

UNLV

BYLAWS GRADUATE & PROFESSIONAL STUDENT ASSOCIATION

Adopted Spring 2016

**BYLAWS
GRADUATE & PROFESSIONAL STUDENT ASSOCIATION**

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**BYLAWS
OF THE
GRADUATE & PROFESSIONAL STUDENT ASSOCIATION
UNIVERSITY OF NEVADA, LAS VEGAS**

**ARTICLE I
ORIGIN AND ORGANIZATION OF THE UNLV GPSA**

SECTION I. Origin

The Graduate Student Association (GSA) was founded on November 6, 1980 for the purpose of furthering and enhancing the academic goals of the graduate students at the University of Nevada, Las Vegas (UNLV). On January 30, 2003, the name was officially changed to the Graduate & Professional Student Association (GPSA) to reflect the inclusion of the association's constituents enrolled in professional schools.

SECTION II. GPSA Council

The Graduate & Professional Student Association shall be governed by the GPSA Council.

a. Council Composition:

Each department at UNLV with graduate and professional student programs shall be allotted a single representative with a single vote on the Council.

b. Council Leadership:

- i. The GPSA Council shall be chaired by the President of the GPSA.
- ii. In the absence of the President, the Vice President shall chair the Council.
- iii. In the absence of the Vice President, the Treasurer shall chair the Council.
- iv. In the absence of the Treasurer, the Secretary shall chair the Council.
- v. In the absence of all officers, the Council meeting shall be canceled and reconvened at the next scheduled session.

SECTION III. Committees

The Council shall establish whichever committees it deems necessary to plan and implement various strategies needed to accomplish the goals and activities of the GPSA. The actions of these committees must seek the best interest of graduate and professional students.

SECTION IV. At-Large Representative

The GPSA Council shall appoint at-large representatives whenever it deems that the interest of the graduate and professional students at certain campus-wide committees would be best served by a graduate or professional student other than a regular representative.

ARTICLE II THE REPRESENTATIVE

SECTION I. Appointment and Qualifications

- a. Academic year representative:
 - i. Prior to the beginning of each fall semester, each department with graduate and professional programs shall appoint or elect one representative to the GPSA. Department chairpersons, and/or other faculty shall be responsible for their representative's selection process.
 - ii. This person may either be elected by their department or appointed by the faculty.
 - iii. The representative shall be any admitted and enrolled graduate or professional student that maintains good academic standing.
- b. Summer Representative:
 - i. At the April GPSA Council meeting, nominations shall be requested from each academic school and department to represent each respective college during the summer sessions. GPSA shall accept nominations for one week following the April GPSA Council meeting. Nominations shall be voted upon at the May GPSA Council meeting by GPSA Council. Upon the event of a tie vote in the Council, GPSA Executive Board members shall cast the deciding vote(s). Upon the event of a tie vote in the Executive Board, the President shall cast the deciding vote.
 - ii. The summer representative shall be any admitted and enrolled graduate or professional student that maintains good academic standing.
 - iii. Summer representatives will be responsible for informing all departments and schools within their college of GPSA business and activities conducted throughout the summer.
- c. At-Large Representative:
 - i. Appointment of a representative to an at-large committee shall be made by the GPSA Executive Board and voted for approval at the Council meeting.
 - ii. The at-large representative shall be any admitted and enrolled graduate or professional student that maintains good academic standing.

SECTION II. Initial Responsibilities

At the start of the term of office, each representative must satisfy the following initial responsibilities:

- a. All representatives shall complete GPSA information and contract forms. Upon completion, these forms shall be kept on file in the GPSA office.
- b. All representatives shall become familiar with Robert's Rules of Order. A copy of the latest edition shall be made available in the GPSA office.

SECTION III. Ongoing Responsibilities

All representatives shall carry out the following job related responsibilities:

- a. Council Duties:
 - i. Representatives shall attend all monthly GPSA Council meetings in person or by proxy.

- ii. Proxies must be appointed in writing on a completed proxy form available in the GPSA office or from the GPSA secretary. A proxy representative must be another graduate or professional student from within the same department. The proxy representative should bring the completed proxy form to the meeting they are attending. During the summer session, the proxy representative must be another graduate or professional student from the same college.
 - iii. Any GPSA representative missing more than one (1) GPSA Council meeting during one term without sending a proxy shall be removed from the GPSA Council, unless the cause of the absence(s) is approved by the GPSA Executive Board. The Executive Board upon request shall make such hearing available. In the event of such dismissal, the representative's department shall be notified. The department shall then designate a new representative.
- b. Committee Duties:
 - i. Each representative shall serve on at least one (1) GPSA committee, university committee or other associated committee per academic year.
 - ii. Representatives must attend all meetings of the committee on which they are members.
 - iii. Representatives shall miss no more than one (1) committee meeting during one (1) term without sending a proxy. Proxies must be appointed in writing to the committee chair.
- c. Departmental Duties:
 - i. Representatives shall keep graduate and professional students in their departments informed on GPSA activities.
 - ii. Representatives shall keep their department chairpersons and graduate coordinators informed on GPSA activities and related university information. The representative shall report to GPSA Council or to the appropriate committee, any comments, suggestions, or criticisms that their department chairpersons and graduate coordinators may have regarding the GPSA.
 - iii. Representatives shall assist graduate and professional students in their departments to become involved in GPSA activities.
 - iv. Summer representatives shall carry out the same duties and responsibilities as regular representatives but the scope of their responsibilities shall be expanded to encompass their respective college.

SECTION IV. At-Large Representative Responsibilities

- a. The at-large representative shall attend their respective committee meetings.
- b. All at-large representatives shall complete GPSA information and contract forms. Upon completion, these shall be on file in the GPSA office.
- c. At-large representatives are not required to attend GPSA Council meetings.
- d. All at-large representatives shall submit a written report on committee activity to the GPSA Council. This report shall be presented no later than three (3) days prior to the subsequent GPSA Council meeting

SECTION V. Remuneration

- a. Academic year and summer representatives' remuneration: If all stipulations in Article II – Sections I, II, III, and IV are fulfilled, the GPSA representative shall receive a monthly stipend that totals \$100.00 (one hundred dollars) each academic term, i.e. fall, spring and summer. Stipends will be paid each month to those representatives in attendance.
- b. At-Large Representative Remuneration: If all items in Article II - Section V are met, the GPSA at-large representative may receive remuneration.
 - i. This remuneration may not exceed the academic year and summer GPSA representatives' remuneration.
 - ii. This remuneration may be less than academic year and summer GPSA representatives' remuneration.
 - iii. The requirements of and further eligibility for this remuneration shall be determined by the GPSA Executive Board. This shall be set forth each academic term and before the contract is signed.
 - iv. Qualification for this stipend shall be decided by the GPSA Executive Board and shall be open for appeal.
- c. Absentee Remuneration: Any GPSA representative, who cannot finish their term because of medical emergency, bereavement, leave of absence, or other crisis, may receive their entire stipend contingent upon approval of his/her situation by the GPSA Executive Board.
 - i. Any proxy that attends a meeting shall not be compensated for their attendance in lieu of the representative.
- d. Approval of all GPSA representatives' stipends shall be voted upon during the September, February and June meetings. The results of the decision shall be recorded in the minutes.

ARTICLE III COMMITTEE RULES

SECTION I. Establishment of Committees

- a. Standing or ad hoc committees shall be established by the GPSA President, in consultation with the GPSA Council, as provided for in Article III, Section II.
- b. Each standing or ad hoc committee shall be comprised of at least three (3) members. At least two (2) committee members must be members of the GPSA Council. One (1) member of each ad hoc committee shall be a GPSA Executive Board member.
- c. Each standing or ad hoc committee shall have a chairperson. Each committee shall establish its own process to appoint its respective chairperson with exception to those named committees in Article VI (the Sponsorship Committee, Publications Committee and Government Relations Committee) who will be responsible for filling vacancies on the committee, conducting the meetings, maintaining order and ensuring that the minutes of each meeting are recorded.

- d. Committee recommendations shall be implemented by a majority vote of those present at any meeting of the GPSA Council.
- e. Standing committees can be found in Article III, Section III.

SECTION II. Committee Meetings

- a. Standing and ad hoc committee meetings shall be scheduled so that each member is advised of the meeting at least three (3) business days prior to the meeting time.
- b. Notification of each committee meeting shall be posted in the Graduate Student Commons (LLB 2141) at least three (3) business days to the meeting.
- c. Standing and ad hoc committee meetings shall be open to all members of the GPSA.
- d. Roll call shall be taken by the chairperson at the beginning of each standing and ad hoc committee meeting.
- e. The minutes of each standing and ad hoc committee shall be recorded by the chairperson or appointee of that person.
- f. Each member of a committee shall have one (1) vote. Absent members shall vote only by written proxies. Members of the GPSA Executive Board, standing, and ad hoc committees shall allow a maximum of three (3) proxies per meeting. If more than three (3) proxies are in attendance, the meeting shall be postponed until such time that no more than three (3) proxies are in attendance.

SECTION III. Responsibilities of Standing Committees

- a. The Sponsorship Committee shall review applicants for GPSA sponsorships and consider individuals for research and conference travel awards.
- b. The Activities/Community Service Committee shall initiate activities and events of a scholarly, social and/or service nature. The Activities/Community Service Committee shall recommend proposed activities involving the expenditure of GPSA funds to the GPSA Council for approval.
- c. The Publications Committee shall be responsible for the collection, assembly and publication of the GPSA newsletter. Four (4) editions of the publication shall be produced two per fall and spring semesters. Additional issues may be requested at the discretion of the GPSA Executive Board.
- d. The Elections Committee shall oversee all GPSA elections consisting of a minimum of three (3) members.
- e. The Bylaws Committee shall be responsible for reviewing and updating the GPSA bylaws.
- f. The Awards Committee shall be responsible for reviewing applications and determining recipients of the annual GPSA Awards. Four awards: Merit (student award), Service (student award), Outstanding Mentor (faculty and/or staff) and Distinguished Contribution (faculty, staff and/or community member) shall be offered annually by the GPSA to give recognition to students and faculty from across disciplines and classifications for their contributions to the development and continuing growth of UNLV and the GPSA. Upon evaluation of the Awards application up to three (3) recipients can be selected for the Merit, Service and Outstanding awards, and one (1) recipient can be selected for the Distinguished Contribution award. The two student awards,

Service and Merit, offer a monetary award of \$300.00 each. Recognition of these awardees will be given at the respective Research forum. Individuals are eligible to receive an award only once.

- g. The Government Relations Committee shall be responsible for interacting with university, local, state and federal agencies and/or their representatives.

SECTION IV. Functions of Ad Hoc Committees

- a. Ad hoc committees shall be established, as needed, to gather and consider information useful to the GPSA in making a decision of policy or investigating the feasibility of any proposed action not presently defined in the bylaws as falling under the auspices of a standing committee.
- b. The length of term for which the Committee is empowered to act may be specified by the GPSA President at the time the committee is established. Otherwise, the Committee will be empowered to act until the end of the academic year during which it was established, or until such time as the GPSA Council votes to accept the recommendations of the committee to be dissolved.

ARTICLE IV RULES OF GPSA COUNCIL AND REPRESENTATIVE COMMITTEE MEETINGS

SECTION I. Call to Order

- a. Upon call to order, all representatives will be seated. All guests will be seated in the audience.
- b. Upon call to order, disruptive conduct will not be tolerated.
- c. Upon call to order, only items on the agenda will be addressed.
- d. Upon call to order, no one will speak without first being recognized by the chairperson.
- e. Upon call to order, Robert's Rules of Order, latest edition, will govern the course of all business and debate.
- f. Upon call to order, those persons who fail to comply to the rules of procedure will be censured by the parliamentarian. Those persons who continually fail to comply with procedures will be asked to leave the meeting and will be able to return for the following council meeting.

SECTION II. Order of Business

At all regular meetings and at special meetings as applicable, the following order of business shall be observed:

- a. Call to order
- b. Public Comment
- c. Roll call
- d. Approval of minutes of previous meeting
- e. Guest speakers (where applicable)
- f. Election of officers and appointment of committees (where applicable)
- g. Reports and recommendations of the Executive Board
- h. Reports and recommendations of the committees
- i. Special reports (where applicable)
- j. Old business

- k. New business
- l. Public comment
- m. Adjournment

SECTION III. Agenda

Every regular and special meeting shall be conducted in accordance with a written agenda, to be approved by the GPSA Executive Board prior to the meeting and to be distributed to all appointed members of the GPSA Council or appropriate GPSA committee at least three (3) business days prior to the meeting.

- a. No meeting shall last longer than one (1) hour and thirty (30) minutes unless otherwise stated on the agenda. After one (1) hour and thirty (30) minutes any member of the GPSA Council or committee may call for a vote to adjourn the meeting.
- b. Persons or organizations seeking placement on the agenda must submit their request in writing to the President or to the Secretary at least ten (10) days prior to the meeting at which it is to be considered. Emergency items may be added only under extremely rare conditions at the discretion of the President.
- c. Persons or organizations granted placement on the agenda shall be granted a pre-stated time limit to address the committee, not to exceed fifteen (15) minutes, with additional time to receive questions. At such time that the pre-stated time limit is reached, any member of the GPSA Council or committee may call for a vote to end the address.

SECTION IV. Minutes

Minutes of all meetings shall be kept and recorded in the Graduate Student Commons (LLB 2141).

- a. It shall be the policy that minutes be written in accordance with Robert's Rules of Order, latest edition.
- b. Minutes of all GPSA Council meetings shall be forwarded to all members of the GPSA Council as promptly as possible following adjournment of a particular meeting.
- c. It shall be the policy that all minutes of all committee meetings be filed in the Graduate Student Commons (LLB 2141) for public record.
- d. All proposed GPSA hosting expenditures shall be voted upon at GPSA Council meetings. These approved agenda items shall be attached to all such expenditures for payment.

ARTICLE V GPSA SPONSORSHIP

SECTION I. GPSA Sponsorship Support

The GPSA shall support projects which directly affect the graduate and professional student's degree program, as well as making a contribution to the scholar's field. This support shall come in the form of GPSA sponsorships which are offered in three (3) funding cycles per academic year: fall, spring and summer. Fall will be defined as beginning on the first day of instruction of the fall semester until the ending 9on the last day of instruction of the fall semester. Spring will be defined as beginning on the day following the last day of instruction of the fall semester and ending on the last day of instruction of the spring

semester. Summer will be defined as beginning on the day following the last day of instruction of the spring semester and ending on the day before the first day of instruction of the fall semester. These sponsorships are not for reimbursement for current or past activities, but for funding pending projects. Sponsorship recipients are responsible for monitoring their own accounts and are responsible for any over expenditures. The Sponsorship Committee has established the following priorities in considering applications owing to the competitive nature of the GPSA sponsorships:

- a. **First Priority** – Any research, project, or travel that is required for the completion of a degree program.
- b. **Second Priority** – Any research, project, or travel that is not required for the completion of a degree program, and travel expenses necessary for presenting at conferences, performances, presenting/sharing of scholarly work.
- c. **Third Priority** – Conference or other professional development with no presentation.

SECTION II. Eligibility

Eligibility criteria include the following:

- a. Only currently enrolled and officially admitted UNLV graduate and professional students who are in a recognized graduate degree or professional program may apply for a sponsorship.
- b. Each applicant must conduct his/her project with a graduate and/or professional faculty member. One letter of recommendation is required from a member of the student's committee. It is preferred that this letter be written by the applicant's advisor. This letter of recommendation should address the quality of the research proposed or the significance of the conference being attended. Additional letters of recommendation and support from graduate and/or professional faculty members can be submitted to speak to the importance/relevance of the student's project/research.
- c. Students who have received GPSA sponsorship money and have since had the opportunity to present at the annual Graduate & Professional Student Research Forum, but have not yet done so are not eligible for additional GPSA sponsorship. After students present at the Graduate & Professional Student Research Forum, they once again become eligible for GPSA funding.

SECTION III. Deadlines

The deadlines for the submission of sponsorships shall be March 15th for summer semester applications, April 15th for fall semester applications, and November 15th for spring semester applications during each calendar year.

SECTION IV. Funding Limitations

- a. No applicant may obtain more than two (2) GPSA sponsorship awards per academic year. No applicant may obtain more than one emergency sponsorship per academic year. Maximum awards per academic year are either two regular cycle awards OR one regular cycle and one emergency award. An applicant may submit only one application per sponsorship cycle (fall, spring and summer).

- b. No individual shall receive more than one thousand two hundred and fifty (\$1,250.00) dollars per academic year.
- c. Any research items that have been purchased prior to the starting date of the semester for which the sponsorship funding is awarded are not reimbursable. Travel arrangements are made by the sponsorship recipient who will be reimbursed for awarded travel expenses upon completion of travel. Salaries, wages, honorarium, volunteer/participant compensations, routine supplies, and thesis/dissertation copies, are not permissible and, therefore, are considered non-covered items.

SECTION V. Award of Sponsorship

Sponsorships from the GPSA shall be reviewed and awarded by the GPSA Sponsorship Committee. The GPSA Vice President shall chair the committee and notify all applicants regarding the committee's decision. The committee shall have six members, with no more than one appointed from a single college.

- a. Sponsorships from the GPSA shall only be activated once ALL ELIGIBILITY REQUIREMENTS are met. See Section II.
- b. Sponsorship awardees are required to submit an abstract of their project and present this project at the Graduate & Professional Student Research Forum. The forum presentation shall be either in poster or platform format. The forum is held each spring semester and is hosted by the Graduate & Professional Student Association and the Graduate College. Acknowledgment shall be given to the GPSA in any and all reports, papers, articles, and books resulting from the applicant's project.
- c. Disbursement of funds will depend on the type of sponsorship awarded. The GPSA Manager will direct the awardees to the appropriate department for disbursement and/or reimbursement. A mandatory research sponsorship progress report is required for recipients of tier I Sponsorship research material awards. Recipients must submit an online progress report each semester until the funds are depleted.
- d. Failure to submit the proper paperwork may delay or prevent the disbursement of the sponsorship. Failure to submit the progress report by the last day of each semester, while the account is still active, may result in the freezing of existing funds and ineligibility for future GPSA sponsorship funding.

SECTION VI. Sponsorship Modification

- a. The purpose of this modification is to allow one to amend an approved sponsorship award due to unforeseen changes to the funded activity (e.g. the awardee will no longer be attending the conference from the original application, the research activity or materials needed for the activity has been modified, etc.) apply for a regular cycle funding prior to acceptance of presentation at a conference or confirmation of a project. Upon knowledge of the change to the original activity, applicant/awardee will submit an amendment to their application indicating this change. The amendment will then be considered by the Sponsorship committee and the applicant's award may change reflecting the amendment. Failure to amend one's application may result in the negation of their funding.

- b. For example, if you find a more relevant conference, workshop or research opportunity, this is the process you would use to alter your funding application.

SECTION VII. GPSA Emergency Sponsorship Support

To augment project support, the GPSA Council has created a GPSA Emergency Sponsorship support program to allow for the distribution of funds to those individuals where project funding is necessitated after the normal cycle application deadline has passed for the fall, spring or summer funding cycles, or **by the discretion of the sponsorship committee**. Complete emergency applications must be received by the GPSA sponsorship committee *prior* to attendance, presentation or travel. The following priorities shall be considered:

- a. **First Priority** - Any travel for research, a project, or other travel that is required for the completion of degree program requirements.
- b. **Second Priority** - Travel expenses necessary for presenting at conferences.

Eligibility:

- a. Eligibility criteria include all of Article V, Section II requirements.
- b. Graduate and professional students must present a letter explaining the specific need for emergency funds (i.e., Why was the applicant unable to apply during the regular sponsorship funding cycle?).
- c. The letter of recommendation from a member of the student's committee must specifically address the need for emergency funding and why the student did not apply in the regular sponsorship cycle. It is preferred that this letter be written by the applicant's advisor. Additional letters of support from graduate and/or professional faculty members may be provided to emphasize the importance of the event/project. These requirements are in addition to the standard sponsorship eligibility requirements, the emergency funding application form and the letter of explanation from the student.
- d. Complete emergency applications must be received by the GPSA Sponsorship Committee prior to travel and/or conference attendance.
- e. Funding limitations include all of Article V, Section IV requirements.
- f. Emergency Sponsorship applications are due on the 20th of the each month. Award of Emergency sponsorship applications shall be reviewed on a monthly basis and granted by the GPSA Sponsorship Committee. Failure to comply with any eligibility requirement or expectation of this award shall result in suspension of current funding and the forfeiture of future GPSA sponsorships.

SECTION VIII. GPSA Sponsorship Application Procedure

- a. Cover sheet –The required cover sheet shall be used as the first page of the application.
- b. Project/event description: Provide a concise summary of your project or event (one page maximum, 12 point Times New Roman font, 1 inch margins, single-spaced). Please include the following sections:

- i. Project/event summary: briefly explain what you are doing. This explanation should be targeted to a general audience. Avoid using jargon. Do not cut and paste an abstract. Include the methodology (action steps) to be used, expected results, and the evaluation methods. Clearly delineate the specific goals of your project.
 - ii. Significance of project/event: explain the significance of the project/event to your field of study, how it will contribute to your department or the community and specifically explain the strength of your role in the project.
 - iii. Project/event timeline: include a thorough project timeline. If you are attending a conference, please include a brief discussion of your planned activities, i.e. the day of your presentation, workshops you are attending, etc.
 - iv. Intended use of funds: explicitly state your intended use of the sponsorship funds and why the project should be funded.
- c. If you are applying for funding to attend a conference and include your presentation acceptance letter (if presenting). It is mandatory that an acceptance letter indicating your participation in the conference be included for all emergency sponsorship applications. Applicants applying for a regular cycle sponsorship that have not yet received a notification of acceptance may be provisionally awarded monies with proof of acceptance provided before the allocation of funds and these applications must be submitted during the regular sponsorship cycle.
 - d. A letter of recommendation from a member of the student's committee. It is preferred that this letter be written by the applicant's advisor. An additional letter of support may be provided with the application from additional graduate and/or professional faculty members. This letter should describe the quality and value of the project or necessity of the conference.
 - e. If applying for emergency funding, this letter must explicitly describe the need for emergency funding. Also, attach an accompanying letter of explanation outlining your reason(s) for not applying during the funding period the conference is scheduled.
 - f. Budget: An itemized, detailed, and justified budget is required with supporting documentation.
 - i. Itemized: Break down items requested by unit price, number of units and total price for each item.
 - ii. Detailed: Describe what the item is (for example, for an item listed under the "Travel" section might be described as "Roundtrip airfare from Las Vegas, NV to San Francisco, CA on Southwest Airlines").
 - iii. Justified: Explain why you chose to include each item and how the price was determined (for example, a hotel might have been chosen because in a search using various travel websites, it was the least expensive hotel in close proximity to the conference being attended).

Some items you may want to consider including in your itemized budget:

- Print out the first two pages of an Internet travel websites
- Print out the hotel reservation/quote
- Print out the conference registration

- Vendor / retailer vendor address and phone
- Additional supporting documentation, i.e. copies of invoices, etc.
- A brief description of how each item will be used in the project
- Travel documents for data acquisition
- How the item will be used in the project

NOTE: Travel expenses - UNLV's travel allowance may be used to calculate travel costs but preference will be given to applicants that find the least expensive rates. Please check the following website for UNLV's policy on per diem rates:

<http://accountspayable.unlv.edu/Trvlman/travel.htm>

- g. Animal use or human subject approval forms shall be submitted when required for the applicant's project. Check with your department chair or the UNLV Office of Sponsored Programs for further information: <http://www.unlv.edu/Research/OPRS/>

SECTION IX. Fraudulent Document Submission

Producing documents that are duplicates, fraudulent, or otherwise incorrect will result in the loss of the sponsorship money awarded and the student will be referred to the Office of Student Conduct for further consideration.

SECTION X. GPSA Sponsorship Application Appeal Process

The applicant may appeal in writing to the GPSA Vice President. A letter of intent to appeal should be sent within ten (10) university business days of notification of award status with the final appeal being sent no more than thirty (30) university business days explaining the appellant's argument in response to the committee's decision to deny or limit funding. If a sponsorship is appealed, it may be reconsidered in its entirety. Denials based upon appellant's incomplete and/or inaccurate sponsorship application, or ineligibility, shall not be reconsidered. The appellant shall be notified of the GPSA Executive Board's decision.

ARTICLE VI RESPONSIBILITIES OF GPSA OFFICERS

SECTION I. Appointment of GPSA Officers

- a. Time shall be reserved at the April Council meeting so candidates for the GPSA Executive Board can make themselves and their platforms known to the GPSA Council.
- b. A general election of graduate and professional students shall be held to determine the GPSA officers for the following academic year following the April Council meeting.
- c. All candidates for officers' positions shall be an admitted and enrolled GPSA member and must be in good academic standing with the Graduate College.
- d. New signature cards must be sent to the Controller's Office, to authorize the newly elected officers signing authority for GPSA expenditures. This shall be done after the May GPSA Council meeting; this voids all signing privileges of the prior GPSA officers.

- e. If a GPSA officer position becomes vacant, a replacement shall be appointed by the GPSA Executive Board utilizing an interview process. This process shall consist of a submitted Declaration of Candidacy from the applicant and an interview with the current GPSA Executive Board and the two (2) GPSA faculty advisors. The vacant position shall be closed one (1) month from the date of the written resignation or following the next general GPSA Council meeting, whichever comes first. The GPSA position shall be posted immediately upon resignation.
- f. The term for elected officers begins during the May Council meeting, and continues through the following May Council meeting.

SECTION II. President

- a. Shall be the chairperson of the GPSA Council and shall call and lead the Council and GPSA Executive Board meetings. Responsible for guiding the organization on general issues, such as the goals of the GPSA Council.
- b. GPSA committees shall be established by the President.
- c. Shall attend Board of Regents and Nevada Student Alliance meetings and various UNLV meetings representing the UNLV graduate and professional student population.
- d. The President shall be awarded a graduate assistantship stipend and a tuition waiver of up to nine (9) credits a semester for duties performed for the GPSA. This includes, but is not limited to, attendance of meetings, i.e. Board of Regents meetings, university related meetings, and various GPSA committee meetings. Allotting twenty (20) hours per week of time spent conducting GPSA business and overseeing general daily office operations.
- e. Written declaration of resignation must be submitted before power and duties shall be discharged by the Vice President.
- f. The President shall be an admitted and enrolled GPSA member that maintains good academic standing with the Graduate College. If academic standing is not maintained, a vote by the GPSA Council shall determine the status of the President.

SECTION III. Vice President

- a. Chairs the Sponsorship Committee (disbursement of GPSA research and travel funding) and selects a secretary within that committee to record the minutes and procedures taken to determine sponsorship awardees. After selection a list shall be comprised and sent to the Controller's Office and letters sent to all applicants notifying them of the Sponsorship Committee's selection.
- b. In the absence of the President, the Vice President shall chair the GPSA Council and GPSA Executive Board meetings.
- c. Chairs the Graduate & Professional Student Research Forum Committee. Once per academic year, the GPSA shall sponsor the Graduate & Professional Student Research Forum with the Graduate College. The Forum, held every spring semester, provides graduate and professional students the opportunity to present their research results or conference papers in either an oral presentation or poster format.

- d. Written declaration of resignation must be submitted before power and duties shall be discharged by the Treasurer.
- e. The Vice President shall be an admitted and enrolled GPSA member that maintains good academic standing with the Graduate College. If academic standing is not maintained, a vote by the GPSA Council shall determine the status of the Vice President.

SECTION IV. Treasurer

- a. Shall provide a current GPSA financial report at each Council meeting. This report shall establish and maintain all records of GPSA revenue and expenditures.
- b. The Treasurer, if so directed by the GPSA, shall do requested financial reports.
- c. At the September, February and June Council meetings, stipend payments shall be introduced and voted upon and recorded in the minutes.
- d. Chairs the Governmental Relations Committee.
- e. Written declaration of resignation must be submitted before power and duties shall be administered by the Secretary.
- f. The Treasurer shall be an admitted and enrolled GPSA member that maintains good academic standing with the Graduate College. If academic standard is not maintained, a vote by the GPSA Council shall determine the status of the Treasurer.
- g. Upon request, shall report to the GPSA Council the total enrollment of graduate and professional students each semester.

SECTION V. Secretary

- a. Record minutes at the GPSA Council meetings and at the GPSA Executive Board meetings. The recorded minutes of Council meetings shall be distributed to representatives in a timely order following adjournment of each meeting.
- b. Establish a roll call and information list of all representatives.
- c. Takes roll call and proxy forms from representatives at GPSA Council meetings.
- d. The Secretary shall be the parliamentarian of the GPSA Council.
- e. Responsible for preparing the agenda and posting it on the GPSA Office bulletin board, Student Union display case by the Information Desk and the Graduate College display case located in Flora Duncan Humanities Building (third floor) and the GPSA website (<http://www.unlv.edu/gpsa/agendas>), three (3) days prior to the Council meeting.
- f. Shall be responsible for sending each graduate and professional school coordinator a letter requesting the submission of a new GPSA representative for their department for the upcoming year, sending periodical letters throughout the summer to establish the roll call list; looking to have all departments with graduate and professional programs, represented at the GPSA Council meetings.
- g. Chairs the GPSA Publication Committee. This committee is responsible for the collection assembly and publication of the GPSA newsletter. This publication shall be produced four (4)

times during the academic year: two (2) per semester. Additional issues may be produced at the discretion of the Executive Board.

- h. Written declaration of resignation must be submitted before power and duties shall be administered by the President.
- i. The Secretary shall be an admitted and enrolled GPSA member that maintains good academic standing with the Graduate College. If academic standard is not maintained, a vote by the GPSA Council shall determine the status of the Secretary.

SECTION VI. Remuneration

- a. If all items in Article VI, sections II - V are met, the GPSA President and Vice President shall each receive a \$550.00 stipend and the GPSA Secretary and Treasurer shall receive a \$350.00 stipend per term (fall, spring and summer). Stipends will be paid each month to those Executive Board members in attendance.
- b. Qualification for stipends will be decided by the GPSA Executive Board and the Council and shall be open for appeal.
- c. Any GPSA Executive Board member who cannot finish his or her term due to medical emergency, bereavement, leave of absence, or other crisis, may receive his or her entire stipend contingent upon approval of situation by the GPSA Council.
- d. Approval of all GPSA Executive Board members' stipends shall be voted upon during the September, February and June meetings.

ARTICLE VII GPSA ELECTIONS

SECTION I. Policies and Procedures

- a. The GPSA Council shall appoint a standing Elections Committee to oversee all GPSA elections.
- b. The Elections Committee shall consist of a minimum of three (3) members of the GPSA Council.
- c. If a member of the committee intends to run for a GPSA Executive Board position, then he or she must resign from the Elections Committee.
- d. The Elections Committee shall recommend nominations, election dates and procedures to the GPSA Council for approval. The committee shall oversee any and all election related activities and communications. The committee is charged with notifying the general graduate and professional student population of election dates and procedures.
- e. Candidates shall not campaign during the April Council meeting or in the GPSA office during the election period.
- f. Elections for the GPSA Executive Board shall start at the conclusion of the April GPSA Council meeting for the GPSA Executive Board and continue for four academic days.
- g. Candidates for the GPSA Executive Board must be enrolled and admitted into a graduate or professional program and in good academic standing.

- h. Voting will be available by paper ballot in the Graduate Student Commons (LLB 2141), and online through CollegiateLINK, accessible through the MyUNLV Involvement Center. Voting will be available immediately following the April GPSA Council meeting and will remain open through 5:00 pm on the Friday following the April GPSA Council meeting. Each voting member of the GPSA will be allowed one (1) vote by either paper or electronic ballot. If any member casts a vote via both paper and electronic ballot, the paper ballot will be discarded.
- i. Votes shall be tallied by the chairperson and at least one other member of the Elections Committee and one staff member of the Graduate College. Results of the election shall be posted in the Graduate Student Commons (LLB 2141) by five (5) academic days following the close of the election.
- j. In the event of a tie, a run-off vote between the two candidates with the highest number of total votes shall be held by paper ballot only. Elections for the run-off vote shall start at 8:00 am on the first Monday following the tally of the original election votes and shall continue for four (4) academic days, closing at 5:00 pm on Friday.
- k. Elections for the GPSA summer Representatives shall be held at the conclusion of the May GPSA Council meeting with GPSA Council Representatives voting by paper ballot.

ARTICLE VIII GRIEVANCES AND REMOVAL PROCEDURES

SECTION I.

Any representative or Executive Council Officer of the GPSA may be removed from office. To remove a Council member an Ad Hoc Grievance Review committee will be formed to review the charges and to hold a hearing to adjudicate the charges. At the time of the committee hearing, the charges will be discussed, the evidence of the infraction(s) will be presented, any witness(es) testimony will be reported and the defendant will have an opportunity to be heard before an impartial hearing board which shall be the Ad Hoc Grievance Review Committee. After reading and hearing all evidence, the committee shall present a recommendation in a written report for the general Council.

SECTION II.

Current GPSA Council members who wish to serve on the Grievance Review Committee may self-nominate to run for a seat on the committee. The GPSA Council will elect five (5) current representatives to serve on the Grievance Review Committee. Elections will be held by paper ballot in which each Council member may indicate their five (5) selections for the position. The ballots will be counted by the GPSA Vice President and the Business Manager. Ballots which indicate more than five (5) selections will be discarded. Member(s) shall remove themselves from the committee in case of conflict of interest. Any removed member will be replaced in accordance with Article IV, Section I.

SECTION III.

The representative or Executive Council Officer shall be informed of the charges in writing at least ten (10) business days prior to a hearing for removal. Any evidence to be used at the hearing for removal shall be provided to the representative or Executive Council Officer at the time of notice, and continuing through the hearing date as further evidence is gathered. (B/R 12/01)

SECTION IV.

The Vice President shall have no vote and be responsible for all notifications and be presiding officer at the hearing for removal. If the individual being charged is the Vice President, the President shall be responsible for all notifications and be the presiding officer. The President shall be subject to the same conditions if he/she is to be the presiding officer.

SECTION V.

The representative or the Executive Council officer shall be informed of the charges along with any evidence before the Council with the complainant present. The representative or the Executive Council officer charged may be accompanied by one advisor of the person's choice who may act on [accompanied by one advisor of the person's choice who may act on] the charged person's behalf. The person charged must give written notice of the name and address of the advisor, and whether the advisor is an attorney, to the administrative officer no later than five (5) business days before the time set for the hearing. The advisor will not be permitted at the hearing without such notice. Should a person charged advise that the person will be accompanied by an attorney as an advisor, the administrative officer may advise the General Counsel of the NSHE System so that an attorney may be present at the hearing to act as advisor for the administrative officer.

SECTION VI.

Written and/or oral reports regarding the infraction will be provided to the General Council from the Vice President, the hearing committee, and the Defendant. A two-thirds (2/3's) vote of the GPSA Council shall be necessary for removal. Any representative or Executive Council Officer removed shall surrender all positions held in the GPSA.

ARTICLE IX RECOGNIZED STUDENT ORGANIZATIONS

SECTION I. Policies and Procedures

- a. Upon submission of the Recognized Graduate & Professional Student Organization application, the GPSA Executive Board shall review materials for compliance. If application is deemed complete, the GPSA Executive Board shall present it before the Council. As such time, the organization's recognition status shall be determined by a simple majority vote. A representative of the organization applying for recognition status shall be available for discussion during said Council meeting.

- b. Organizations recognized by GPSA must have a total voting membership of at least 50 percent graduate or professional students with at least five (5) active members. Recognized groups must comply with recognition requirements set forth by GPSA.
- c. Organizations shall be recognized, but activities shall not be sanctioned by GPSA.
- d. Recognized organizations must have a Constitution (including a date of ratification) and a faculty advisor.
- e. Recognized organizations shall be encouraged to have a designated representative of the organization attend each GPSA monthly meeting.
- f. Recognized organizations must comply with the GPSA Constitution, University of Nevada, Las Vegas Student Conduct Code, UNLV policies, and procedures and State of Nevada and federal laws and ordinances when conducting organizational business. Failure to comply shall result in withdrawal of recognition.
- g. Recognized organizations with national charters must comply with the national organization's charter, its rules and regulations. No organizations shall be allowed to use the name, symbols, or charter of any national organization unless recognized by the national organization.
- h. Recognized organizations must report at the beginning of each academic term any change of officers, members, organization's name, the organization's Constitution and bylaws to the GPSA office.
- i. Student organizations recognized by the GPSA are not covered by liability insurance or tax exempt status from the University of Nevada, Las Vegas or the State of Nevada Board of Regents. UNLV recommends that organizations apply for their own tax exempt status if applicable, as well as purchase their own liability insurance and that in certain instances; organizations shall be required to purchase their own liability insurance.

ARTICLE X BYLAW AMENDMENTS

The bylaws may be amended at any regularly scheduled meeting of the GPSA Council by a two-thirds (2/3's) vote of all members present, provided that notices and copies of such planned amendments have been given to each member of the GPSA Council at least ten (10) days prior to the meeting at which amendment action shall be introduced for vote.