter (1/4) page, a summary shall be included.

3. The advertisement shall include the method of electronic voting as well as the hours of operation.
4. Special Elections may have a half (1/2) page advertisement.

C. Notice of Candidate Forums shall be placed in the Daily Lobo on the two days prior to each Forum. This advertisement shall indicate the names of the candidates and the location and time of the Forum.

III. Types of Elections

A. General Election

1. A General Election is defined as the late spring election for President for the following term of office, including Constitutional amendment ratification and any Special Issues.

The election shall take place on the Monday through Thursday of the first week of April, unless otherwise decided by Council. The electronic voting shall end at 5:00 PM of the last day of the election.

2. Any Constitutional amendments or Special Issues to be included in the election shall be determined by the March Council meeting.

B. Council Chair Election

A Council Chair Election is defined as the late spring election for Council Chair for the following term of office. This election shall take place at the April Council meeting.

C. Special Election

A Special Election shall take place upon one or more of the following conditions.

Special Elections follow General Election rules except where noted.

1. Vacation of the President or Council-Chair positions.
2. Granting of a petition submitted to a Council meeting for the recall of the President, the passing of a motion for the recall of the Council Chair at a Council meeting.
3. Non-certification of an election or a declaration of ineligibility or non-assumption of the winner of an election.
4. 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.

IV. General Election

Elections shall be conducted electronically. Elections shall use a computer or phone-based system that is managed by ~~CIRT~~ ITS.

Two members of the Elections Committee shall retrieve the final vote count from the electronic voting system.

The candidate elected to office will be determined by a plurality of votes cast and all other items on the ballot shall be decided by a majority of the votes cast. Should the plurality winner of the GPSA General Election be declared ineligible, not able to assume office for any other reason before the certification of the election results, in case of a tie, or if the Elections Committee votes to not certify an election, a special Council meeting shall be called so that a Special Election can be scheduled.

The results of an election shall be reported to the candidates as well as the current President and Council Chair by 12:00 PM of the day following the election.

V. Council Chair Election

A. Only Council Representatives with credentials on file thirty (30) calendar days prior to the Council meeting in which a Council Chair Election takes place may vote in the election. The Election Committee shall prepare a sign in roster of eligible voters.

B. Ballots shall be prepared as in the General Election.

C. The Election shall proceed as follows:

1. The current Council Chair shall forward all valid proxies to the Elections Committee chair or the designee from the Elections Committee before balloting begins.

2. The ~~President~~ Council Chair shall call and the President (or his or her designee) shall preside over the election.

3. Each candidate will give a speech (up to five minutes in length) and shall have up to five minutes to answer questions posed by the Council. The order of the speeches shall be determined randomly by the Election Committee. Candidates do not have to leave the room throughout the election.

4. When all of the speeches have concluded, the Elections Committee shall inspect and verify that the ballot box is empty and secured.

5. If any of the candidates are Council Representatives, they shall be asked to sign in. Upon signing they shall receive and cast a ballot into the ballot box, then retire to the back of the room. No campaigning is then allowed.

6. Voters casting proxy votes shall then be called forward to sign for and cast proxy ballots. When proxy voting is complete, the remaining voters shall be called forwards according to the alphabetical listing of their departments. Upon signing in, they shall receive and cast a ballot into the ballot box.

7. After the name of the last voter has been called, the names of voters who did not come forward will be repeated. Five minutes after the last name has been called, the vote counting shall begin.

D. Vote Counting

1. Only the members of the GPSA Elections Committee shall open the ballot box, determine the qualification of ballots cast, tally the ballots cast and certify the election results. a. Disagreement of number of ballots cast in a ballot box vs. the number of signed voters may be grounds for disqualification of the box of ballots.
2. The election of the Council Chair shall be decided by a plurality of the votes cast. Should the plurality winner of the GPSA General Election be declared ineligible, in case of a tie, or if the Elections Committee votes to not certify the election, the Elections Committee shall notify the Council before the end of the meeting. The Council can vote to repeat the process or determine another course of action.
3. The results of an election shall be determined by the end of the Council meeting.

VI. Special Elections

- A. All Special Elections shall take place between three and four class weeks from the Council meeting that created the Special Election.
- B. Special Council Chair Elections shall take place at the Council Meeting following the Council meeting at which the Election was created, and shall follow the procedures of the Council Chair Election.
- C. Petitions for Special Issue elections shall be received by the Election Committee or an ad-hoc Election Committee, appointed by the Council Chair, if the committee is not formed. The committee shall validate the petition within five (5) days. The petition shall pass as a motion at the next Council meeting for the Special Issue election to proceed.
- D. No Special Elections shall be held between the last day of the spring semester and the October Council meeting.

VII. Election Disputes

- A. An election may be challenged to the Court of Review by any member of the GPSA. Challenges may be based on voter fraud, improper notification, improper conduct of members of the Elections Committee, candidate misconduct or an unsound voting system.
- B. Challenges must be made in writing within five days of the reporting of the election results.
- C. The Court of Review may consolidate timely challenges as it deems appropriate.
- D. If the Court of Review determines that a challenge is valid it may decertify an election or impose a remedy as it deems appropriate. If an election is decertified

a special Council meeting shall be called so that a Special Election can be scheduled.

E. The Court of Review must render its decision within fifteen days following the last day of the election in question.

Rules of the
Graduate and Professional
Student Association
of the University of New Mexico

Appendix Four:
Open Meetings Act

APPENDIX FOUR: OPEN MEETINGS ACT

I. Open Meetings Act

In recognition of the fact that a representative government is dependent on an informed electorate and GPSA is a public policy making body, it is required that GPSA follow the Open Meetings Act of the State of New Mexico. (NMSA 10-15-1 to 4). All GPSA Council meetings of quorum are declared to be open to the public at all times, except as otherwise provided by the Open Meetings Act of the State of New Mexico.

II. The GPSA Council

The GPSA Council is required to pass a standing Resolution at the first meeting of each session of the GPSA Council. The Standing Resolution will provide the following information.

- A. Location, dates, and times of every regularly scheduled Council meeting.
- B. Guidelines for Emergency Meetings
- C. Requirements for information to the public as to the location, time, and date of every meeting of the full Council and where the public can obtain an agenda.
- D. Means of accommodating persons that may have a disability.
- E. Guidelines for closing a meeting
- F. Guidelines for public input to an open meeting
- G. Procedure regarding the preparation and approval of minutes

Rules of the
Graduate and Professional
Student Association of the
University of New Mexico

Glossary of Terms

Glossary of Terms

This glossary has been created to help eliminate some of the ambiguities that exist within certain words or phrases and their definitions or intended usage. This glossary has been organized according to the Articles of the Constitution with the only exception being Article VI. Committees. This Article has been broken down for each standing committee. So that finding a word will be simplified, under each Article the words or phrases to be defined shall be listed in alphabetical order.

PREAMBLE

No words are defined in this section.

ARTICLE I. NAME

No words are defined in this section.

ARTICLE II. OBJECTIVES

No words are defined in this section.

ARTICLE III. DEFINITIONS

No words are defined in this section.

ARTICLE IV. PRESIDENT

No words are defined in this section.

ARTICLE V. COUNCIL

No words are defined in this section.

ARTICLE VI. COMMITTEES

A. Qualifications, appointments, and terms of office.

No words are defined in this section.

B.1. Executive Board

No words are defined in this section.

B.2. Finance Committee

No words are defined in this section.

B.3. Student Research Allocations Committee (SRAC)

No words are defined in this section.

B.4. Projects Committee

No words are defined in this section.

B.5. Travel Committee

No words are defined in this section.

B.6. Elections Committee

adequate- This shall entail at least one advertisement in the UNM newspaper and flyers being sent to each department for posting at least thirty days prior to an election date for notice of an election and fourteen days prior to a proposed election date for the ballot contents. Notice of a recall election and ballot contents shall be sent out when the recall petition has been validated by the Elections Committee.

business days- This shall mean the days Monday through Friday with the exception of University holidays. From the last day of the fall semester until the first day of the spring semester and from the last day of the spring semester until the start of the fall semester shall not be considered business days for the purpose of counting days to administer in a recall election.

certify- The Elections Committee shall approve the results of a GPSA election after it has been determined that all provisions of the currently published Election Code, Bylaws, and Constitution were followed and any challenge (s) was (were) resolved.

challenge- A challenge that the currently published Election Code, Bylaws, or Constitution had been violated in a GPSA election.

GPSA Election- An election called by the GPSA Constitution or Council. These shall include the General Election, the Council Chair Election, Special Issue Election, or Recall Election.

oversee the process- To make sure that all procedures are followed by the candidates, Council Chair, and GPSA President as defined in the Election Code, Bylaws, and Constitution.

overt behavior- Any actions that would show favoritism for or have a negative affect against any candidate or issue that might appear on the ballot.

recall election- The Elections Committee shall follow the format of a Special Issue Election for its administration, but follow the prescribed deadlines.

regular meeting- Any officially called gathering of the Elections Committee to discuss issues pertinent to the committee. For emergency meetings and meeting to count ballots, no filing of an agenda or the one week period shall apply.

twenty days- This shall refer to business days.

validated- A petition shall be considered valid if the proper number of eligible signatures are on official

Recall Petition Forms.

B.7. Lobby Committee

No words are defined in this section.

ARTICLE VII. JUDICIARY COMMITTEE

No words are defined in this section.

ARTICLE VIII. BUDGET

President's Education Grant- Shall remit up to twelve (12) resident, graduate tuition hours per semester at the rates published by the Bursar's Office. The President shall also receive Graduate Student Employee Health Insurance, on the plan offered by the Office of Graduate Studies with Assistantships.

ARTICLE IX. ELECTIONS

No words are defined in this section.

ARTICLE X. RATIFICATION AND AMENDMENTS

No words are defined in this section.

APPENDIX 1. GPSA FINANCE CODE

No words are defined in this section.

APPENDIX 2. GPSA GRANTS CODES

No words are defined for this section.

APPENDIX 3. GPSA ELECTIONS CODES

20 days- This shall refer to business days.

announce- For all GPSA elections, except the Council Chair Election, this shall entail at least one advertisement in the UNM newspaper and flyers to be sent to each department for posting by the established deadline. For the Council Chair Election, a

flyer detailing who will be on the ballot shall be sent to each Council Representative with credentials on file by the established deadline.

balloting material- Any material relating to balloting. These may include voter sign-in sheets, ballot boxes, ballots, or anything else that is defined by the Elections Committee.

blanks- This shall refer to underlines of specific itemized information to be filled in according to the definitions.

business days - This shall mean the days Monday through Friday with the exception of University holidays and student recesses. From the last day of the fall semester until the first day of the spring semester and from the last day of the spring semester until the start of the fall semester shall not be considered business days for the purpose of counting in a recall election.

Campaign Expenditure Form- This form shall be an itemized accounting of all expenditures incurred by the candidate in the pursuit of office. They shall also sign the following statement: "All funds received and spent were from members of the UNM GPSA and no other sources." and itemize their contributors. campaigning- This shall include flyers, posters, and the like. It shall also include contact by the candidates or campaign workers.

cause- This refers to recall, impeachment, resignation, or death.

Election Ballot Box Form- This is a form used to request a ballot box and the associated balloting materials.

The form shall include a place for the name of each monitor of the .ballot box for each hour that the poll will open. The form shall also include a place for the 'requester to indicate how the ballot box is to be secured if it is to be held overnight.

normal business hours- This shall mean nine a.m. to five p.m.

preside- This shall mean the reading of the official roster of voters and asking them to step forward to vote.

unsuitable- This shall mean that the securing procedure is unsound, and that the ballot box runs a high risk of being tampered with.

valid- The credentials shall be considered valid if the proper form was completed and all eligibility requirements were met.

validated- A petition shall be considered valid if the proper number of eligible signatures are on the official

Recall Petition Form.

~~last revised 09/13/07.~~ Last Revised XXXX, 2009.

MEMO

To: Danny Hernandez, GPSA Council Chair

From: Brendan Picker, GPSA Programs Chair (bpicker@unm.edu), Lissa Knudsen, GPSA President (gpsapres@unm.edu), Jordon Johnson Equity and Inclusion committee Chair (jordon@unm.edu), and Katie Richardson-McDaniel (richardson.mcdaniel@gmail.com)

Re: **LGBTQ Resource Center Resolution**

Date: 11/9/09

This Saturday, November 14, GPSA has the opportunity to pass two a very important resolution. The resolution is a call for dedicated space on the UNM campus for lesbian, gay, bisexual, transgendered, and queer students to gather, conduct research and advocate for equal rights. The resolution asks GPSA to take a stand regarding LGBTQ issues, and will be looked back upon with pride and accomplishment.

The LGBTQ Resource Center Resolution asks GPSA to support the creation of a center on campus devoted to the issues and concerns of the GLBTQ community. Much like the Center for La Raza and other similar institutions on campus, a center for the LGBTQ community would fall in line with UNM's goal of having a diverse campus population and meeting the needs of all of it's students (2009-2010 UNM catalog).

According to the American psychological Association, LGBTQ students face a higher rate of harassment and discrimination because of their sexual orientation. Data released from the National Longitudinal Study on Adolescent Health showed that youth who report same-sex attraction or behaviors also reported higher levels of emotional distress, greater use of alcohol and marijuana, and earlier sexual debut (Resnick et al., 1997). Other studies have found that these youth experience higher rates of suicide attempts, victimization due to harassment, and violence (Remafedi, French, Story, Resnick & Blum, 1998). These reports show that there is a need for resources to be directed at the LGBTQ population in order to build the self-esteem and ensure the equity and inclusion of these youth in society.

By creating a dedicated space for a center devoted to this community, UNM will be ensuring its commitment to this population. The center will help with recruitment, retention, as well as the production of future leaders of the LGBTQ population. By supporting this resolution, GPSA will be seen as a leader on diversity, inclusion and support for all students.

Creation of LGBTQ Resource Center on UNM campus

2009

Whereas, the values of the University of New Mexico include a commitment to diversity "that enlivens and strengthens our university, our community, and our society." (2009-2010 UNM catalog)

Whereas, the Dean of Students Office of the University of New Mexico is "committed to the concept of human awareness and to valuing differences" including sexual orientation and gender identity. (<http://www.unm.edu/~doso/mission.html>)

Whereas, University of New Mexico policies contain language that prohibits the harassment of students on the basis of sexual orientation and forbids the unlawful discrimination on the basis of sexual orientation and gender identity. (2009-1020 UNM catalog)

Whereas, many lesbian, gay, bisexual, transgendered, and queer (LGBTQ) students still face discrimination, isolation, alienation and in some cases physical attacks, simply for being who they are.

Whereas, a resource center for LGBTQ students would be a highly visible place to gain reprieve from attacks to self-esteem, to build social and intellectual connections, and to contribute to a healthy sense of self-identity.

Whereas, a resource center would provide a location to consult resources about LGBTQ concerns, address questions to professionals and explore LGBTQ history and study.

Whereas, an LGBTQ resource center will efficiently gather and organize UNM resources and become the focal point for LGBTQ programming, services, education, research and outreach.

Whereas, peer institutions have similar centers and institutes dedicated to the LGBTQ community, including UC Denver, UC Boulder, University of Arizona, and UT Austin.

Whereas, the UNM LGBTQ resource center will enhance UNM's reputation as an institution of learning that provides a safe and supportive learning environment for all people.

Be it resolved, the Graduate and Professional Student Association recommend that University of New Mexico provide a dedicated space on campus, preferably within the ethnic centers area in the student activities center, for the creation of an LGBTQ Resource Center.

Be it resolved, GPSA recommends that UNM administration (possibly the office of equity & inclusion and/or student affairs) convene a task force with faculty, staff, and student reps to assess the needs and costs of such an endeavor.

Be it resolved, the GPSA president and GPSA Council Chair will convey to university leadership, including the Board of Regents that grad students are requesting the need for a center dedicated to LGBTQ issues and concerns.

Be it resolved, GPSA leadership to work with other colleges/universities across the state to advocate to the legislature that funding be appropriated to conduct a needs and cost assessment of establishing resource centers at all major state-funded institutions.

Be it resolved, UNM and GPSA will support future internships within this center to cultivate leadership within the LGBTQ community.

Be it resolved, GPSA will work with UNM Administration to expand and enhance this center and find future funding mechanisms to provide monies for resources and research.



GPSA @ UNM

Graduate And Professional Student Association

GPSA Council meeting
October 3, 2009 – 11:00 a.m. – 2:00 p.m.
Domenici Education Building – room 2112

- I. Roll Call
- II. Approval of the agenda
- III. Approval of Minutes from October 3, 2009 meeting – attached
- IV. Upcoming meeting dates
December 5; 11:00 a.m. - 2:00 p.m.; Domenici Education Building
January 30, 11:00 a.m. - 2:00 p.m.; location TBA
- V. Gallery & Media/Guest Speakers
- VI. Action Items
 - a. Proposed changes to GPSA Constitution - attached
- VII. Discussion Items
 - a. LGBTQ Resource Center Resolution – attached
 - b. Funding for Athletics and No Confidence in Athletics Administration
- VIII. Information Items
 - a. Officer Reports
 - i. GPSA Council Chair
 - ii. GPSA President
 - b. Standing Committee Reports
 - i. Elections
 - ii. Finance
 - iii. GRD
 - iv. Judiciary
 - v. Lobby
 - vi. Projects
 - vii. SRAC/ST
 - c. Ad Hoc Committee Reports
- IX. Representative Announcements
- X. Adjourn

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the GPSA officer at least one week prior to the meeting or as soon as possible. Public documents, including agenda and minutes, can be provided in various accessible formats. Please contact the GPSA office (277-3803) if a summary or other type or accessible format is needed.



GPSA Council meeting – October 3, 2009
Domenici Education Building – 3rd floor meeting room
Draft minutes

- I. Roll Call— A quorum was established
The meeting was called to order at *11:03 a.m.*
Danny Hernandez announced a new vote tracking system as required by the New Mexico Open Meetings Act.
Introductions
- II. Approval of the agenda
Danielle Miesem moved to approve.
Chessa Scullin seconded the motion.
Vote 1. Motion passed 12 for / 0 against / 0 abstained
- II. Approval of Minutes from September 12, 2009 meeting
Daniele Miesem moved to approve the minutes from the September 12 meeting.
Chessa Scullin seconded the motion.
Vote 2: Motion passed 5 /0/ 4

Approval of Minutes from September 26, 2009 special meeting
Scott moved to approve. Carmen Halstead seconded
Vote 3: Motion passed 4/ 0/ 7
- III. Upcoming meeting dates
November 7; 11:00 a.m. - 2:00 p.m.; Scholes Hall – Roberts Room
December 5; 11:00 a.m. - 2:00 p.m.; Domenici Education Building
- IV. Gallery & Media/Guest Speakers
There were no gallery and media speakers
- V. Action Items
 - a. Football Coach Resolution

Lex Pulos moved that GPSA should give an opinion on the matter & approve the resolution.
Sid seconded the motion.

Anne Meyers moved to remove all “Whereas” clauses
The motion died for lack of a second

The group consensus was to review the document to eliminate and amend clauses.

The group consensus was to keep Whereas clause # 1.

The group consensus was to strike Whereas clause # 2.

The group consensus was to strike Whereas clause # 3.

The group consensus was to strike Whereas clause # 4.

The group consensus was to strike Whereas clause # 5.

There was no group consensus on Whereas clause #6

Sid Solano moved to strike Whereas clause #6.

Sean seconded the motion.

Vote 4: The motion passes 9/2/2

The group consensus was to strike Whereas clause # 7.

There was no group consensus on Whereas clause #8.

There was a motion made to keep Whereas clause #8.

Sean Donnelly seconded

Vote 5: The motion passes 5/ 3/ 3

The group consensus was to strike Whereas clause #9.

The group consensus was to strike Whereas clause #10.

The group consensus was to strike Whereas clause #11.

There was no group consensus on Whereas clause #12.

Sean Donnelly moved to strike "cultural codes" in Whereas clause #12. Daniele Miesem seconded.

Sid Solano moved to call the previous question

Vote 6: The motion passed 10/0/0

(The motion to strike "cultural codes" in Whereas clause #12)

Vote 7: The motion passed 8/1/2

There was no group consensus on Whereas clause #13

Chessa Scullin moved to strike "(many of whom are African-American)", add "for" between "respect" and "him", and strike everything after "leadership." Carmen Halstead seconded

So the clause should read:

Coach Locksley has recruited multiple student-athletes ~~(many of whom are African-American)~~ from across the country who remain loyal and continue to have respect him and his leadership. ~~his termination will likely result in many of these student athletes dis-enrolling and transferring to other institutions.~~

Sean Donnelly moved to call the previous question

Vote # 8: The move to call the previous question failed 0/ 8 / 2

Vote #9: The motion made by Chessa Scullin passed 10 / 0 / 2

Julie Redekopp moved that "and his termination could negatively impact those students, be added to the end of Whereas clause #13.

Vote #10: The motion passed 12/ 0 / 1

The group consensus was to strike Whereas clause # 14.

The group consensus was to keep Whereas clause # 15.

There was no group consensus on Whereas clause #16.

Daniele Miesem moved to amend Whereas clause #16 to strike everything after "not to be condoned."

Carmen Halstead seconded the motion.

So the clause should read:

. . . the GPSA feels strongly that Coach Locksley's violent behavior should not be condoned. ~~however the punishment should take into consideration the full context of the situation including the culture of football, the media propensity towards framing black men in a negative light, and that previous UNM football coaches have not suffered any consequences for similar allegations,~~

Vote # 11: The motion passed 9 / 0 / 1

Daniele Miesem moved to amend It is resolved clause #1 to strike given the evidence and the cultural context as we understand it,

Carmen Halstead seconded the motion.

So the clause should read:

~~that given the evidence and the cultural context as we understand it,~~ the GPSA does not condone the termination of Coach Locksley's contract.

There was no group consensus on It is resolved clause #1.

Anne Meyers moved to strike "and the cultural context" only and keep "given the evidence."

Sid Solano seconded the motion.

So the clause should read:

It is resolved given the facts, as we understand them the GPSA does not condone the termination of Coach Locksley's contract and strongly oppose the termination

Vote #12: The motion passed 10/ 1 / 2

Carmen Halstead moved that "Be it resolved" clause #1 should read:

Given the facts as we understand them GPSA does not condone the termination of Coach Locksley's contract."

Vote # 13: The motion passed 5/ 0/ 7

Anne Meyers moved to approve be it resolved statement #1 to read: "Given the facts as we understand them the GPSA does not condone the termination of coach Locksley's contract. Sid Solano moved to call the previous question.

Vote #14: The move to call the previous question passed 11/ 0 / 3

Vote #15: Anne Meyers' motion passed 10/0/2.

Sean Donnelly moved to add "and we strongly oppose Coach Locksley's termination" to statement #1.

The motion died for lack of second.

Sid Solano moved to strike everything after “community” in the 2nd “It is resolved clause that” should read:

that the UNM Administration communicate that they will not tolerate violence from any member of the UNM community ~~and we recommend suspension Coach Locksley for one game docking his pay appropriately,~~

Robyn Lubisco seconded the motion.

Vote #16: The motion passed 5 / 2 / 4

Anne Meyers moved to amend It is resolved clause #3, item #2 to read:

Coach Locksley be encouraged to attend peer mentoring groups.

Daniele Miesem seconded the motion.

Vote #17: The motion passed 10 / 1 / 2

Anne Mayer moved to strike “Whereas” #15 (“UNM policy states that an assault or battery on another person is grounds for suspension”).

Sid Solano seconded the motion.

Sid Solano moved to call the previous question.

Vote #18: The move to call the previous question passed 10 / 0 / 2

Vote #19: The motion passed 4 / 5 / 5

Vote #20: The Main motion to adopt the Football Coach Resolution, as amended, passed 13 / 0 / 2

Chairman Hernandez called a recess for 5 minutes at 1:04 p.m.

Chairman Hernandez called meeting back to order at 1:12 p.m.

b. Smoking Resolution

GPSA Tobacco Use Policy Resolution

Stephanie Yurchyk moved to adopt resolution with the addition of one more “whereas” that reads: “there are hundreds of signatures collected to support removing the smoking area.”

Sean Donnelly seconded the motion.

Chessa Scullin moved to remove first two “whereas” statements of resolution.

Daniele Miesem seconded the motion.

Julie Redekopp moved to amend Chessa’s motion keep the first Whereas clause and edit to read: “Whereas clause smoking can be injurious...”

Vote #21: The motion passes 8 / 0 / 0

(Chessa Scullin’s motion that amended to strike only the 2nd Whereas,)

Vote #22: the motion passed 9/0/1

Chessa Scullin moved that “no smoking areas be” be globally changed to “smoking areas not be.”

Dean Palacio seconded the motion.

Sid Solano moved to table the issue.

Vote # 23: The motion passed 10 / 0 / 0

Sid Solano moved to move the GPSA President's report to right now because President Knudsen had to leave.

Sean Donnelly seconded the motion.

Vote # 24: The motion passed 10/ 0 / 1

Lissa Knudsen gave the GPSA President's Report.

The council returned to the previous motion:

(Chessa Scullin moved that "smoking areas not be" be changed to "smoking areas not be." Dean Palacio seconded.)

Vote # 25: The motion passed 8/ 0 / 0

Chessa Scullin moved to alter language of "be it resolved" from :

Be it resolved "This is a non-smoking campus" signs be posted in non-smoking areas and at all entrances to campus

The clause should read:

"Be it resolved that the UNM administration be responsible for posting no smoking signs in major non smoking areas and all main entrances to campus. Carmen Halstead seconded

Vote # 26: The motion passes 10/ 0 / 0

Vote #27: The main motion passes as amended 10/ 0 / 0

Chessa Scullins moved to extend the meeting by 10 minutes.

Sid Solano seconded the motion.

Vote 28: The motion passed 9/ 0 / 1

Sid Solano moved that the GPSA Council direct Sean Donnelly to form a subcommittee to prepare the documents required by UNM legal counsel for proposed constitution amendments in today's agenda for the Nov 7 meeting. Chessa Scullin seconded,

Vote #29: The motion passes 9 / 0 / 2

X. The meeting was adjourned at 2:10 p.m.

Football Coach Resolution

Whereas J.B. Gerald filed a police report with the Albuquerque Police Department after an evening staff meeting September 20, 2009 accusing Coach Mike Locksley of punching him in the mouth and cutting his upper lip (Salazar, 9-30-09, ABQ Journal),

Whereas the Albuquerque Journal has contacted the GPSA seeking the graduate and professional student perspective the UNM Administration's response to the Locksley/Gerald altercation,

Whereas the Albuquerque Journal dedicated 78 column inches on 9/29/09) and 155 column inches (A1, A4, B1, & B3) (9/30/09) to the Locksley situation while a brutal anti-semitic murder of an elementary school teacher (9/30/09) received 26 column inches,

Whereas Coach Locksley has recruited multiple student-athletes from across the country who remain loyal and continue to have respect for him and his leadership and his termination could negatively impact those students.

Whereas the GPSA feels strongly that Coach Locksley's violent behavior should not be condoned,

It is resolved that given the facts as we understand it, the GPSA does not condone the termination of Coach Locksley's contract,

It is resolved that the UNM Administration communicate that they will not tolerate violence from any member of the UNM community,

It is resolved that the following additional interventions be considered:

1. Coach Locksley be encouraged to attend and participate in an anger management program,
2. Coach Locksley be encouraged to attend peer mentoring groups,
3. Coach Locksley and Coach Gerald participate in facilitated mediation.

GPSA Tobacco Use Policy Resolution

Whereas smoking can be injurious to the health and well being of both smokers and nonsmokers who inhale second-hand smoke

Whereas non-smokers have the right to breathe clean air

Whereas smoking areas concentrate cigarette smoke

Whereas the designated smoking area outside of Northrop Hall forces students on their way into the building to breathe in the concentrated smoke

Whereas the designated smoking area outside of Northrop Hall is near a heavily used entrance to the building s

Whereas people smoking outside of Northrop Hall are not limiting their smoking activity to the designated area, but rather are spreading out into pedestrian areas, frequently used outdoor seating areas, and closer to the heavily used entrance

Whereas the fact that the smoking outside of Northrop Hall is bringing smoke into the building violates the Dee Johnson Clean Indoor Air Act – a State of New Mexico Law

Whereas the designated smoking area outside of Northrop Hall funnels concentrated smoke into the building via a heavily used entrance

Whereas the designated smoking area outside of Northrop Hall funnels concentrated smoke into the ventilation system

Whereas many students have complained of health concerns and of not being able to study due to the smoke in the building

Whereas the graduate students who work at Northrop Hall have asked the GPSA for its assistance in the matter of cigarette smoke getting into the building

Whereas there hundreds of petitions were signed to support removing the smoking area

Whereas according to the Daily Lobo the Tobacco Free Committee is considering moving the Northrop Hall smoking area to the walkway north of the building, near where Carlisle Gym dancers practice and Earth and Planetary Sciences students work outdoors

Whereas Northrop Hall is not unique on campus in that people smoking are not limiting themselves to designated smoking areas

Whereas many people, including guests to the campus, may not be aware of the tobacco-free policies

Be it resolved that smoking areas not be located near an entrance to a building

Be it resolved that smoking areas not be located near the intake vent to any building

Be it resolved that smoking areas not be located near windows which may be opened

Be it resolved that smoking areas not be located near areas where students regularly work outdoors and cannot relocate, such as loading docks and outdoor laboratories

Be it resolved that smoking areas not be located near a main walkway

Be it resolved that the Northrop Hall smoking area, which violates state law, be moved to a location that doesn't affect student, staff and faculty who choose not to breathe in tobacco smoke

Be it resolved that the UNM administration be responsible for posting "no smoking" signs in major non-smoking areas and all main entrances to campus.

Rules of the Graduate and Professional Student Association of the University of New Mexico*

Includes the texts of the:

- Constitution
- Bylaws
- Finance Code
- Grants Codes
- Elections Codes
- Glossary

Note:

The GPSA Council met on Sept. 26 from 11:00 a.m. to 2:30 p.m. as the committee of the whole.

Legend:

In green, underlined and highlighted yellow are the changes as recommended by the committee of the whole.

In green, underlined and highlighted in light blue are the changes rejected by the committee of the whole.

In green and underlined are the proposed changes the committee of the whole did not get to at the meeting.

~~In red and crossed out is the old language.~~

~~In red and crossed out with yellow highlighter are proposed changes recommended by the committee of the whole.~~

<In purple are my notes>

<There was a consensus of the committee of the whole to put hits box in this location with this content:>

Note: The GPSA Constitution and Bylaws are entwined in this document. The way to differentiate between the two is that **the GPSA Constitution is in bold** and the GPSA Bylaws is written in plain text.

<Note: The committee of the whole recommended that “Bylaws” standard. There was a global change made in this document from “Bylaws” to “Bylaws.”>

~~*Last updated September 13, 2007.~~ *[Last updated XXX 2009.](#)

Table of Contents

TABLE OF CONTENTS	1
PREAMBLE	4
ARTICLE I. NAME	4
ARTICLE II. OBJECTIVES	4
A. MISSION	
B. GOAL	
C. POLICY	
ARTICLE III. DEFINITIONS	5
A. THE GRADUATE AND PROFESSIONAL STUDENT ASSOCIATION (GPSA)	
B. ORGANIZATION	
C. MEMBER OF GPSA	
D. RECOGNIZED DEPARTMENTAL STUDENT ASSOCIATION	
E. MEETING	
F. "CONSTITUTION", "BYLAWS", AND "THIS DOCUMENT"	
ARTICLE IV. PRESIDENT.....	6
A. QUALIFICATIONS	
B. ELECTION PROCEDURE	
C. TERM OF OFFICE	
D. DUTIES	
E. STIPEND	
F. REMOVAL	
ARTICLE V. COUNCIL.....	7
A. COUNCIL DEFINED	
B. COMPOSITION	
C. COUNCIL REPRESENTATIVES	
D. COUNCIL PROCEDURE	
E. COUNCIL DUTIES	
F. COUNCIL CHAIR	
ARTICLE VI. COMMITTEES	10
A. QUALIFICATIONS, APPOINTMENTS, AND TERMS OF OFFICE	
B. GPSA STANDING COMMITTEES	
C. JOINT STUDENT-FACULTY COMMITTEES	
D. UNIVERSITY COMMITTEES AND OTHER POLICY-MAKING BODIES	
E. AD HOC COMMITTEES	
F. EXECUTIVE AD HOC COMMITTEES	
ARTICLE VII. COURT OF REVIEW	14
A. QUALIFICATIONS OF MEMBERS	
B. APPOINTMENT OF MEMBERS	
C. TERM OF OFFICE	
D. REMOVAL OF JUDICIARY MEMBERS	
E. DUTIES	
F. JUDICIARY PROCEDURE	
ARTICLE VIII. BUDGET	15

A. FEES	
B. PURPOSE	
C. BUDGET PROCEDURES	
D. AUDIT	
E. BUDGET COMPLIANCE	
ARTICLE IX. ELECTIONS	17
A. ELECTION DATES AND PROCEDURES	
B. BALLOTS	
C. SPECIAL ELECTIONS	
ARTICLE X. RATIFICATION AND AMENDMENTS.....	18
A. RATIFICATION	
B. AMENDMENTS	
C. REGENT CONTROL	
D. AMENDMENTS AND ADDITIONS PROCEDURE	
E. CONTEXT FOR PROPOSED AMENDMENTS AND ADDITIONS	
F. REGENT APPROVAL	
APPENDIX ONE: FINANCE CODE.....	19
I. PHILOSOPHY	
II. BUDGETARY GUIDELINES	
III. CALENDAR	
IV. PROCEDURES FOR GROUPS REQUESTING / SPENDING FUNDS	
V. PROCEDURES FOR APPEALS	
VI. EXTERNAL BUDGET FUNDING	
VII. MISCELLANEOUS	
VIII. SURPLUS FUNDS.	
IX. ANNUAL BUDGET	
TERM AND DEFINITIONS TO BE ADDED TO GLOSSARY FOUND IN: APPENDIX I. GPSA FINANCE CODE .	
APPENDIX TWO: GRANTS CODES	24
I. STUDENT RESEARCH ALLOCATIONS COMMITTEE (SRAC) Student Research Grant Committee (SRG)	
II. PROJECTS FUND	
III. SPECIALIZED TRAVEL COMMITTEE	
IV. GRADUATE RESEARCH & DEVELOPMENT (GRD)	
APPENDIX THREE: ELECTIONS CODES	34
PREAMBLE	
I. DEADLINES FOR GPSA ELECTIONS	
II. GENERAL ELECTION	
III. COUNCIL CHAIR ELECTION	
IV. SPECIAL ELECTIONS	
GLOSSARY OF TERMS	39
PREAMBLE	
ARTICLE I. NAME	
ARTICLE II. OBJECTIVE	
ARTICLE III. DEFININITIONS	
ARTICLE IV. PRESIDENT	
ARTICLE V. COUNCIL CHAIR	
ARTICLE VI. COMMMITTES	
ARTICLE VII. JUDICIARY COMMITTEE	

ARTICLE VIII. BUDGET

ARTICLE IX. ELECTIONS

ARTICLE X. RATIFICATION AND AMENDMENTS

APPENDIX 1. GPSA FINANCE CODE

APPENDIX 2. GPSA GRANTS CODES

APPENDIX 3. GPSA ELECTIONS CODES

PREAMBLE

We, the graduate and professional students of the University of New Mexico, coming from a variety of disciplines, yet united in our concern for the quality of our academic environment, believing that we can achieve more in our unity than we can alone, hereby establish this Constitution to preserve and protect the rights of the students at this University, to advance the interests of the graduate and professional student community, and to facilitate the professional development of its members.

In operating under this Constitution, the Graduate and Professional Student Association shall hold the following rights to be indispensable: the right to a complete and liberal education, the right to access the resources necessary to promote that education, the right to freely express ideas and thoughts that are a product of that education, and the right to participate in the processes and institutions that will ensure this education remains worthy and acceptable.

ARTICLE NAME

The name of the organization is the Graduate and Professional Student Association of the University of New Mexico.

ARTICLE II. OBJECTIVES

The objectives of the Graduate and Professional Student Association are to represent and to serve the graduate and professional students of the University of New Mexico, as enumerated in this Constitution.

A. Goal

The goal of our Association is to enhance the academic and intellectual environment for the graduate and professional students at the University of New Mexico and to promote the rights, interests, and professional development of graduate and professional students within the University community, through advocacy, education and financial support.

B. Policy

1. Our Association acts to support and encourage each student's efforts to fulfill this mission. In carrying out its mission the GPSA shall respect the autonomy and strength of the individual while also acknowledging and abiding by applicable University policies and procedures.
2. The GPSA encourages cultural, professional and social activities by graduate and professional students which support its goals.

ARTICLE III. DEFINITIONS

A. The Graduate and Professional Student Association (GPSA)

The graduate and professional student body and its representative government.

B. Organization

Any graduate group which meets the chartering requirements of The University of New Mexico.

C. Member of GPSA

Any graduate or professional student enrolled at The University of New Mexico who has paid the GPSA fee for that semester.

1. Summer Semester: Continuing Graduate or Professional students who paid the GPSA fee in the Spring semester shall be considered GPSA members during the Summer semester.
2. Voluntary Resignation: Upon presentation to the GPSA Office of a written request, any GPSA Member may resign from the GPSA. Such voluntary resignation shall not affect the obligation to continue paying the GPSA fee in future semesters.
 - a. All fees collected from persons who have resigned GPSA Member status shall be fully deposited in the SRAC account.
 - b. Persons who have voluntarily resigned from the GPSA shall lose all privileges and benefits of GPSA Member status.
 - c. Any person who has voluntarily resigned may once again become a GPSA Member by submitting a written request to the GPSA Office.

D. Department

Refers to any degree-granting graduate and professional programs, divisions, departments, schools, and colleges within The University of New Mexico and defined by the 21 day enrollment report provided by the Office of the Registrar as incorporated by reference

<

E. Recognized Department Students Association

The organization empowered to certify representatives to the Council and to receive Pro-Rated Benefit (PB) Funds. Requirements for Recognized Departmental Student Association status are described in Section V.C.2.b.(i) through V.C.2.b.(iv) of this document. Hereinafter also referred to as RDSA.

F. Meeting

~~For a recognized meeting to occur, Council, Boards, and Committees of the GPSA shall meet all requirements of the New Mexico Open Meetings Law. At the beginning of each term,~~

1. The Council Chair shall post the regular meeting dates for that semester no later than the second meeting of the semester.
2. The Council shall follow all requirements of the New Mexico Open Meetings Act, as shall the Executive Board when acting on behalf of the Council. No later than the October Council meeting, the GPSA Council shall adopt an Open Meeting Meetings Act resolution.
3. Unless otherwise defined in this document, all meeting meetings of the GPSA shall be conducted according to the latest edition of Robert's Rules of Order, Newly Revised.
4. All GPSA Committees and the Executive Board, when not acting on behalf of Council, and all GPSA committees may meet by videoconference or teleconference, providing all persons participating can hear at the same time (and if videoconference can see as well). Special rules of order must be adopted to specify how recognition is to be sought and the floor obtained during video and teleconferences. <This section was voted against by the committee of the whole>

G. "Constitution," "Bylaws," and "This Document"

1. "Constitution" refers to those portions of this document passed by the GPSA Membership and certified by the Board of Regents of The University of New Mexico. Text of the Constitution is always shown in this document in a Bold typeface.
2. "Bylaws" refers to those portions of this document which explain, define, or enact sections of the Constitution. The bylaws are distinct from the Constitution in this the text of the Bylaws is shown in this document in a plain (Roman) typeface.
3. "Codes" refers to those portions of this document that explain, define, or enact sections of the Bylaws and are included in the appendix of this document.
4. "This Document" shall refer to the integrated Constitution, and Codes and Bylaws of the Graduate and Professional Student Association of The University of New Mexico.

H. "Academic Year"

Academic year shall be defined as the year starting the first day of the fall semester through the day proceeding the first day of the subsequent fall semester.

ARTICLE IV PRESIDENT

The Executive Branch of the Graduate and Professional Student Association

A. Qualifications

Must be a member of GPSA.

B. Election Procedures

Shall be elected in the general election in accordance with Article IX of this Constitution.

C. Term of Office

Term is one year, beginning at noon of the last day of the spring semester and ending at noon of the last day of the next spring semester. The President may serve a maximum of two terms.

D. Duties:

1. Administer the budget.

- a. Be responsible for maintaining the financial records of the GPSA which shall be open for inspection by any GPSA member or any GPSA committee.
- b. Be authorized and required to be one of two signatures on disbursements of the GPSA, except for personal reimbursements to the president which shall be signed by two other authorized persons.

2. Serve as the official graduate and professional students' representative to the University of New Mexico Board of Regents.

3. Serve as an official member to the Faculty Senate Graduate Committee, as authorized by the Committee.

4. In alternating years with the ASUNM President shall serve as Chairperson of the Student Fee Review Board.

5. Appoint standing committees chairs and members and appoint committee representatives to joint Student-Faculty Senate and University committees, with GPSA Council approval. The president may remove appointments with GPSA Council approval as referred to in Article V.

- a. Appoint GPSA Members to represent GPSA on Faculty Senate Committees.
- b. Appoint GPSA Members to serve on GPSA internal committees.
- c. Appoint GPSA Members to serve on University Committees.
- d. Appointments shall be kept open for the period of no less than 5 business days from the announcement of the open positions.
 - (i) Official announcements of the open positions shall include information regarding how to apply for the positions.
- e. All GPSA Members shall be eligible for all appointments.
- f. All such appointments shall be subject to the approval of GPSA Council.

6. Chair and coordinate the Executive Board.

7. Shall ~~oversee attendance~~ review reports of all appointees to joint Student-Faculty committees, university and other policy-making bodies and ad hoc executive committees.

8. The President is the administrator of the GPSA website.

9. Other duties as defined in the GPSA Bylaws.

- a. Attend or send a representative to all GPSA Council meetings, and provide to the Council a President's Report on issues pertinent to the GPSA and the graduate and professional student community.
- b. Be responsible for the hours of operation of the GPSA office and other facilities.
- c. Employ, discharge, and assign duties to all GPSA employees, in a manner consistent with current University employee policies.
- d. File in the GPSA office and distribute to current Council Representatives a written report of activities and operations carried on during each semester of the President's term of office. This report shall be distributed at the last GPSA Council meeting of each semester.

E. Stipend

1. Financial Compensation. ~~Shall be equivalent to the minimum GA I TA stipend, as determined by the Student Government Accounting Office and the Office of Graduate Studies. Compensation shall include the President's Education Grant.~~ Shall be equivalent to the minimum post-master .5 FTE GA stipend, as determined by the Office of Graduate Studies. Compensation shall be based on a twelve month assistantship, include health benefits, and 12 credit hours per year tuition remission.

F. Removal

- 1. Impeachment procedures.** A motion to consider removal ~~,seconded,~~ requires a simple majority ~~-passes-that motion~~ vote at a duly called GPSA Council meeting. The GPSA Council Chair shall then call a special meeting no sooner than one nor later than two calendar weeks after the meeting at which the motion was made and passed. A two-thirds vote of the Council Representatives present at that special meeting is required for removal.
- 2. Recall procedures.** A petition with GPSA members signatures numbering thirty percent (30%) of the total number of votes counted at the most recent general election must be presented at a regular GPSA Council meeting in order to schedule a recall. The recall election shall be publicized and shall occur within 20 days of the Council meeting at which the petition was presented. A simple majority of those voting in the recall election is required for removal.

ARTICLE V. COUNCIL

The Legislative Branch of the Graduate and Professional Student Association

A. Council Defined

The representative body of the graduate and professional students selected from each degree-granting department.

B. Composition

Each graduate and professional degree-granting department will be entitled to at least one Representative to the Council. Those departments with more than one hundred graduate or professional students are entitled to one additional Representative for each one hundred or part of one hundred graduate or professional students in the department.

C. Council Representatives:

1. Qualifications: Must be a member of GPSA.

2. Election procedures: Council Representatives are chosen at will by the graduate and professional student body of each department.

a. Department: As used in this section, shall refer to divisions, departments, schools, and colleges within The University of New Mexico, as defined by the 21 day enrollment report provided by the Office of the Registrar.

b. Certification: The president of the Recognized Departmental Student Association, as defined below shall certify to the GPSA Council Chair the names of the Council Representatives and Certified Alternates from the Department they represent.

(i) Recognized Departmental Student Associations shall:

(A) Maintain Chartered status with the office of Student Activities;

(B) Be open to all GPSA Members within the Department;

(C) Hold officer elections which are open to all GPSA Members in that Department;

(D) Not charge dues as a condition of membership in the campus organization. This bylaw shall not preclude Recognized Departmental Student Associations from being campus chapters of State, Regional, or National associations, so long as all GPSA Members in that Department may participate in the local organization; and
(E) Not use any PB funds to pay State, Regional, or National Dues to associations of which the Recognized Departmental Student Association is a chapter.

(ii) There shall be no more than one Recognized Departmental Student Association in each Department.

(A) Upon the presentation of a petition signed by at least 35% of the total number of GPSA Members in a department, the GPSA Elections Committee shall conduct an election in which the students in that Department may vote to affirm the current Recognized Departmental Student Association or select a new organization willing to meet all requirements established in this document.

B) The election ballot shall offer the choice of either affirming the current Recognized Departmental Student Association or choosing from among those associations which have presented to the GPSA Elections Committee a petition signed by at least 25% of the total number of GPSA Members in that Department. Such petition(s) must be presented within ten days of the original petition demanding the vote. Any organization(s) seeking to become the Recognized Departmental Student Association must agree in advance to meet all the requirements established in this document.

(iii) Recognized Departmental Student Associations which fail to meet the requirements set forth in this document shall be subject to review by the Court of Review..

(A) Requests for review may be filed by any GPSA Member from an affected Department or chartered graduate or professional organization the majority of whose membership is from the Department represented by the Recognized Departmental Student Association in question.

(B) If the GPSA Court of Review orders an action by the Recognized Departmental Student Association in question which is not complied with within 15 business days , the GPSA Judiciary Committee shall have the authority to decertify the Recognized Departmental Student Association in question.

(iv) Departments with no Recognized Departmental Student Association shall lose all privileges associated with a Recognized Departmental Student Association until they organize and apply for recognition as a recognized departmental student organization in accordance with the procedure outlined above.

(A) Recognized Departmental Student Associations which enter non-chartered status shall be re-certified upon becoming chartered.

(B) If a Recognized Departmental Student Association's status is challenged while in non-chartered status, it must re-charter in order to participate in the certification election.

(C) While in non-chartered status, a Recognized Departmental Student Association may not receive the benefit of any privileges associated with Recognized Departmental Student Association status.

- c. Appeals as to the manner of selection of Council Representatives from a Recognized Departmental Student Association shall be submitted to the Court of Review.
- d. The current GPSA President and Council Chair may not be Council Representatives.

3. Council Representative Duties

- a. Read and understand the GPSA Constitution and Bylaws
- b. Understand Roberts Rules of Order
- c. Attend regularly scheduled meetings
 - (i) Read and become familiar with meeting agenda and all agenda items
 - (ii) If unable to attend, confer with alternate to attend and/or select a proxy (see Const. Art. V.D. 5)
- d. Advise department regarding GPSA funding and other opportunities for students including drafting new legislation or resolutions

D. Council Procedures

1. Regular Meetings: Must be held at least once a month during the fall and spring academic semesters. The date and time are to be determined by the Council Chair.

- a. The Open Meetings Act shall appear as Appendix #4 of this document and should be announced at the first meeting of the GPSA Council each session.

2. Special meetings: May be called by the President, Council Chairperson, ~~Council Chairperson,~~ or by a petition signed by a minimum of five GPSA Council Representatives.

3. Quorum: ~~As long as the official GPSA Council Representatives of a department are notified by email, the agenda is posted on the GPSA website, notice is sent over the GPSA listserv, and the meeting is announced using the campus media at least one calendar week in advance, a~~ A quorum ~~is established and~~ consists of Council Representatives from at least six departments physically present at the meeting.

4. Notice: The Council Chair shall post the date, time, meeting location, and agenda at least one calendar week in advance of all regular and special Council meetings. "Post" means providing the above information:

a. On paper to be affixed in the window next to the GPSA office front door,

b. on the the GPSA website,

i. The GPSA Council Chair shall have access to the GPSA website for posting purposes.

c. to the Daily Lobo, and

d. via email to the GPSA listserv.

4. 5. Proxy voting is allowed for Council Meetings.

a. Proxy voting is defined as the casting of a vote on behalf of a Council Representative, either by a Certified Alternate from the Council Representative's Department or through written authorization to a GPSA Member.

b. In the absence of a Certified Alternate from a Council Representative's Department, any GPSA Member may vote on behalf of a Council Representative upon delivery to the Council Chair of a written, signed proxy statement from the Council Representative or Certified Alternate not attending the meeting. This proxy statement must be delivered to the Council Chair before the Call to Order of the Council meeting.

c. Any Council Representative or Certified Alternate who is not physically present for three consecutive meetings shall lose written proxy rights as defined under Section V.D. 5.b. above. Upon attending a Council meeting, a Council Representatives or Certified Alternate's written proxy rights as defined under Section V.D. 5.b. above will be reinstated.

d. Any Council Representative, Certified Alternate functioning in the capacity of a Council Representative, or Proxy Holder who is in attendance at a GPSA Council meeting and who must leave before the conclusion of the meeting may deliver to the GPSA Council Chair a signed statement designating another GPSA Member as a proxy for the rest of the meeting in conformance with Section V.D. 5.b. above.

e. No GPSA Member may hold more than two written proxies as defined under Section V.D. 5.b. above,

5. 6. Certified Alternates to the Council

a. Certified Alternates are chosen at will by the graduate and professional student body of each department. The procedure for selection of alternates need not be the same procedure used for selecting Council Representatives

b. There is no limit to the number of Certified Alternates a Department may select. In the case of a Department with more than one Certified Alternate, the Certified Alternates shall be ranked.

6. 7. Procedures for Regular and Special Meetings of the Council

~~The Council shall determine the code of parliamentary procedure to be used throughout the tenure of a newly elected Council Chair.~~ GPSA Standing Rules and Parliamentary procedures shall be followed at all GPSA Council meetings.

E. Council Duties

- 1. Shall consider for approval all presidential appointments and removals by a two-thirds (2/3) vote of those Council Representatives present at a regular GPSA Council meeting.**
- 2. Any other duties the Council deems necessary that do not conflict with the GPSA Constitution.**
 - a. Shall vote on the merits of resolutions placed before them by the Executive Board, any standing GPSA committee, any ad hoc Council Committee, or any member of the Council.
 - b. Shall vote on any proposed allocations from the Council General Fund.
 - c. Shall vote on any proposed allocations from the SRAC Endowment

F. Council Chair

- 1. Qualifications: A member of GPSA.**
- 2. Election Procedure: The GPSA President shall call and preside over the election of a chair at the regular April Council meeting. A plurality vote of the Council Representatives present is required for election. Any vacancy is to be filled by the aforementioned election procedures to fulfill the remainder of the term.**
- 3. Term of Office: The term of office is one year, from noon of the last day of the spring semester until noon of the last day of the following spring semester.**
 - a. The GPSA Council Chair may not serve more than two total terms.
- 4. Duties:**
 - a. Call and preside over GPSA Council meetings.**
 - (i) Be responsible for ensuring the proper conduct and effectiveness of the GPSA Council and verifying and monitoring Council Representative or Alternate attendance.
 - (ii) Be responsible for the preparation and distribution of all agendas, minutes, and written material presented to the Council.
 - a. .Electronic call for new agenda items at least two calendar weeks before the scheduled GPSA Council meeting: email to GPSA listserv and post on GPSA website including indication of an appropriate submission deadline and format at the Council Chair's discretion (see Standing Rules updated at the beginning of each semester);
 - b. Meeting reminder notice at least one calendar week before the scheduled GPSA Council meeting: email to GPSA listserv, post to GPSA website and in the GPSA office, and submit to the Daily Lobo (including the locations where readers might access the full draft agenda);

c. Draft agenda one calendar week before a scheduled GPSA Council meeting: email to GPSA listserv, post to GPSA website and in the GPSA office;

d. Final agenda and supporting materials at least 24 hours before a scheduled GPSA Council meeting: email to GPSA listserv and post to the GPSA website and in the GPSA office.

(iii) Provide ~~adequate~~ at least one calendar week notice of meetings to all Council Representatives and provide Council Representatives with copies of all pending legislation.

(iv) Assemble for distribution to all Council Representatives a working outline of parliamentary procedure ~~according to Council's mandate~~.

(v) Choose to cast a deciding vote in the event of a tie in a non-election GPSA Council vote.

b. Participate in tasks as required by the GPSA Council.

c. Serve as the official representative of the GPSA Council.

d. Fulfill the duties of the President in his or her absence.

e. Serve as an ex-officio member to all GPSA Standing and Council Committees.

f. Shall administer the Council discretionary budget.

g. Serve as a member of the Executive Board.

5. Stipend:

Shall be equivalent to three-fourths (3/4) of the GPSA President's stipend.

6. Removal:

Recall may be made by a motion at a regularly called GPSA Council meeting. The motion shall be voted on at the next regular GPSA Council meeting and requires a two-thirds affirmative vote of those Council Representatives present.

ARTICLE VI COMMITTEES

A. Qualifications, appointments, and terms of office.

1. Qualifications of members: All GPSA committee members, and other officials shall be members of the GPSA.

2. Appointments: Unless otherwise provided for in this section, all committee members, representatives, and other officials shall be appointed by the President and approved by the Council.

3. Terms of office: Unless otherwise provided for in this section, the term of office for all committee members, representatives, and other officials shall coincide with the term of office of the GPSA President.

Persons appointed to positions during the summer may serve until the Council has an opportunity to consider their appointments.

4. Committee Composition: Unless otherwise provided for in this section, all GPSA Standing Committees shall be composed of no fewer than five (5) members representing at least three (3) Departments

5. Quorum: Unless otherwise provided for in this section, quorum for a meeting of any GPSA Standing Committee will consist of a majority of the appointed members of the committee.

B. GPSA Standing Committees

1. Executive Board:

a. Composition: Membership shall be composed of the GPSA President, the GPSA Council Chair and standing committee chairs. Additional members from colleges and schools not represented on the Board may be appointed by the Council. Schools and colleges which should be represented are: College of Education, College of Fine Arts, College of Engineering, College of Arts and Sciences, School of Public Administration, School of Architecture and Planning, School of Medicine, Colleges of Nursing & Pharmacy, School of Law, and College of Business and Management.

b. Duties:

(i) Recommend the agenda for Council meetings. The Council Chair is responsible for producing the final written agenda for the next Council meeting, in consultation with the Executive Board.

(ii) Coordinate the annual planning calendar with deadlines for committees.

(iii) Review Standing Committee, joint student faculty and university committee activities and provide reports to the Council at least once each semester.

(iv) Make decisions on behalf of the Council ~~between Council meetings~~ only as necessary during the summer and only in the case of an emergency as defined in the Open Meetings Act during the winter Intercession.

(v) Oversee the fiscal management system and ensure adequate financial controls.

(vi) Review Finance Committee budgets and recommend them to the Council.

- (vii) Monitor the budget throughout the year, provide reports to the Council at least once each semester, and approve variances within the limits of the fiscal policies.
- (viii) Report to Council on financial needs and obligations.
- (ix) Recommend fiscal management policies of the Council for approval.
- (x) Coordinate staff work and evaluate staff annually.
- (xi) Revise and update personnel policies to the Council and recommend changes to the Council for approval, in accordance with UNM guidelines.
- (xii) Develop and implement job descriptions.
- (xiii) Make recommendations to the Council regarding creation of standing or ad hoc committees as needed.

c. Yearly stipend for the Standing Committee Chairs shall be ~~determined by the President and approved by Council at its April meeting.~~ five (5) percent of the President's stipend excluding the Grants Committee Chairs who shall receive fourteen (14) percent of the President's stipend each.

2. Finance Committee:

- a. Draft a budget according to the Bylaws and Council guidelines.
 - (i) The GPSA Finance Code shall appear as Appendix #1 of this document.
- b. Review funded groups and organizations as needed to assure compliance with budgetary agreements.
- c. Provide an annual written report to the Council at its April meeting.
- d. Other duties as directed by Council in writing.
- e. Conduct a yearly Non-Departmental funding process.

3. Student Grants Committee ~~Student Research Allocations Committee (SRAC):~~

- a. Allocate SRAC and ST funds according to the Bylaws and Council guidelines.
 - (i) The GPSA Grants Codes, which governs SRAC and ST grant policy, shall appear as Appendix #2 of this document.
- b. Provide an annual written report to the Council at its April meeting.

- (i) The written report shall contain the total amount of SRAC and ST allocations awarded during the Fall, Spring, and Summer semesters.
- (ii) The report shall contain a breakdown of awards and applications by College, School, and Department.
- (iii) The report shall provide details of the total allocation and the balance.

~~c. Allocate Travel Committee funds according to the Bylaws and Council guidelines.~~

- ~~(i) The GPSA Grants Codes, which governs Travel Fund grant policy, shall appear as Appendix #2 of this document.~~

~~d. Provide an annual written report to the Council at its April meeting.~~

e. Other duties as directed by the Council in writing.

4. Projects Committee:

a. Allocate Projects Committee funds according to the Bylaws and Council guidelines.

- (i) The GPSA Grants Codes, which governs Projects Committee grant policy, shall appear as Appendix #2 of this document.
- (ii) All articles and sections of the GPSA Grants Codes shall have the weight of and be subject to all rules for Bylaws of the GPSA, including amendments.

b. Provide an annual written report to the Council at its April meeting.

c. Other duties as directed by the Council in writing.

~~5. Specialized Travel Committee:~~

~~a. Allocate Travel Committee funds according to the Bylaws and Council guidelines.~~

- ~~(i) The GPSA Grants Codes, which governs Travel Fund grant policy, shall appear as Appendix #2 of this document.~~

~~b. Provide an annual written report to the Council at its April meeting.~~

~~c. Other duties as directed by the Council in writing.~~

6. Elections Committee:

a. Administer elections according to the Bylaws and Council guidelines.

- (i) The GPSA Elections Code shall appear as Appendix #3 of this document.
- (ii) All articles and sections of the GPSA Elections Code shall have the weight of Bylaws of the GPSA.

- b. Provide an annual written report to the Council at its May meeting.**
- c. Have the Chair chosen and presented to the GPSA Council for approval no later than the December meeting.**
- d. Conduct themselves in a manner that promotes public confidence in the integrity and impartiality of the election process and will not publicly support or campaign for any candidate.**
- e. Other duties as directed by the Council in writing.**

7. Lobby Committee:

- a. Coordinate long term research and study of legislative issues as directed by Council.**
 - (i) Attempt to coordinate lobbying efforts of GPSA with the Associated Students of New Mexico, the Associated Students of the University of New Mexico, and other organizations as deemed appropriate.
 - (ii) Wherever possible, work with the University administration on areas on common concern.
 - (iii) Present GPSA issues before the New Mexico Higher Education Department (DHE). Learn what the DHE is recommending to the Legislature (funding and capital outlay).
 - (iv) Give verbal reports on activities to GPSA Council at least one meeting prior, one during, and one after the regularly scheduled Legislative Session. Submit written reports of the same comments to the GPSA President to keep as a record.
 - (v) Be compensated for salary, travel and other necessary expenses.
- b. Write the annual proposed platform.**
 - (i) Prepare a platform of issues in enough time to receive input from the Council.
 - (ii) Final draft shall be submitted to the Council in December.
- c. Recommend to the President the appointment of paid lobbyists during the annual New Mexico Legislative Session.**
- d. Provide an annual written report to the Council at its April meeting.**
- e. Other duties as directed by the Council in writing.**

8. Graduate Research and Development Committee:

- a. Allocate Graduate Research and Development Committee funds according to the Bylaws and Council guidelines.**

- i. The GPSA Grants Code, which governs the Graduate Research and Development Committee grant policy, shall appear as Appendix #2 of this document.
- b. Provide an annual written report to the GPSA Council at its April meeting.
 - i. The written report shall contain the total amount of GRD Grants awarded during the current fiscal year.
 - ii. The report shall contain a breakdown of awards and applications by department.
 - iii. The report shall provide details of the total amounts allocated and the remaining balance.
- c. Committee Chair
 - i. There shall be a Chair of the GRD Committee.
 - ii. The annual stipend of the GRD Chair shall be recommended by the GPSA President and approved by the GPSA Council. This stipend shall be fourteen (14) percent of the President's stipend each. ~~no less than one (1) percent, and no more than three (3) percent, of the total amount allocated for the GRD process during the current fiscal year, but shall not exceed two thousand dollars (\$2,000.00).~~
- d. Vice-Chair of the GRD Committee
 - i. There shall be a Vice-Chair of the GRD Committee.
 - ii. The Vice-Chair shall assist the Chair in ensuring the timely administration of the grant process and the presentation of subsequent reports.
 - iii. The annual stipend of the Vice Chair shall be twice that of each committee member.
- e. Committee Members
 - i. The GRD Committee shall no less than 5 members from no less than 3 departments, who will evaluate the applications.
 - ii. Members of the GRD Committee shall be fair and impartial in deciding the merits of each research project application from all departments.
 - iii. GRD Committee members shall receive stipends.
 - iv. The annual stipends of the GRD Committee members shall be recommended by the GPSA President and approved by the GPSA Council
- f. Other duties as directed by the Council in writing.

9. Programs and Service Committee:

- a. Implement programs that serve and facilitate interaction between graduate and professional students at the University of New Mexico, and provide service to the University and local community.**

- b. Provide an annual written report to the Council at its April meeting.**
- c. Other duties as directed by the Council in writing.**

C. Joint Student-Faculty Committees

GPSA representatives shall be appointed by the President and approved by Council subject to approval of the respective committee. All appointees must be members of the GPSA. Representatives shall submit a written report once a semester to the Executive Board and shall attend all meetings of their respective committee.

D. University Committees and Other Policy-Making Bodies

GPSA representatives shall be appointed by the President and approved by Council subject to approval of the respective committee. All appointees must be members of the GPSA. Representatives shall submit a written report once a semester to the Executive Board and shall attend all meetings of their respective committee.

E. Ad Hoc Committees

May be created by Council as deemed necessary. All Ad Hoc committees shall be dissolved at the end of the Council year. Any recommendations coming from Ad Hoc committees must be approved by the Council to be effective.

- 1. The Council may appoint such Ad Hoc committees as it so desires.**
 - a. These committees shall pursue particular issues at the University of importance to graduate and professional students.**
 - b. These committees shall endure no longer than is necessary for performance of duties prescribed by the Council.**
- 2. The Council Chair shall appoint members to Ad Hoc committees with the concurrence of the Council.**

F. Executive Ad Hoc Committees

May be created by the president. All Executive Ad Hoc committees shall be dissolved at the end of the term of office of the president who created it. Any recommendations coming from Executive Ad Hoc committees must be approved by Council to be effective.

ARTICLE VII COURT OF REVIEW

The Judicial Branch of the Graduate and Professional Student Association

A. Jurisdiction

The Court of Review shall have original jurisdiction over all disputes arising under this Constitution or any Bylaws established under this Constitution. The Court shall have any other appellate jurisdiction as the Council may determine in its Bylaws.

1. Appellate Jurisdiction: In addition to the Court's original jurisdiction as stated in the GPSA Constitution, the Court shall also have appellate jurisdiction to hear:
 - a. All matters arising under all Council Codes, including, but not limited to, review of any award of GPSA funds to an organization or individual for consistency with the GPSA Constitution, Bylaws and Codes.
 - b. All matters arising from activities of any Council Ad Hoc or Standing Committee.
 - c. All acts of the President, Council Chair or Representatives of the GPSA when he or she is acting in her or his official capacity and which the Court would not otherwise have original jurisdiction to hear.

B. Composition

1. The Court shall consist of at least three persons appointed by the Council. Recommendations from the President will be considered. No more than two persons shall be appointed from the same department.

2. The Court shall have at least two Associate Justices and one Chief Justice.

- a. Judicial Oath of Office
 - i. No Justice will assume the duties of that office until the Judicial Oath of Office has been administered. The Judicial Oath of Office must be administered within 14 days of confirmation by the GPSA Council.
 - ii. The Judicial Oath of Office will be administered to the Chief Justice by the President of the GPSA or, in his or her absence, the GPSA Council Chair and must be witnessed by a representative of either the Executive or Legislative branch, so long as the witness is not a member of the branch that is administering the Oath.
 - iii. For all other Justices, the Judicial Oath of Office shall be administered by the Chief Justice, and must be witnessed by a representative of either the Executive or Legislative branch.
 - iv. In the case that the Chief Justice is unavailable to administer the Judicial Oath of Office, the President of the GPSA will administer the Judicial Oath of Office. In the case that the President of the GPSA is unavailable to administer the Judicial Oath of Office, then the Council Chair of the GPSA will administer

it. In any case, the administration of the Oath must be witnessed by a member of either the Executive or Legislative branch so long as the witness is not a member of the branch that is administering the Oath.

v. The Judicial Oath of Office will be administered with the right hand uplifted and the following words said aloud: "I, (name), do solemnly swear that I will uphold the laws of the Graduate and Professional Students Association of the University of New Mexico, the State of New Mexico, and the United States of America; that I will judge fairly and with no previous bias the evidence and proceedings before me, and that I will otherwise fulfill the duties and obligations of the GPSA Judiciary to the best of my ability."

vi. Upon affirmation of the Oath of Office, an affidavit will be filed attesting to the authority of the Justice. The Justice may then assume office.

b. Code of Conduct

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

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

iii. Justices will not allow their family, social or other relationships to influence their judicial conduct or judgment.

iv. Justices will not permit those under their control to convey the impression that they are in a special position to influence the decisions of the Court.

c. Responsibilities

i. Justices will be faithful to the law and remain unbiased and nonpartisan.

ii. Justices will maintain order and decorum in proceedings before them.

iii. Justices will be patient, dignified, and courteous to those with whom they deal in an official capacity, and will require similar conduct of those subject to their direction and control.

iv. Justices will accord to every person who is involved in a proceeding, or their counsel, a full right to be heard according to law.

v. Justices will neither initiate nor consider communications from only one party of a pending or impending proceeding.

vi. Each Justice is charged with the duty of carefully reading and analyzing the pertinent submitted material on each case in which he or she participates.

vii. Justices will abstain from public comment about a pending proceeding in the Court. This does not prohibit Justices from making public statements in the course of their official duties or from explaining for public information the procedures of the Court.

viii. Justices of the Court will dispose promptly of the business of the Court.

ix. Each Justice of the Court will take or initiate appropriate disciplinary measures against any other Justice for unprofessional conduct of which they become aware.

d. Disqualification

i. A Justice is disqualified and will excuse himself/herself in any proceeding in which:

1. The Justice has personal knowledge of disputed evidentiary facts concerning the proceeding.
2. The Justice or the Justice's spouse/domestic partner, or a person related to the Justice within the third degree, by blood, marriage, or other relationship to either the Justice or the Justice's spouse/domestic partner:

- a. is a party to the proceeding, or an officer, director, or trustee of a party;
- b. is acting as legal counsel in the proceedings;
- c. is known by the Justice to have an interest that could substantially affect or be affected by the outcome of the proceeding;
- d. is to the knowledge of the Justice likely to be a material witness in the proceeding;

3. A party to the proceeding is an employee of the Justice.

ii. Any Justice excusing her/himself from any proceeding shall notify the Chief Justice of her/his recusal in writing.

iii. If the Chief Justice must excuse himself from any proceeding, he or she shall notify the full Court of his recusal in writing.

e. Non-judicial Activities

i. Justices may appear at a public hearing before an executive or legislative body, and may consult with an executive or legislative body official, but only on matters concerning the administration of justice.

ii. Justices will not act as arbitrators or mediators except in the performance of judicial duties. iii. Justices will not accept any gift, bequest, favor, or loan other than ordinary social hospitality, if the source of said gift, bequest, favor, or loan could imply or give the appearance of influencing the decisions of the Court or otherwise give the appearance of impropriety

f. Resignation & Seniority

- (i) Should the Chief Justice resign from the Court for any reason or be the subject of impeachment proceedings, the Senior Associate Justice will assume the duties of the Chief Justice until the President appoints and Council affirms a new Chief Justice.
- (ii). Seniority of the Associate Justices will be determined by the date of approval of appointments by the Council.
- (iii). Nothing in this section shall be construed to mean that the Court may operate with less than three sitting Justices.

g. Pro Tempore Justice Appointments

- (i) In the event that one or more Justice excuses her/himself from any proceeding, or in the event that any Justice is the subject of an impeachment proceeding before the Court, the Chief Justice will notify the President and Council Chair of such an occurrence within 3 days of receiving written notification of a Justice's recusal.
- (ii). Within 3 days of receipt of such notification from the Chief Justice, the President shall recommend a Pro Tempore Justice to Council.
- (iii). Within 3 days of receiving the President's recommendation, the Council Chair shall schedule a Special Meeting of the Council in accordance with the Council's Open Meetings Act Resolution and relevant provisions of the GPSA Constitution and Bylaws in order to consider the President's recommendation.
- (iv). In any event, a Pro Tempore Justice must be approved by Council within 30 days of receipt of Notice from the Chief Justice that a Justice has excused her/himself from a proceeding before the Court.
- (v). The Chief Justice shall stay the effected proceeding(s), informing all parties of the stay, until such time as:
 - 1. the President has recommended to Council a Pro Tempore replacement for each excused Justice, and Council has approved that recommendation in accordance with the GPSA Constitution;
 - 2. the Pro Tempore Justice has assumed the Judicial Oath of Office; and
 - 3. an affidavit attesting to the Pro Tempore Justice's authority has been filed.
- (vi). All Pro Tempore Justice appointments, once made, shall expire upon the termination of the matter before the Court. For the purposes of this section, "termination" means any final ruling by the Court of the matter before it, including dismissal for any reason as well as a determination of the matter on its merits.
- (vii). With the exception of those cases in which a Justice has excused him/herself because impeachment proceedings have

been brought against him or her, the appointment of a Pro Tempore Justice shall not limit the excused Justice's authority to hear other matters before the Court

3. Members of the Court of Review shall not serve on any GPSA Standing Committee.

C. Term of Office

- 1. The term of office for the Chief Justice shall be two years, from noon of the last day of the spring semester until noon of the last day of the spring semester two years later.**
- 2. Associate Justices shall serve for a term one year. The term shall coincide with the academic year session of the Council. The Associate Justices shall be appointed at the first Council Meeting of the academic year.**
- 3. The Chief Justice shall be appointed by Council at the appropriate April meeting.**
- 4. No justice shall serve more than two terms.**

D. Duties

- 1. To determine questions of constitutionality and adherence to Bylaws.**
- 2. To advise the Council as requested.**

~~i.~~ **a. Advisory Opinions:**

~~i.~~ **a.** The ~~President or~~ Council may seek the advice of the Court for any matter, including, but not limited to, the constitutionality of any provision of the GPSA Bylaws, codes or rules, or the constitutionality of any act of any GPSA officer or representative.

~~ii.~~ ~~The President may request the advice of the Court by submitting a question in writing to the Court with a copy to the Council Chair.~~

~~iii.~~ **b.** The Council may request the advice of the Court upon a majority vote of the Representatives present at any regular or special meeting where a quorum is present. The question shall be submitted to the Court in writing with a copy to the President.

~~iv.~~ **c.** When advice of the Court is sought, the Court may follow procedures it determines in its discretion that are suitable to effectively research and address the question presented. The Court may ask the presenter of the question for clarification of the issue.

~~v.~~ **d.** 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.

~~vi~~ e. In any event, the Court shall issue a written Advisory Opinion to the President and Council chair within 30 days of receipt of the written question.

3. To create an official written record of all decisions to be maintained in the GPSA office.

a. Written Opinions: All official decisions and opinions of the Court shall be made in writing, made available to the GPSA officers, Representatives and Members, as well as the public upon request.

4. To fulfill any other actions required by the Bylaws

a. General Duties of the Court:

i. The Court shall conduct monthly meetings throughout each semester.

ii. Written opinions will become part of the official Court Record and will be made available to the President, Council Chair, Council Representatives, and upon request to GPSA Members and the public.

b. Duties of the Chief Justice

i. The Chief Justice will preside at all meetings of the Court, or be responsible for assigning a Justice to preside when the Chief Justice cannot attend or has excused him/herself.

ii. The Chief Justice will preside at all judicial sessions of the Court.

iii. The Chief Justice is responsible for publishing all rulings and decisions of the Student Court within fifteen days of decision.

E. Court Review and Appeals

1. All GPSA members may bring actions before the Court.

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 will 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. Procedures for review may be proscribed in the Bylaws

a. Introduction – Hearing Procedures and Informal Dispute Resolution:

i. Informal Dispute Resolution: 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.

- ii. 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.
- b. Limitations of Actions
 - i. All actions alleging violations of the GPSA Constitution, Bylaws or Codes must be brought within the applicable Limitations Period.
 - a. In general, actions must be brought within thirty (30) days from the date of the alleged infraction.
 - b. However, if the Plaintiff is unaware of the alleged infraction at the time it occurs, Plaintiff must file the claim within ten (10) days from the day he or she learns of, or should have learned of, the infraction.
 - ii. Any challenge to any action on the grounds that it has been brought after the applicable Limitations Period has run is a matter to be resolved by the Court of Review.
 - iii. Extensions of the Limitations Period will be granted only to accommodate Holidays observed by the University, events deemed emergencies by the Court or for other equitable reasons as determined by the Court.
- c. Complaint
 - i. 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.
 - ii. The Complaint form may be obtained from the GPSA Student Office.
 - iii. The Plaintiff shall serve a true and correct copy of the Complaint to any and all Defendants no more than three (3) days after submitting its Complaint to the Court. Service of the Complaint may be made in person, by hand delivery or by first-class mail or any other method by which the Plaintiff reasonably believes the Defendant will receive the Complaint.
 - iv. The Court has seven (7) days to review the Complaint and determine if it is within the Court's jurisdiction as defined in Article VII, of the GPSA Constitution and relevant Bylaws, and whether all information required by the Complaint form has been submitted and is fully completed.
 - v. If corrections are required, the Plaintiff has three (3) days in which to make any corrections, additions, revisions, etc. and submit an Amended Complaint to the Court. The Court may grant extensions to any Plaintiff when justice so requires.
 - vi. The Plaintiff shall serve a true and correct copy of the Amended Complaint on any and all Defendants within three (3)

days of its submission to the Court. Service of the Amended Complaint may be made in person, by hand delivery or by first-class mail or any other method by which the Plaintiff reasonably believes the Defendant will receive the Amended Complaint.

vii. The Court will dismiss without prejudice any Complaint over which it lacks jurisdiction. The Court reserves the right to dismiss any Complaint on the grounds that the Amended Complaint is incomplete and/or the time for submitting corrections as set forth in this section has expired.

d. Answer

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

e. Pre-Hearing Guidelines

- i. The Court has three (3) days from receipt of the Answer (or Amended Answer) in which to schedule a Hearing if the Court finds the case to be within the Court's jurisdiction
- ii. The Hearing shall be scheduled no later than ten (10) days from the date of the Court's receipt of the Defendant's Answer or final Amended Answer, unless the matter is stayed by the Chief Justice because a Justice has excused her/himself, in which case a hearing will be scheduled no later than 10 days after a Pro Tempore Justice has been appointed, approved and assumed the Judicial Oath of Office.
- iii. Extensions of the time allotted for submission of the Complaint (or Amended Complaint), the Answer (or Amended Answer),

and/or scheduling of a hearing will be granted when justice so requires.

f. Witnesses and Evidence.

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

g. Hearing Procedures

- i. The Plaintiff(s), followed by the Defendant(s) will present Opening Statements, which shall be no more than 10 minutes in length per party.
- ii. The Court will ask questions of either party, if clarification is needed.
- iii. Witnesses for both the Plaintiff(s) and Defendant(s) will present their evidence and/or testimony.
 - a. Parties will have an opportunity to question each witness subject to the restrictions of the Court.
 - b. The Court may also question the witnesses, if necessary.
- iv. The Court reserves the right to recall any Plaintiff(s), Defendant(s), and/or Witnesses at any time during the hearing.
- v. The Plaintiff(s) and the Defendant(s) will be asked if they would like to make Closing Statements, and if they so desire, they will be given no more than 10 minutes for a closing statement.
- vi. The Court will then recess to deliberate in a closed session.
- vii. The Court will issue a decision no later than fourteen (14) days following the Hearing.

h. Hearing Guidelines

- i. All Hearing proceedings will be audio recorded.
- ii. The Court will be allowed to recess at any time, for any reason.
- iii. The Court may, in its discretion, admonish any Witness or Party whose testimony or behavior is inconsistent or harmful to the process of justice.
- iv. Consistent with these Procedures, the time allowed for Plaintiff(s), Defendant(s), and Witness Statements will be decided by the Court at the beginning of the Hearing.
- v. Plaintiff(s) and/or Defendant(s) have the right to appear with an advisor at the Hearing. The advisor may be, but is not required to

be, an attorney. However, the Plaintiff(s) and Defendant(s) are responsible for presenting their cases in their entirety. Advisors are therefore not permitted to speak or participate directly in any Hearing.

vi. Circumstances not described above will be resolved at the discretion of the Court.

i. Procedure Guidelines

i. Whenever a party is required to do some act (e.g. submit Complaint, Answer a Complaint, etc.), the time for compliance begins to run on the day that the party receives notice of the need to act. If notice is sent by mail, receipt thereof will be presumed three (3) days after the notice is mailed.

ii. After submission of a Complaint, it will be kept confidential until the Defendant(s) have been properly served with the Complaint or Amended Complaint. Once the Defendant(s) receive, or are presumed to have received notice (as described herein), the Complaint and other Court records pertaining to the case will be open to scrutiny, in compliance with the Family Educational Rights and Privacy Act.

iii. Circumstances not described above will be resolved at the discretion of the Court.

j. Procedure for Charging a GPSA Official with Misconduct

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

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

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

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

l. Further Appeal:

i. With respect to the actions of the GPSA, the decision of the Court of Review shall be final.

ii. Nothing in the GPSA Constitution or Bylaws shall be construed as an attempt to limit any person's or party's rights under other applicable laws.

3. The Court may, at its discretion, decline to hear cases that are substantially similar to cases already before the court.

F. Removal

Members may only be removed through impeachment procedures: A motion to consider removal, seconded, and a simple majority passes that motion at a regular GPSA Council meeting. The GPSA Council Chair shall then call a special meeting no sooner than one nor later than two calendar weeks after the meeting at which the motion was made and passed. A two-thirds vote of the Council Representatives present at that special meeting is required for removal.

1. Grounds for removal include violation of GPSA Bylaws, willful neglect of office, gross misconduct, or malfeasance.

G. Stipend

Annual stipends for Justices shall be ~~determined by Council~~ 4% of the President's stipend. The annual stipend for the Chief Justice shall be 5% of the President's stipend. One half of the stipend shall be allocated at the end of the Fall semester and one half of the stipend shall be allocated at the end of the Spring semester.

ARTICLE VIII. BUDGET

A. Fees

Subject to authorization by the University of New Mexico Board of Regents, a nonrefundable fee shall be levied on all graduate and professional students. The University of New Mexico shall collect these fees and forward them immediately to the GPSA.

1. The GPSA fee shall not exceed \$25.00 per student per semester.
2. [Note: Five percent (5%) of the total GPSA budget is taken by the University in the form of an accounting fee payable to the Student Government Accounting Office. The total GPSA budget is herein defined as the total graduate student fees collected minus this five percent (5%) fee.]
 - a. No less than twenty percent (20%) and no more than thirty-five percent (35%) of the total GPSA budget shall be allocated to GPSA administrative expenses. GPSA administrative expenses include all stipends (except for the stipend of the GRD Chair), office employee salaries, all GPSA office operating expenses, and the President's education grant.
 - b. No less than forty percent (40%) of the total GPSA budget shall be allocated to "Pro-rated Benefits" to be allocated to Recognized Departmental Graduate or Professional Student Associations. These Recognized Departmental Student Associations shall in turn provide funding for all departmentally-based student associations within their

department. A departmentally-based student association is a student group in which fifty percent (50%) or more of the dues-paying membership are GPSA members from a single department.

c. No less than ten percent (10%) of the total GPSA budget shall be allocated to the ~~Student Research Allocation Committee~~ Student Research Grant Committee (SRG). Additional funds from the Council General Fund must be requested from the GPSA Council through the Finance Committee. Additional funds can be transferred to the SRAC/ST or GRD Committee from the SRAC/ST or GRD Endowment Spending Account at any time, however, with the approval of the GPSA President, Council Chair and Finance Committee Chair.

d. No less than \$5,000 shall be allocated to the Student Research Allocation Committee Endowment Fund.

e. No less than three percent (3%) of the total GPSA budget shall be left unbudgeted, yielding a minimum balance to the Council General Fund.

f. No more than ten percent (10%) of the total GPSA budget shall be allocated to the GPSA standing committees in the original GPSA budget submitted in April for the following fiscal year. This does not include the ten percent (10%) minimum of the total GPSA budget already allocated to the Student Research Allocation Committee (SRAC). Each standing committee should submit a budget request to the Finance Committee during the annual GPSA budget process, to include any stipends for the Committee Chair or members. This includes the SRAC, which should submit a budget request for funds above and beyond the ten percent (10%) of the total GPSA budget already allocated to the committee. Additional funds to be taken from the Council General Fund can be requested of the GPSA Council through the Finance Committee at any time during the following fiscal year.

g. No more than ten percent (10%) of the total GPSA budget shall be allocated for distribution to non-departmentally based graduate or professional student organizations [defined herein as any organization in which less than fifty percent (50%) of the members are from one department]. These allocations shall be made according to guidelines established in the GPSA Finance Code. The Student Activities Center is to be guaranteed funding of a minimum of one thousand dollars (\$1000.00) of these funds. A request of more than one thousand dollars (\$1000.00) will require participation in the complete budgeting process outlined in Appendix #1: Finance Code.

3. The GPSA fees shall be allocated as follows:

4. Surplus Funds

a. Any unspent funds that were allocated to GPSA administrative expenses, GPSA standing committees, non-departmentally based graduate and professional student associations and all unclaimed Pro-rated Benefits (PB) Funds shall be placed in the Council General Fund.

- b. Any unallocated funds remaining in the Council General Fund at the end of the fiscal year shall be carried over to the following year's Council General Fund.
 - c. During the summer (May 15 to August 15), the GPSA President, Council Chair and Student Research Allocation Committee (SRAC) Chairperson shall have the power to transfer unallocated funds from the Council General Fund or the SRAC Endowment Spending Account to the SRAC. Such transfers will be reported to the GPSA Council during the first meeting of the Council in the following fiscal year (i.e., September).
 - d. During the summer (May 15 to August 15), the GPSA President, Council Chair and Specialized Travel Chairperson shall have the power to transfer unallocated funds from the Council General Fund to the Specialized Travel Committee. Such transfers will be reported to the GPSA Council during the first meeting of the Council in the following fiscal year (i.e., September).
5. Summer GPSA fees, if collected, shall be forwarded in their entirety to the Student Research Allocations Committee Endowment Fund.

B. Purpose

Collected fees shall be used to fund the general GPSA government and shall be used by the GPSA Council to benefit chartered student organizations and other graduate and professional students through GPSA Committees.

C. Budget Procedures

The Finance Committee shall draft a budget in accordance to the guidelines outlined in the Appendix 1 Finance Code. The proposed budget must be approved by two-thirds of the Council Representatives present at a duly called Council meeting. If a changed student fee is recommended by the Council, this change will be presented to the student body for approval by a simple majority of voting GPSA members. If not approved, the recommended fee will remain at current levels and the appropriate balanced budget must be adopted. vi

- 1. The GPSA Finance Code shall appear as Appendix #1 of this document.
- 2. All articles and sections of the GPSA Finance Code shall have the weight of Bylaws of the GPSA.

D. Audit

The GPSA financial records and records of all funded organizations and groups may be subject to an audit as requested by Council.

E. Budget Compliance

Compliance with proposal guidelines of funded organizations for the fiscal year shall be determined by the Finance Committee and approved by a two-thirds vote of the Council Representatives present at a regularly scheduled meeting. Noncompliance of a funded organization to its budget proposal may result in Council recourse as established in Council guidelines. Recourse can include freezing of funds.

ARTICLE IX. ELECTIONS

A. Election Dates and Procedures

Unless otherwise decided by the Council, the elections shall be held during the first full week of April. General Elections shall run Monday through Thursday of the appropriate week and polling hours shall accommodate day and evening graduate and professional students. A plurality of votes shall decide all elections presented on the ballot.

1. The GPSA Election Codes shall appear as Appendix #3 of this document.
2. All articles and sections of the GPSA Election Codes shall have the weight of Bylaws of the GPSA.

B. Ballots

The General Elections ballot shall include the opportunity to vote for GPSA President, constitutional amendments, and any other appropriate issues added by Council.

C. Special Elections

May be called as needed by Council.

ARTICLE X. RATIFICATION AND AMENDMENTS

A. Ratification

This Constitution shall be ratified upon receiving a two-thirds approval by Council Representatives present at a regular Council meeting, majority approval by GPSA members voting in the Spring Elections, and approval by the University of New Mexico Board of Regents.

B. Amendments

Requires a two-thirds approval by Council Representatives present at a regular Council meeting, majority approval by GPSA members voting in the Spring Election, and approval by the University of New Mexico Board of Regents.

C. Regent Control

This Constitution, including all amendments, shall be subject to modification by and under the control of the Board of Regents.

D. Amendments and Additions Procedure

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

1. Any member of GPSA may propose an amendment or addition to the GPSA Bylaws by presenting to the Council in writing the proposed amendment or addition.
2. The Council Chair shall seek an advisory ruling from the University Council's office regarding the consistency of the proposed amendment with current University Policy, and State and Federal laws within five (5) working days of the presentation of proposed amendment at a regularly scheduled Council meeting. The advisory ruling must be provided to Council prior to a vote on any proposed amendment.
3. Vote on the adoption of the amendment or addition to the Bylaws shall only take place at the next regular meeting of the Council upon a proper second. The proposal shall require a two-thirds vote of the Council Representatives present in order to be adopted.
4. Effective Date for Approved Amendments
 - (i) Unless otherwise specified in the resolution approving a proposed amendment, the effective date for any amendments shall be the first day of the academic year following the academic year in which the amendment was approved by Council.
 - (ii) Approved amendments shall not take effect until the approved amendment language is evaluated by the University Council's Office relative to current University Policy, and State and Federal.

E. Context for Proposed Amendments and Additions

Proposed Constitutional or Bylaw Amendments shall place the amendment within the appropriate context within this document, including specific numerical reference (Article, Section, and paragraph number).

F. Regent Approval

Constitutional Amendments approved by the GPSA Membership during a General or Special Election shall have the status of a bylaw until ratified or rejected by the Board of Regents.

1. Where conflicts exist between previous Bylaws and a new constitutional provision, the new constitutional provision will supplant the previous bylaw.

Rules of the
Graduate and Professional
Student Association
of the University of New Mexico

Appendix One:
Finance Code

APPENDIX ONE: FINANCE CODE A

I. Philosophy

The financial goal of the GPSA is to provide funds to graduate and professional students in order to enhance their academic and professional development. GPSA accomplishes this goal directly, by providing funds for academic and professional activities, and indirectly, by providing funds for support services. GPSA does not undertake to provide sole funding for any group or organization; nor will funding in one year be a guarantee of funding in subsequent years.

II. Annual Budget

A. Budgets will be based on projected enrollment for the fiscal year under consideration.

III. Petitions for Grants of Pro-Rated Benefits (PB) Funds

- A. Grants of pro-rated benefits shall be provided to Recognized Departmental Student Associations at a per capita rate equal to the percent of Fall and Spring fees allocated in the budget.
- B. Each semester, the Recognized Departmental Student Association from each department, in order to receive Pro-Rated Benefits, must apply via a form on the GPSA website.
- C. Based on the enrollment statistics provided by the University, indicating the number of graduate or professional students enrolled in each department, the Student Government Accounting office will credit the relevant PB account.
- D. Any Recognized Departmental Student Association has the right to appeal the enrollment statistics provided by the University to the GPSA Finance Committee by presenting a name-by-name count of the GPSA Members and Associate Members it claims and performing a comparison with the University's printout.

IV. Non-departmental Organizations

A. Calendar:

1. Two mandatory budget workshops will be held during the spring semester. Groups requesting funds need to attend only one budget workshop. The first budget workshop will be held during the second week of the spring semester. The second budget workshop will be held during the third week of the spring semester. **This requirement may also be met by a special meeting with GPSA's Accounting Department.**
2. Budgets must be submitted to the GPSA office no later than 5:00 p.m. on the fifth Friday of the spring semester. The Finance Committee ~~will~~ **may** refuse to fund organizations not meeting this deadline. The organization must submit a minimum of seven (7) copies of their funding request packet. These funding request packets must be three-hole punched. An online document submitted to the GPSA President, Council

Chair, and Finance Committee Chair will satisfy these requirements as well.

3. Budget hearings will be held within two weeks after budgets are submitted.

4. The Finance Committee will present a final budget to Council at the March GPSA meeting.

B. Preparation of Budgets for Submission to the Finance Committee:

1. The Finance Committee and the Student Government Accounting Office (SGAO) will hold the budget workshops. Attendance will be mandatory for any non-departmental organization applying for budget allocations for the following fiscal year. At least one of the attendees must be a graduate or professional student. Any application for funding submitted from an organization not represented at one of the budget workshops will not be considered for funding by the Finance Committee.

2. Budgets must adhere to the procedures presented at the budget workshops. Budgets will be submitted in a line-item format with detailed breakdowns of expenditures within each line item. The Finance Committee may refuse to consider budgets not prepared according to the appropriate procedures or **which** are incompletely detailed. **They may request a revised budget to approve in lieu of refusal.**

3. The Finance Committee may refuse to fund specific line items it deems inappropriate for external budget funds, i.e. items more appropriately funded through Projects of SRAC. Line items not specifically refused funding by the committee will be considered fundable.

4. A graduate representative of each group applying for funding must appear at the budget hearings. Organizations sign up, in advance, for an appointment during the scheduled hearing. Failure to attend the scheduled appointment **may** ~~will~~ result in disqualification of the organization from further consideration for funding from the GPSA Finance Committee for the fiscal year under consideration. It is the responsibility of any organization needing to reschedule its appointment to contact the Finance Chair at least one day in advance **by phone and email.**

C. Disbursement of funds:

1. Funds will be released to organizations only according to SGAO fiscal policy.

2. Upon receiving notification of final funding organizations may transfer funds between line items after a written rationale for the transfer has been approved, in writing, by the organization's fiscal authority, and the Finance Committee Chair.

3. Organizations may petition the Finance Committee for an extension of the spending deadline: a two thirds (2/3) vote of committee members present is necessary to extend the deadline.

4. Failure to adhere to these guidelines, or unlawful use of funds, will result in an injunction of spending privileges by the Finance Committee until the violation has been corrected.

- a. The Finance Committee must notify any groups of an injunction of that group's funds no later than the ~~date after this~~ day preceding this action.
- b. Such notification will include the reason for the action as well as the actions required of the group for funding to be resumed in a timely fashion.
- c. Groups will have no more than three weeks to comply with the instructions of the Finance Committee.
- d. If a group fails to take the necessary actions the Finance Committee may appeal to the Council for an injunction of the organization's funds for the remainder of the fiscal year. A two thirds (2/3) vote of the GPSA Council members present is necessary for approval of such appeal.
- e. Funds enjoined for the remainder of the fiscal year will revert to the GPSA general fund.

D. Procedures for appeals:

1. Organizations have the opportunity to appeal funding allocations made during the Spring allocation process.

- a. Organizations must formally petition to the Finance Committee in writing for an appeals hearing.
 - i. The petition must state the reason for the appeal and must be based on the budget submitted by the organization during the Spring budget process.
- b. The Finance Committee will submit an appeals budget and its recommendation to the Council at the meeting immediately following the appeals hearing.
- c. Council will act on the appeal during the meeting at which it is presented. Council may pass the budget as submitted, amend the budget according to the guidelines above, or deny the appeal. The action taken by Council at that meeting will be binding with no further appeals allowed.

2. Organizations have the right to appeal the injunction of their spending account.

- a. Organizations must formally petition to the Finance Committee in writing and via email for an appeals hearing.
 - i. The petition must state the reason for the appeal.
- b. The Finance Committee will submit the appeal and its recommendation to the Council after one week of deliberation. The appeal and the Finance Committee recommendation(s) will be submitted at the next council meeting following the week of

~~deliberation. at the meeting immediately following the appeals hearing .~~

c. Council will act on the appeal during the meeting at which it is presented ~~or schedule a special meeting~~. Council may pass the budget as submitted, amend the budget according to the guidelines above, or deny the appeal. The action taken by Council at that meeting ~~may be appealed with a 2/3 majority vote will be binding with no further appeals allowed.~~

E. Funding Priorities:

1. Funding through the external budget will be allocated on a merit basis, according to the following criteria, priorities, and limits:

2. Funding Priorities

a. Purpose of the Organization: Highest priority will be given groups whose primary goal is academic/professional development of graduate and professional students. Other purposes are ranked from highest to lowest as follows: support services for graduate and professional students; cultural enhancement; leisure and entertainment activities.

b. Affirmative Action: High priority will be given groups that include in their purpose the active recruitment and retention of under-represented groups, based on race, ethnicity, and/or gender.

c. Population Served: Ranked from highest to lowest: all graduate and professional students; multidisciplinary; single department; special interest; honorary; military; religious; and political groups. Groups will not be funded that directly support off-campus political campaigns.

d. History of Service: Groups will be ranked according to their history of service and accomplishments, with groups achieving significant improvement in the quality and/or quantity of service offered to graduate and professional students receiving top ranking. and those showing a decline in service receiving lowest ranking.

e. Community Service/Public Relations: GPSA does not fund activities solely for the benefit of the non-academic community. GPSA does, however, recognize the benefit to GPSA and to UNM of such services. Therefore, groups providing such services/benefits as a result of graduate activities will be given extra consideration in proportion to the services provided and benefit to GPSA and to UNM.

f. Quality of Application: Applications will be ranked on the basis of completeness, clarity, and quality of writing, with highest priority given to the highest quality of applications.

g. Limitations on Funding

- i. No group may receive funding greater than three thousand dollars (\$3,000).
- ii. Any group receiving greater than one thousand dollars (\$1,000) in the previous year's funding is limited to a budget request increase of twenty-five percent (25%).
- iii. Any group receiving between five hundred (\$500) and one thousand dollars (\$1000.00) in the previous year's funding is limited to a budget request increase of fifty percent (50%).
- iv. Any group receiving less than five hundred dollars (\$500) in the previous year's funding period may request up to seven hundred and fifty dollars (\$750).
- v. New and Inactive Groups: Groups that have not received external budget funding for two consecutive years prior to the year for which funding is requested may receive no more than five hundred dollars (\$500). No such limits apply, except as otherwise stated, for succeeding years.
- vi. A revised budget shall be issued by the finance committee chair within 15 days of the discovery of any lack of compliance with the previous rules. This budget will be placed before council at the next meeting to approve. The funds will be retracted 3 days after the revision's approval.

v. Miscellaneous

- A. All journals, monographs, and/or books purchased with GPSA funds will be labeled "Purchased with GPSA funds" and housed in any UNM library.
- B. All student publications will submit one copy of each publication to the GPSA and one copy to the appropriate UNM library.
- C. The Finance Committee will establish its own internal procedures, within the guidelines set forth above, each academic year, and will inform, the GPSA Council of those procedures.
- D. The Chairpersons of the Student Research Allocations Committee, the Projects Committee, and Specialized Travel Committee must present budget requests to the Finance Committee Chair for the Spring budget process. The Finance Committee will inform each chairperson of the format for the request no later than two weeks prior to the budget process.
- E. Glossary: Term and definitions to be added to Glossary found in: APPENDIX I. GPSA

FINANCE CODE

1. Disagreement Appeals Process – This shall mean a written notice of complaint delivered to the GPSA office and a phone call to the Finance Committee Chair and the GPSA Council Chair.
2. Fiscal Authority – This shall mean the group’s treasurer.
3. Enjoinment of Funds – This shall mean that a hold has been placed on the account and no funds can be spent..
4. New and Inactive Groups – New shall mean that a group has never attended the GPSA Finance Committee workshops and received any funds from this Committee. Inactive shall mean that a group has received funds from the GPSA Finance Committee but are not currently line item funding in this years GPSA Budget.
5. UNM Library – This shall refer to the General Library of the University of New Mexico and to any departmental or school library.

Rules of the
Graduate and Professional
Student Association
of the University of New Mexico

Appendix Two:

Grants Codes

SRAC

Projects

Travel

GRD

Editor's note: These sections have been temporarily removed from consideration for amendment. The changes in the structure of the grants committees created many inconsistencies with Appendix Two, some parts of which may need to be completely rewritten.

These sections is Bylaws and so can be amended by council at such time they are ready.

Rules of the
Graduate and Professional
Student Association of the
University of New Mexico

**Appendix Three:
Elections Codes**

APPENDIX THREE: ELECTIONS CODES

Preamble

This appendix is for the purpose of informing the UNM population about the GPSA Elections Codes as well as providing guidelines to the Elections Committee. Internal meetings of the Election Committee and/or candidates for office are to be encouraged to the committee.

I. Candidate and Voter Eligibility

A. An eligible candidate for the office of President or GPSA Council-Chair shall be a member of the GPSA.

1. Candidates can file for an election by turning in a completed application to the GPSA office by 5:00 PM on the Wednesday of the third (3rd) week of classes prior to the election. Eligibility of candidates shall be determined by the Election Committee by 5:00 PM on the day following an application deadline.

2. A candidate is ineligible to run for office (President or GPSA Council-Chair) if winning the election would have him hold both offices for any period of time.

B. An eligible voter for an election must be a GPSA member. Voters can cast one vote in a given election.

II. Notice of Elections

A version of all notices shall be sent to the GPSA Listserv.

A. The Election Committee shall give written notice of the offices, amendments and other topics to be voted on in an election a minimum of twenty-five (25) days prior to the day of the election. The written notice shall also include instructions on any steps needed to be taken before a student may vote.

1. This notice will be a quarter (1/4) page paid advertisement appearing for three (3) consecutive days in the NM Daily Lobo. Once published, this information may not be changed or altered except to correct any errors in printing.

2. Any correction of printing errors shall be printed in three (3) consecutive issues of the NM Daily Lobo.

B. The Election Committee shall publish on the last Friday, that is a class-day, prior to a General or Special Election at least one (1) full-page advertisement in the NM Daily Lobo.

1. This advertisement shall carry personal, professional and/or platform information for candidates, information regarding amendments and any other item to be voted upon in the election.

2. The full text of Constitutional Amendments shall be included. If larger than one quarter (1/4) page, a summary shall be included.

3. The advertisement shall include the method of electronic voting as well as the hours of operation.
4. Special Elections may have a half (1/2) page advertisement.

C. Notice of Candidate Forums shall be placed in the Daily Lobo on the two days prior to each Forum. This advertisement shall indicate the names of the candidates and the location and time of the Forum.

III. Types of Elections

A. General Election

1. A General Election is defined as the late spring election for President for the following term of office, including Constitutional amendment ratification and any Special Issues.

The election shall take place on the Monday through Thursday of the first week of April, unless otherwise decided by Council. The electronic voting shall end at 5:00 PM of the last day of the election.

2. Any Constitutional amendments or Special Issues to be included in the election shall be determined by the March Council meeting.

B. Council Chair Election

A Council Chair Election is defined as the late spring election for Council Chair for the following term of office. This election shall take place at the April Council meeting.

C. Special Election

A Special Election shall take place upon one or more of the following conditions.

Special Elections follow General Election rules except where noted.

1. Vacation of the President or Council-Chair positions.
2. Granting of a petition submitted to a Council meeting for the recall of the President, the passing of a motion for the recall of the Council Chair at a Council meeting.
3. Non-certification of an election or a declaration of ineligibility or non-assumption of the winner of an election.
4. 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.

IV. General Election

Elections shall be conducted electronically. Elections shall use a computer or phone-based system that is managed by ~~CIRT~~ ITS.

Two members of the Elections Committee shall retrieve the final vote count from the electronic voting system.

The candidate elected to office will be determined by a plurality of votes cast and all other items on the ballot shall be decided by a majority of the votes cast. Should the plurality winner of the GPSA General Election be declared ineligible, not able to assume office for any other reason before the certification of the election results, in case of a tie, or if the Elections Committee votes to not certify an election, a special Council meeting shall be called so that a Special Election can be scheduled.

The results of an election shall be reported to the candidates as well as the current President and Council Chair by 12:00 PM of the day following the election.

V. Council Chair Election

A. Only Council Representatives with credentials on file thirty (30) calendar days prior to the Council meeting in which a Council Chair Election takes place may vote in the election. The Election Committee shall prepare a sign in roster of eligible voters.

B. Ballots shall be prepared as in the General Election.

C. The Election shall proceed as follows:

1. The current Council Chair shall forward all valid proxies to the Elections Committee chair or the designee from the Elections Committee before balloting begins.

2. The ~~President~~ Council Chair shall call and the President (or his or her designee) shall preside over the election.

3. Each candidate will give a speech (up to five minutes in length) and shall have up to five minutes to answer questions posed by the Council. The order of the speeches shall be determined randomly by the Election Committee. Candidates do not have to leave the room throughout the election.

4. When all of the speeches have concluded, the Elections Committee shall inspect and verify that the ballot box is empty and secured.

5. If any of the candidates are Council Representatives, they shall be asked to sign in. Upon signing they shall receive and cast a ballot into the ballot box, then retire to the back of the room. No campaigning is then allowed.

6. Voters casting proxy votes shall then be called forward to sign for and cast proxy ballots. When proxy voting is complete, the remaining voters shall be called forwards according to the alphabetical listing of their departments. Upon signing in, they shall receive and cast a ballot into the ballot box.

7. After the name of the last voter has been called, the names of voters who did not come forward will be repeated. Five minutes after the last name has been called, the vote counting shall begin.

D. Vote Counting

1. Only the members of the GPSA Elections Committee shall open the ballot box, determine the qualification of ballots cast, tally the ballots cast and certify the election results. a. Disagreement of number of ballots cast in a ballot box vs. the number of signed voters may be grounds for disqualification of the box of ballots.
2. The election of the Council Chair shall be decided by a plurality of the votes cast. Should the plurality winner of the GPSA General Election be declared ineligible, in case of a tie, or if the Elections Committee votes to not certify the election, the Elections Committee shall notify the Council before the end of the meeting. The Council can vote to repeat the process or determine another course of action.
3. The results of an election shall be determined by the end of the Council meeting.

VI. Special Elections

- A. All Special Elections shall take place between three and four class weeks from the Council meeting that created the Special Election.
- B. Special Council Chair Elections shall take place at the Council Meeting following the Council meeting at which the Election was created, and shall follow the procedures of the Council Chair Election.
- C. Petitions for Special Issue elections shall be received by the Election Committee or an ad-hoc Election Committee, appointed by the Council Chair, if the committee is not formed. The committee shall validate the petition within five (5) days. The petition shall pass as a motion at the next Council meeting for the Special Issue election to proceed.
- D. No Special Elections shall be held between the last day of the spring semester and the October Council meeting.

VII. Election Disputes

- A. An election may be challenged to the Court of Review by any member of the GPSA. Challenges may be based on voter fraud, improper notification, improper conduct of members of the Elections Committee, candidate misconduct or an unsound voting system.
- B. Challenges must be made in writing within five days of the reporting of the election results.
- C. The Court of Review may consolidate timely challenges as it deems appropriate.
- D. If the Court of Review determines that a challenge is valid it may decertify an election or impose a remedy as it deems appropriate. If an election is decertified

a special Council meeting shall be called so that a Special Election can be scheduled.

E. The Court of Review must render its decision within fifteen days following the last day of the election in question.

Rules of the
Graduate and Professional
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Appendix Four:
Open Meetings Act

APPENDIX FOUR: OPEN MEETINGS ACT

I. Open Meetings Act

In recognition of the fact that a representative government is dependent on an informed electorate and GPSA is a public policy making body, it is required that GPSA follow the Open Meetings Act of the State of New Mexico. (NMSA 10-15-1 to 4). All GPSA Council meetings of quorum are declared to be open to the public at all times, except as otherwise provided by the Open Meetings Act of the State of New Mexico.

II. The GPSA Council

The GPSA Council is required to pass a standing Resolution at the first meeting of each session of the GPSA Council. The Standing Resolution will provide the following information.

- A. Location, dates, and times of every regularly scheduled Council meeting.
- B. Guidelines for Emergency Meetings
- C. Requirements for information to the public as to the location, time, and date of every meeting of the full Council and where the public can obtain an agenda.
- D. Means of accommodating persons that may have a disability.
- E. Guidelines for closing a meeting
- F. Guidelines for public input to an open meeting
- G. Procedure regarding the preparation and approval of minutes

Rules of the
Graduate and Professional
Student Association of the
University of New Mexico

Glossary of Terms

Glossary of Terms

This glossary has been created to help eliminate some of the ambiguities that exist within certain words or phrases and their definitions or intended usage. This glossary has been organized according to the Articles of the Constitution with the only exception being Article VI. Committees. This Article has been broken down for each standing committee. So that finding a word will be simplified, under each Article the words or phrases to be defined shall be listed in alphabetical order.

PREAMBLE

No words are defined in this section.

ARTICLE I. NAME

No words are defined in this section.

ARTICLE II. OBJECTIVES

No words are defined in this section.

ARTICLE III. DEFINITIONS

No words are defined in this section.

ARTICLE IV. PRESIDENT

No words are defined in this section.

ARTICLE V. COUNCIL

No words are defined in this section.

ARTICLE VI. COMMITTEES

A. Qualifications, appointments, and terms of office.

No words are defined in this section.

B.1. Executive Board

No words are defined in this section.

B.2. Finance Committee

No words are defined in this section.

B.3. Student Research Allocations Committee (SRAC)

No words are defined in this section.

B.4. Projects Committee

No words are defined in this section.

B.5. Travel Committee

No words are defined in this section.

B.6. Elections Committee

adequate- This shall entail at least one advertisement in the UNM newspaper and flyers being sent to each department for posting at least thirty days prior to an election date for notice of an election and fourteen days prior to a proposed election date for the ballot contents. Notice of a recall election and ballot contents shall be sent out when the recall petition has been validated by the Elections Committee.

business days- This shall mean the days Monday through Friday with the exception of University holidays. From the last day of the fall semester until the first day of the spring semester and from the last day of the spring semester until the start of the fall semester shall not be considered business days for the purpose of counting days to administer in a recall election.

certify- The Elections Committee shall approve the results of a GPSA election after it has been determined that all provisions of the currently published Election Code, Bylaws, and Constitution were followed and any challenge (s) was (were) resolved.

challenge- A challenge that the currently published Election Code, Bylaws, or Constitution had been violated in a GPSA election.

GPSA Election- An election called by the GPSA Constitution or Council. These shall include the General Election, the Council Chair Election, Special Issue Election, or Recall Election.

oversee the process- To make sure that all procedures are followed by the candidates, Council Chair, and GPSA President as defined in the Election Code, Bylaws, and Constitution.

overt behavior- Any actions that would show favoritism for or have a negative affect against any candidate or issue that might appear on the ballot.

recall election- The Elections Committee shall follow the format of a Special Issue Election for its administration, but follow the prescribed deadlines.

regular meeting- Any officially called gathering of the Elections Committee to discuss issues pertinent to the committee. For emergency meetings and meeting to count ballots, no filing of an agenda or the one week period shall apply.

twenty days- This shall refer to business days.

validated- A petition shall be considered valid if the proper number of eligible signatures are on official

Recall Petition Forms.

B.7. Lobby Committee

No words are defined in this section.

ARTICLE VII. JUDICIARY COMMITTEE

No words are defined in this section.

ARTICLE VIII. BUDGET

President's Education Grant- Shall remit up to twelve (12) resident, graduate tuition hours per semester at the rates published by the Bursar's Office. The President shall also receive Graduate Student Employee Health Insurance, on the plan offered by the Office of Graduate Studies with Assistantships.

ARTICLE IX. ELECTIONS

No words are defined in this section.

ARTICLE X. RATIFICATION AND AMENDMENTS

No words are defined in this section.

APPENDIX 1. GPSA FINANCE CODE

No words are defined in this section.

APPENDIX 2. GPSA GRANTS CODES

No words are defined for this section.

APPENDIX 3. GPSA ELECTIONS CODES

20 days- This shall refer to business days.

announce- For all GPSA elections, except the Council Chair Election, this shall entail at least one advertisement in the UNM newspaper and flyers to be sent to each department for posting by the established deadline. For the Council Chair Election, a

flyer detailing who will be on the ballot shall be sent to each Council Representative with credentials on file by the established deadline.

balloting material- Any material relating to balloting. These may include voter sign-in sheets, ballot boxes, ballots, or anything else that is defined by the Elections Committee.

blanks- This shall refer to underlines of specific itemized information to be filled in according to the definitions.

business days - This shall mean the days Monday through Friday with the exception of University holidays and student recesses. From the last day of the fall semester until the first day of the spring semester and from the last day of the spring semester until the start of the fall semester shall not be considered business days for the purpose of counting in a recall election.

Campaign Expenditure Form- This form shall be an itemized accounting of all expenditures incurred by the candidate in the pursuit of office. They shall also sign the following statement: "All funds received and spent were from members of the UNM GPSA and no other sources." and itemize their contributors. campaigning- This shall include flyers, posters, and the like. It shall also include contact by the candidates or campaign workers.

cause- This refers to recall, impeachment, resignation, or death.

Election Ballot Box Form- This is a form used to request a ballot box and the associated balloting materials.

The form shall include a place for the name of each monitor of the .ballot box for each hour that the poll will open. The form shall also include a place for the 'requester to indicate how the ballot box is to be secured if it is to be held overnight.

normal business hours- This shall mean nine a.m. to five p.m.

preside- This shall mean the reading of the official roster of voters and asking them to step forward to vote.

unsuitable- This shall mean that the securing procedure is unsound, and that the ballot box runs a high risk of being tampered with.

valid- The credentials shall be considered valid if the proper form was completed and all eligibility requirements were met.

validated- A petition shall be considered valid if the proper number of eligible signatures are on the official

Recall Petition Form.

~~last revised 09/13/07.~~ Last Revised XXXX, 2009.

MEMO

To: Danny Hernandez, GPSA Council Chair

From: Brendan Picker, GPSA Programs Chair (bpicker@unm.edu), Lissa Knudsen, GPSA President (gpsapres@unm.edu), Jordon Johnson Equity and Inclusion committee Chair (jordon@unm.edu), and Katie Richardson-McDaniel (richardson.mcdaniel@gmail.com)

Re: **LGBTQ Resource Center Resolution**

Date: 11/9/09

This Saturday, November 14, GPSA has the opportunity to pass two a very important resolution. The resolution is a call for dedicated space on the UNM campus for lesbian, gay, bisexual, transgendered, and queer students to gather, conduct research and advocate for equal rights. The resolution asks GPSA to take a stand regarding LGBTQ issues, and will be looked back upon with pride and accomplishment.

The LGBTQ Resource Center Resolution asks GPSA to support the creation of a center on campus devoted to the issues and concerns of the GLBTQ community. Much like the Center for La Raza and other similar institutions on campus, a center for the LGBTQ community would fall in line with UNM's goal of having a diverse campus population and meeting the needs of all of it's students (2009-2010 UNM catalog).

According to the American psychological Association, LGBTQ students face a higher rate of harassment and discrimination because of their sexual orientation. Data released from the National Longitudinal Study on Adolescent Health showed that youth who report same-sex attraction or behaviors also reported higher levels of emotional distress, greater use of alcohol and marijuana, and earlier sexual debut (Resnick et al., 1997). Other studies have found that these youth experience higher rates of suicide attempts, victimization due to harassment, and violence (Remafedi, French, Story, Resnick & Blum, 1998). These reports show that there is a need for resources to be directed at the LGBTQ population in order to build the self-esteem and ensure the equity and inclusion of these youth in society.

By creating a dedicated space for a center devoted to this community, UNM will be ensuring its commitment to this population. The center will help with recruitment, retention, as well as the production of future leaders of the LGBTQ population. By supporting this resolution, GPSA will be seen as a leader on diversity, inclusion and support for all students.

Creation of LGBTQ Resource Center on UNM campus

2009

Whereas, the values of the University of New Mexico include a commitment to diversity "that enlivens and strengthens our university, our community, and our society." (2009-2010 UNM catalog)

Whereas, the Dean of Students Office of the University of New Mexico is "committed to the concept of human awareness and to valuing differences" including sexual orientation and gender identity. (<http://www.unm.edu/~doso/mission.html>)

Whereas, University of New Mexico policies contain language that prohibits the harassment of students on the basis of sexual orientation and forbids the unlawful discrimination on the basis of sexual orientation and gender identity. (2009-1020 UNM catalog)

Whereas, many lesbian, gay, bisexual, transgendered, and queer (LGBTQ) students still face discrimination, isolation, alienation and in some cases physical attacks, simply for being who they are.

Whereas, a resource center for LGBTQ students would be a highly visible place to gain reprieve from attacks to self-esteem, to build social and intellectual connections, and to contribute to a healthy sense of self-identity.

Whereas, a resource center would provide a location to consult resources about LGBTQ concerns, address questions to professionals and explore LGBTQ history and study.

Whereas, an LGBTQ resource center will efficiently gather and organize UNM resources and become the focal point for LGBTQ programming, services, education, research and outreach.

Whereas, peer institutions have similar centers and institutes dedicated to the LGBTQ community, including UC Denver, UC Boulder, University of Arizona, and UT Austin.

Whereas, the UNM LGBTQ resource center will enhance UNM's reputation as an institution of learning that provides a safe and supportive learning environment for all people.

Be it resolved, the Graduate and Professional Student Association recommend that University of New Mexico provide a dedicated space on campus, preferably within the ethnic centers area in the student activities center, for the creation of an LGBTQ Resource Center.

Be it resolved, GPSA recommends that UNM administration (possibly the office of equity & inclusion and/or student affairs) convene a task force with faculty, staff, and student reps to assess the needs and costs of such an endeavor.

Be it resolved, the GPSA president and GPSA Council Chair will convey to university leadership, including the Board of Regents that grad students are requesting the need for a center dedicated to LGBTQ issues and concerns.

Be it resolved, GPSA leadership to work with other colleges/universities across the state to advocate to the legislature that funding be appropriated to conduct a needs and cost assessment of establishing resource centers at all major state-funded institutions.

Be it resolved, UNM and GPSA will support future internships within this center to cultivate leadership within the LGBTQ community.

Be it resolved, GPSA will work with UNM Administration to expand and enhance this center and find future funding mechanisms to provide monies for resources and research.