# Graduate & Professional Student Association

## Council Meeting Agenda

Graduate Student Commons, LLB 2141  
Monday, July 6, 2015, 10:00 – 11:30am

### Roll Call:

<table>
<thead>
<tr>
<th>College of Allied Health</th>
<th>College of Engineering</th>
<th>College of Nursing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kristyne Bartel</td>
<td>Patrick Daleiden</td>
<td>Vacant</td>
</tr>
<tr>
<td>College of Business</td>
<td>College of Fine Arts</td>
<td>College of Sciences</td>
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<tr>
<td>Kaiyang Wu</td>
<td>Wendy Chambers</td>
<td>Jason Sylvia</td>
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<tr>
<td>College of Community Health Sciences</td>
<td>College of Hotel Administration</td>
<td>College of Urban Affairs</td>
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<tr>
<td>Adam Obenza</td>
<td>Alice Swift</td>
<td>Carrie Sampson</td>
</tr>
<tr>
<td>School of Dental Medicine</td>
<td>Law School</td>
<td>Executive Board</td>
</tr>
<tr>
<td>Vacant</td>
<td>Steven Washington</td>
<td>Surbhi Sharma, President</td>
</tr>
<tr>
<td>College of Education</td>
<td>College of Liberal Arts</td>
<td>Meghan Pierce, Vice President</td>
</tr>
<tr>
<td>Jacqueline Hart</td>
<td>Kirk Talib-Deen</td>
<td>Terri Thomas, Treasurer</td>
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<td>Ariel Rosen, Secretary</td>
</tr>
</tbody>
</table>

### Note:

Below is an agenda of all items scheduled to be considered. Notification is hereby provided that items on the agenda may be taken out of the order presented, two or more agenda items may be combined for consideration, and an agenda item may be removed from the agenda or discussion relating to an item on the agenda may be delayed at any time.

If you have a documented disability that may require assistance, you will need to contact the Disability Resource Center (DRC) 72 hours in advance for coordination in your academic accommodations. The DRC is located in the Reynolds Student Services Complex, room 137. The DRC phone number is 895-0866 or TDD 895-0652.

This meeting’s agenda has been posted in accordance with NRS 241.020 on the 2nd floor LLB room 2141, FDH (3rd floor) glass display case, Student Union 1st floor display case and available on the GPSA website: [http://gpsa.unlv.edu/council/agendas.html](http://gpsa.unlv.edu/council/agendas.html).

### Call to order – Roll Call

#### 1. Public Comment  
**Information Only**

Public comment will be taken during this agenda item. No action may be taken on a matter raised under this item until the matter is included on an agenda as an item on which action may be taken. Comments will be limited to three minutes per person. Persons making comment will be asked to begin by stating their name for the record, and naming the college or organization they represent. The chair may elect to allow additional public comment on a specific agenda item when that agenda item is being considered.

In accordance with Attorney General Opinion No. 00-047, as restated in the Attorney General’s Open Meeting Law Manual, the chair may prohibit comment if the content of that comment is a topic that is not relevant to, or within the authority of this body, or if the content is willfully disruptive of the meeting by being irrelevant, repetitious, slanderous, offensive, inflammatory, irrational or amounting to personal attacks or interfering with the rights of other speakers.

#### 2. Approval of Minutes  
**For Possible Action**

Request is made for approval of the following meeting minutes:

- June 1, 2015 Council Meeting
3. SPEAKER(S) INFORMATION ONLY
   • Susie Skarl, UNLV Libraries
   • Luis Valera, Vice President for Government Affairs, Diversity and Compliance

4. BUDGET REPORT FOR POSSIBLE ACTION
5. COMMITTEE REPORTS INFORMATION ONLY
   • Board of Regents / Nevada Student Alliance
   • GPSA Activities / Community Service
   • Government Relations
   • GPSA Publications
   • GPSA Sponsorship – Reviewed 5 applications / 3 awarded @ $2550.00

6. OLD BUSINESS FOR POSSIBLE ACTION
   • Credit Card Convenience Student Fee Proposal (attachment) – more information on the Office of the Executive Vice President and Provost website
   • GPSA 2015 – 2016 Goals

7. NEW BUSINESS FOR POSSIBLE ACTION
   • Hosting Expenses: New Student Orientation Mixer - $500.00; Bagels & Coffee 1st week of fall semester - $250.00; September 14th GPSA Council meeting refreshments - $250.00
   • Higher Education Student Leader Association - GPSA Student Organization Recognition (attachment)

8. ANNOUNCEMENTS INFORMATION ONLY
   • UNLV Cares Food Pantry Summer Distribution Hours. Located at the UNLV Paradise Campus – 851 E. Tropicana Avenue; Volunteers always welcomed –Samantha Bivins 702.445.9016 / bivinss3@unlv.nevada.edu
   • GPSA Emergency Sponsorship applications for funding research and conference travel are due the 20th of each month. Applications must be submitted prior to travel. More information available on the GPSA website.
   • UNLV Creates, Friday, August 21st – Graduate College Dean Korgan invites council members (and other students) to walk in the procession behind the Graduate College banner – 9:00am – 10:30am in the Cox Pavillion
   • New Graduate Student Orientation: Friday, August 1st from 2:00 – 4:00pm, SU Ballroom
   • GPSA/Graduate College Welcome Mixer: Friday, August 21st from 4:30 – 6:00pm, LLB, 3251, the Goldfield Room. Volunteers needed!

9. PUBLIC COMMENT INFORMATION ONLY

10. ADJOURNMENT FOR POSSIBLE ACTION
PROPOSAL: Implement a ‘convenience fee’ for tuition and fee payments made by credit/debit card beginning July 1, 2016, as a better alternative to not taking credit card payments at all (which is what some institutions are choosing to do). These card fees are already being paid by all students, since they come off the top of total registration fee and tuition revenue, regardless of whether students use credit cards or what level of credit card charges they process. We believe these costs should be avoided and the savings redirected to UNLV academic priorities.

WHY NOW? Implementing a credit card convenience fee was identified as a ‘best practices’ opportunity to recover the significant cost of providing the option for students to pay tuition and fees by credit card several years ago. However, under the old funding formula, had we implemented a convenience fee, the majority of the fees collected would have simply reduced the level of state general fund support with no benefit to the campus. Under the new funding formula, the campus will be able to fully retain the savings realized from implementing a card payment convenience fee. By implementing a convenience fee, UNLV will be able to re-direct these funds to support student success in the form of additional GA support (see details at the end of the proposal relative to the use of these savings). It is very important to note that all students pay for the credit card fees now, regardless of whether they use credit cards or what level of credit card charges they make. These fees come off the top of the total registration fee and tuition income for UNLV. Since there are no cost alternatives to making payments for registration fees and tuition (including electronic means) we would propose to avoid these costs, like many other institutions have already done, and redirect these savings to faculty and GA support.

BACKGROUND AND OVERVIEW OF PROPOSAL Like many universities, UNLV accepts credit and debit cards for payment of student tuition and fees. In FY14 (the most recent full year data available), UNLV incurred merchant service fees of approximately $1.2 million on all credit and debit card payment activity occurring on student accounts. Approximately $698,000 of this amount reduced the state supported operating budget tuition and fee revenues and $468,000 reduced various self-supporting budgets (such as Summer Term, Athletics, Student Affairs, CSUN). FY15 activity is tracking very consistently with FY14 with year-to-date fees being approximately $21,000 ahead of FY14 in the state fund through March 2015.

Although the university enjoys a very favorable rate from its merchant services provider, the non-negotiable fees (interchange fees) charged by MasterCard, Visa and other payment card companies continue to increase. Seeking to best manage limited budget resources, UNLV has identified a potential source of savings in the fee collection process - charging a convenience fee for the use of credit and debit cards when paying tuition and related fees (and this includes installment payments on our deferred payment plan for tuition and fees, if installments are paid by credit/debit card).

It is desirable to offer students many options for making payments. Credit and debit cards provide a convenient, efficient method for collecting student fees even though an increasing number of institutions of higher education are no longer allowing the use of credit/debit cards. However, as less expensive methods for processing payments electronically (such as ACH or e-check) have developed, many universities have reconsidered the higher cost of accepting
credit/debit cards. Universities have taken several approaches to reduce the costs of receiving and processing tuition and fee payments including:

- **Not accepting payments by credit or debit card**
  - This alternative eliminates the expense, but also restricts payment options. We believe it makes more sense to keep options available, but to implement a fee paid by users of this payment option to offset the expense.

- **Accepting only debit card transactions which incur lower merchant fees**
  - Similar to eliminating all credit/debit card options, this alternative eliminates payment options and our recommendation is to maintain the maximum payment option flexibility, but assess a reasonable fee to users of the high cost alternatives.

- **Accepting credit and debit cards, but charging the payer a convenience fee**
  - Based on our survey of peer institutions, this is the most common approach to accepting card payments.

Approximately 60% of student accounts have some portion of tuition and fees paid by credit or debit card, but 100% of the students end up paying for these charges. Due to the popularity of the use of credit and debit cards for payment of tuition and fees, we would prefer not to eliminate that option for students even though an increasing number of institutions are doing just that. However, because of the increasing costs of the interchange fees incurred to provide this payment option, we recommend UNLV implement a convenience fee in order to offset this cost. Implementing a card payment convenience fee will ensure that those who are benefitting from having credit card payment options are covering the cost of providing this payment alternative. Other ‘fee-free’ transactions will remain available most notably on-line electronic check payment in addition to cash and check payments at the Cashier’s Office. Credit card payments are only accepted via online self-service due to Payment Card Industry (PCI) data security compliance requirements.

In reviewing best practices at other public institutions, we have noted that it is common for institutions to charge a convenience fee when accepting card payments and the majority doing so assess the fee as a percentage of the payment amount which is consistent with how the University is assessed fees by the card companies. In addition, we note that convenience fees assessed are generally non-refundable as merchant fees are not fully reversed on refunded payments. Our proposal is consistent with these best practices and is based on an analysis of costs that is net of refund processing activity. Of course we will allow for review and consideration on a case-by-case basis for reversal any convenience fees incurred in the event the assessment results in any unintended consequences or in the event of errors or corrections beyond a student’s control (similar to how concerns over late fees/late registration fees are handled).

Also consistent with best practices as other institutions, this proposal is to apply only to student tuition and fee payments collected through student accounts and not other sales and services processed by University in self-supporting units (such as ticket sales and event concessions).

**Summary of current merchant fees incurred by card type for FY15 is as follows:**
With the implementation of a service fee, it is expected that the distribution of card payments will shift toward credit card payments as debit card payments are expected to convert to e-check payments to avoid the convenience fee.

In reviewing the fees assessed by the different card issuers, we also considered the option of eliminating cards other than VISA given its lower comparable rate. However, since 25% of users are choosing other payment methods, the proposed rate is heavily weighted by the VISA rate and so we chose to maintain as many payment options as are currently available, but at a very slightly higher rate. Merchant service agreements require that when a fee is assessed, it must be charged consistently to all card types, and systems are designed with this in mind such that it is not possible through our payment collection system to assess different rates for different card types.

For the above reasons, we are recommending a convenience fee of 2.0%.

**RECOMMENDATION** Based on the University’s average cost of accepting card payments for tuition and fees, **WE RECOMMEND A FEE OF 2.00%** of the payment amount which will cover the direct cost of the merchant services fees and also provide for expected migration from debit card payments to either ACH (e-check) or credit card payments which will result in an increase to the average cost incurred by UNLV to process card payments. In addition, since VISA and MasterCard update the interchange rates every six months, we should anticipate a routine increase in the average merchant fees. A comparison of this proposed fee to other institutions surveyed that charge a card payment convenience fee, this rate is among the lowest charged (see fee comparison attached).

With the high cost of accepting credit card payments, the University should consider implementing a convenience fee on tuition and fee payments made by credit and debit card. Assessing a fee for the use of cards will allow the continued maximum flexibility for students to make payments, but will also provide an incentive to avoid the fee by choosing a lower cost alternative to make payments and have users of the higher cost alternatives pay the fee to offset costs currently being covered by all students.

Merchant fee rates vary based on the specific card being used (besides the brand, reward cards, global payment cards, corporate purchasing cards, etc. all result in varying merchant fees) and whether the card is a debit or credit card. As noted previously, the PeopleSoft system process for accepting a card payment does not distinguish between debit and credit cards or the card issuer when assessing a convenience fee. And in addition, merchant service agreements require a fee to be consistently applied to all card types. As such we recommend a single fee for all card types.

<table>
<thead>
<tr>
<th>Card</th>
<th>Average Fee %</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Usage</td>
</tr>
<tr>
<td></td>
<td>Distribution</td>
</tr>
<tr>
<td>Visa</td>
<td>75%</td>
</tr>
<tr>
<td>Mastercard</td>
<td>14%</td>
</tr>
<tr>
<td>Amex</td>
<td>8%</td>
</tr>
<tr>
<td>Discover</td>
<td>3%</td>
</tr>
<tr>
<td>Overall</td>
<td></td>
</tr>
</tbody>
</table>
If this proposed fee is approved, the fee will be implemented effective July 1, 2016 and will be communicated through the Cashiering and Student Accounts website and also through the MyUNLV portal beginning as soon as possible after approved.

Savings resulting from implementing the convenience fee attributable to the state supported operating budget (approximately $750,000) will be re-directed to support student success in the form of additional GA support. This will provide a direct benefit to both graduate students and undergraduate students as more GA awards will be available which will result in more teaching assistant positions which generally support undergraduate courses.

**SUMMARY OF PAYMENT OPTIONS** available after this proposal is implemented:

<table>
<thead>
<tr>
<th>Payment Method</th>
<th>Fee Charged</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronic Check (online)</td>
<td>None</td>
</tr>
<tr>
<td>Credit/Debit card (online)</td>
<td>2.0% of payment amount</td>
</tr>
<tr>
<td>Wire transfer (contact Cashiers Office)</td>
<td>None</td>
</tr>
<tr>
<td>Check (in person at Cashiers Office)</td>
<td>None</td>
</tr>
<tr>
<td>Cash (in person at Cashiers Office)</td>
<td>None</td>
</tr>
</tbody>
</table>

**SUMMARY COMPARISON OF UNLV PROPOSAL** to credit card acceptance policy at WICHE peer institutions (4 year public, high/very high research):

**35 WICHE peer institutions:**
29 accept credit card payments
23 of the 29 charge a convenience fee
4 charge a flat fee per transaction ranging from $3 to $35 per transaction
19 charge a fee as a percentage of the payment amount from 2.24% to 2.9% avg. 2.7%

**UNLV Proposal:** UNLV Proposes convenience fee of 2.00% of payment amount ($18.60 on average credit card payment of $930)

**Attachment:**
WICHE Peer Institutions Comparison of Card Payment Policy and Convenience Fees
## Comparison of Card Payment Acceptance Policy and Convenience Fees

**WICHE Institutions - 4 Year Public & High/Very High Research**

<table>
<thead>
<tr>
<th>Institution</th>
<th>Cards Accepted</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>U of California, Davis</td>
<td>Discover, online only</td>
<td>$12 / transaction</td>
</tr>
<tr>
<td>U of California, Santa Barbara</td>
<td>No</td>
<td>NA</td>
</tr>
<tr>
<td>U of California, Santa Cruz</td>
<td>No</td>
<td>NA</td>
</tr>
<tr>
<td>U of California, San Diego</td>
<td>No</td>
<td>NA</td>
</tr>
<tr>
<td>U of California, Irvine</td>
<td>No</td>
<td>NA</td>
</tr>
<tr>
<td>U of California, Riverside</td>
<td>Amex, MC, Discover, online only</td>
<td>2.75%</td>
</tr>
<tr>
<td>U of California, Berkeley</td>
<td>No</td>
<td>NA</td>
</tr>
<tr>
<td>U of California at Los Angeles</td>
<td>VISA, MC, Amex, Discover, online</td>
<td>2.75%</td>
</tr>
<tr>
<td>U of Washington, Seattle</td>
<td>VISA, MC, online only</td>
<td>2.24%</td>
</tr>
<tr>
<td>Arizona State U</td>
<td>VISA, MC, Amex, Discover, online</td>
<td>2.50%</td>
</tr>
<tr>
<td>U of Arizona</td>
<td>VISA, MC, Amex, Discover, online</td>
<td>None</td>
</tr>
<tr>
<td>U of Colorado, Boulder</td>
<td>VISA, MC, Amex, Discover, online</td>
<td>2.75%</td>
</tr>
<tr>
<td>U of Hawaii-Manoa</td>
<td>VISA, MC, Amex, Discover, online</td>
<td>None</td>
</tr>
<tr>
<td>Northern Arizona U</td>
<td>MC, Amex, Discover, online only</td>
<td>2.75%</td>
</tr>
<tr>
<td>U of Oregon</td>
<td>VISA, MC, Amex, Discover, online</td>
<td>2.75%</td>
</tr>
<tr>
<td>Colorado State U</td>
<td>VISA, MC, Amex, Discover, online</td>
<td>2.90%</td>
</tr>
<tr>
<td>Portland State U</td>
<td>MC, Amex, Discover, online only</td>
<td>2.75%</td>
</tr>
<tr>
<td>U of Colorado, Denver</td>
<td>VISA, MC, Amex, Discover</td>
<td>2.75%</td>
</tr>
<tr>
<td>Oregon State U</td>
<td>Visa, MC, online only</td>
<td>$35</td>
</tr>
<tr>
<td>U of South Dakota</td>
<td>VISA, MC, Amex, Discover, online</td>
<td>2.75%</td>
</tr>
<tr>
<td>South Dakota State U</td>
<td>VISA, MC, Amex, Discover, online</td>
<td>2.75%</td>
</tr>
<tr>
<td>North Dakota State U</td>
<td>MC, Amex, Discover, online only</td>
<td>2.75%</td>
</tr>
<tr>
<td>U of North Dakota</td>
<td>MC, Amex, Discover, online only</td>
<td>2.75%</td>
</tr>
<tr>
<td>U of Utah</td>
<td>VISA, MC, Amex, Discover</td>
<td>$3 online only</td>
</tr>
<tr>
<td>San Diego State U</td>
<td>MC, Diners, Amex, Discover, online</td>
<td>2.90%</td>
</tr>
<tr>
<td>Montana State U, Bozeman</td>
<td>Yes, online &amp; in person</td>
<td>None</td>
</tr>
<tr>
<td>U of Idaho</td>
<td>Yes, online only</td>
<td>2.50%</td>
</tr>
<tr>
<td>New Mexico State U at Las Cruces</td>
<td>MC, Diners, Amex, Discover</td>
<td>None</td>
</tr>
<tr>
<td>U of New Mexico</td>
<td>Yes, online &amp; in person</td>
<td>None</td>
</tr>
<tr>
<td>Idaho State U</td>
<td>V, MC, Diners, Amex, Discover, online</td>
<td>2.75%</td>
</tr>
<tr>
<td>U of Montana</td>
<td>Visa, MC, online only</td>
<td>$10</td>
</tr>
<tr>
<td>U of Alaska, Fairbanks</td>
<td>Visa, MC, Discover, online only</td>
<td>None</td>
</tr>
<tr>
<td>Utah State U</td>
<td>VISA, MC, Amex, Discover, online</td>
<td>2.75%</td>
</tr>
<tr>
<td>U of Wyoming</td>
<td>Visa, MC online &amp; in person</td>
<td>None</td>
</tr>
</tbody>
</table>

**UNLV (proposed)**  
**VISA, MC, Amex, Discover, online**  
**2.00%***
FY17 - Credit Card Convenience Fee use plan to support Academic Affairs priority needs

Graduate Assistants Support
(Allocated to all GA stipends at ~$1,000 increase per year) $750,000

Note: FY14 actual merchant fee expenditures that reduced tuition and fee revenues to the state supported operating budget were $698,000. The amount outlined above for increased GA support exceeds this amount; however, by implementing a fee to recover these expenses, the savings will be fully realized in the state supported operating budget even if card volume declines as expected as the merchant fees would now be covered by the user fee.
University of Nevada, Las Vegas
Higher Education Student Leadership Association (HESLA)
Proposed Constitution

*Article I—Organization Name*

The name of this organization shall be the Higher Education Student Leadership Association (HESLA) of the Department of Educational Psychology and Higher Education (EPHE) within the College of Education (COE) at the University of Nevada, Las Vegas (UNLV).

*Article II—Purpose*

The purpose of this organization is to:
1. Serve as the collective voice and represent the needs of all students associated with the UNLV Higher Education program to the university, college, department, and community.
2. Assist in the promotion of the UNLV Higher Education program and provide an orientation for new students.
3. Promote the development of future leaders within the field of higher education.
4. Facilitate the formation of co-curricular activities and professional development events that foster interaction among Higher Education program students, faculty, and staff, as well as university professionals.
5. Abide by all laws and policies as set forth by the university, local, state, and federal governments.

*Article III—Membership*

1. Membership Statement
   a. Membership is limited to both degree and non-degree seeking graduate students within the Higher Education program at UNLV.
   b. In an effort to facilitate programming and activities, annual dues will be collected from all registered members in an amount determined annually by the newly elected Leadership Council.
   c. Those qualified for membership as defined above will have voting rights for the purpose of electing leadership council and approving amendments to the Constitution or Bylaws
   d. No hazing or discrimination will be used as a condition of membership in this organization.
   e. This organization agrees to adhere to University non-discrimination policies, whereas no student may be denied membership on the basis of race, creed, color, sex, religion, national origin, age, disability, veteran or marital status, sexual orientation, gender identity, gender expression, or any other protected group status.

*Article IV—Leadership Council*

1. Eligibility to vote and/or serve as elected officers
   a. Voting eligibility is limited to the total membership as defined in Article 3.
   b. Only members with at least one semester of membership and a degree-seeking status are eligible to hold office.

2. Election Process
   a. Calls for nominations, announcements of election schedules and voting procedures will be made via email at least two weeks prior to elections. Elections will be held in May prior to the conclusion of the Spring term.
   b. Votes are collected and reviewed by the outgoing Leadership Council. Election for each council position requires a simple majority of all votes cast.

*Version 1.3- Drafted 6/15*
c. In the event of a tie, a re-vote will be issued in which only the tying candidates will remain in the running for the position in question. If an additional tie occurs, the outgoing Leadership Council will determine who will fill the position by a simple majority vote.

d. Any member who wishes to appeal the results of the elections will have seven calendar days to do so. The appeal must be submitted in writing directly to the HESLA faculty advisor. It must include any relevant information regarding the case. The HESLA faculty advisor will be granted the authority to affirm the election results, disqualify a candidate, or facilitate a re-vote.

3. Composition of Leadership Council and Term of Office

a. Members of the Leadership Council will serve a one academic year term beginning the first day following the conclusion of the university Spring term following their election to the final day of the proceeding Spring term.

b. The HESLA Leadership Council shall consist of a President, Vice President, Treasurer, Director of Professional Development, and Director of Engagement.

c. Members elected to a Leadership Council position may not be re-elected to the same position. This does not exclude individuals appointed to a position from seeking future election to the same position, nor does it exclude appointment to a previously held position.

4. Role of the President

a. The President shall be the chairperson of the Leadership Council. With the advice of the Council Members, the President shall call meetings of the Leadership Council at least twice each term and may call special meetings as deemed necessary. The President shall have the power to conduct relations with other organizations on behalf of HESLA within the bounds of the organization's Constitution, Bylaws, and UNLV policies.

b. If ever the President should inform the members of the Leadership Council in writing that he or she is unable to discharge the powers and duties of office, such powers and duties shall be transferred to the Vice President as the new President for the remainder of the term.

5. Role of the Vice President

a. The Vice President's primary responsibilities will be the promotion of scholarship and the facilitation of collaborative scholarly efforts by HESLA members (eg. announcing relevant conference information, categorizing student and faculty research interests).

6. Role of the Treasurer

a. The Treasurer’s primary responsibilities will be to establish and maintain all records of revenue and expenditures by HESLA. This will include providing each Leadership Council meeting a regular Statement of Account of the Receipts and Expenditures of all HESLA money. The Treasurer shall provide special financial reports when so directed by the Leadership Council, the general body, or the Faculty Advisor. Additionally, they will be tasked with the organization and oversight of fundraising activities.

7. Role of the Director of Professional Development

a. The Director of Professional Development's primary responsibilities will be the facilitation of professional development related programming, as well as the gathering and dispersing of information related to Graduate Assistant and internship opportunities on campus.

8. Role of the Director of Engagement

a. The Director of Engagement’s primary responsibilities will be the organization of social and service events, as well as outreach and orientation to new Higher Education Program students.

9. Resignation and Removal from Leadership Council

a. Officers no longer wishing to serve on the Leadership Council must submit their resignation to the Faculty Advisor at least two weeks in advance.

b. Any Leadership Council member may be removed from their position upon a simple majority vote by the other members of the Leadership Council. In the event of a tie, the faculty advisor will be requested to cast the deciding vote. Removal from the Leadership Council is mutually exclusive from HESLA membership.

_version 1.3- Drafted 6/15_
c. The appeal process will take place as stated in Article 3 Section 4.
d. Prior to the officer’s final day he/she shall provide all documents relating to the organization and brief his/her replacement of current projects in his/her care.

10. Filling Vacant Officer Positions
a. In the event that a student resigns or is removed from a Leadership Council position prior to March 1st, the Leadership Council may by simple majority appoint an individual from the membership. This appointment must then be confirmed by the membership through a simple majority vote.
b. In the event that a student resigns or is removed from an elected Leadership Council position after March 1st, the President may choose to appoint an individual from the membership to the position for the remainder of the term, or may delegate the vacant officer position’s duties to member(s) of the Leadership Council.

Article V—Amendments & Referendums

1. Amendment to the HESLA Constitution may be proposed at any time by any member of HESLA.

2. Proposed amendments must first be approved by the Leadership Council, strictly on the basis of whether the proposed amendment conflicts directly with university, local, state, and federal laws and/or policies.

3. Proposed amendments will be approved for a vote of ratification by a simple majority vote by the Leadership Council.

4. Proposed amendments to the Constitution will be ratified by a supermajority vote consisting of two-thirds all HESLA members.

5. Newly ratified amendments shall be effective immediately following ratification proceeding.

6. HESLA members may request a referendum to challenge any organizational business at any time. Referendums will be put to vote, requiring a supermajority consisting of two-thirds all HESLA members.

7. Referendums shall be effective immediately following a passing vote.
Article I — Membership

1. Recruitment and Annual Dues
   a. Recruitment shall take place throughout the year, and membership is open at all times.
   b. Annual dues will be collected from all registered members in an amount to be determined annually by the newly elected Leadership Council.
   c. Annual dues will be collected by the last day of September.
   d. If a student chooses to join the organization during the Spring term, they will be obligated to pay half the amount of the regular annual dues.

2. Revocation of Membership
   a. Membership may be revoked without mutual agreement for misconduct or violations of any provisions of the Constitution.
   b. The member will be notified via email of the possible revocation at least 72 hours prior to the vote and will be allowed to address the leadership council in order to relate to members any relevant defense prior to the voting for removal.
   c. Membership can only be revoked upon a 3/4 majority vote by the leadership council.
   d. Revocation of membership will be valid for an indefinite period, and a refund of dues will not be provided.

4. Appeal Process
   a. Any student whose membership is revoked will have seven calendar days to appeal the revocation.
   b. The appeal must be submitted in writing to the HESLA faculty advisor. It must include any relevant information regarding the case.
   c. The HESLA faculty advisor will be granted the authority to reaffirm or repeal the revocation.
   d. An individual whose membership has been previously revoked may submit a written request for reinstatement to the leadership council no sooner than the following academic year. Reinstatement will be granted by a simple majority vote by the newly appointed leadership council.

Article II — Meetings

1. The President and/or by majority vote of the Leadership Council shall have the power to call regular and special meetings for the Leadership Council, Standing Committees, and the General Membership. There shall be a minimum of two Leadership Council meetings each semester, which are open only to members of the Leadership Council, the faculty advisor, and special guests.

2. The President and/or by majority vote of the Leadership Council shall schedule at minimum one full organization meeting during each Fall and Spring semester, which will be open to all members and prospective members. The Leadership Council may invite people who are not members of the organization to attend the meetings in special circumstances.

3. The most recent edition of Robert's Rules of Order shall govern all meetings and special sessions of HESLA when the President deems that they are applicable and that they are not inconsistent with the HESLA Constitution and Bylaws.
**Article III—Budget Policy**

1. All budget proposals will be due to the Treasurer at least two weeks prior to the date of the event for which funds are being requested. Emergency requests can be approved at the discretion of the Leadership Council if the proposal is time sensitive.

2. The Treasurer shall present any budget proposals to the Leadership Council in a meeting or via email and respond to the proposal if any clarification or adjustments are necessary.

3. Requests less than $50 will require approval by the Treasurer.

4. Requests exceeding $50 will require approval by the Leadership Council. These requests shall be put to vote in person or electronically within three business days of receiving the proposal. Approval will require a simple majority vote by the Leadership Council.

5. Any HESLA member may request records pertaining to the organization’s budget at any time. Requests must be fulfilled by the Treasurer within ten business days of receiving the request.

**Article IV—Amendments**

1. Amendment to the HESLA Bylaws may be proposed at any time by any member of HESLA.

2. Proposed amendments must first be approved by the Leadership Council, strictly on the basis of whether the proposed amendment conflicts directly with university, local, state, and federal laws or policies, or directly conflict with the HESLA Constitution.

3. Proposed amendments to the Bylaws will be approved for a vote of ratification by a simple majority vote by the Leadership Council.

4. Proposed amendments to the Bylaws will be ratified by a simple majority vote of all HESLA members.

5. The newly ratified Bylaws shall be effective immediately following ratification proceeding.