# GRADUATE & PROFESSIONAL STUDENT ASSOCIATION
## Council Meeting Agenda
### Student Union room 208 A, B & C
### Monday, November 2, 2015, 2:00 – 3:30pm

### ROLL CALL

<table>
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<tr>
<th>School of Allied Health</th>
<th>College of Engineering (cont.)</th>
<th>School of Nursing</th>
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<tr>
<td>Health Physics</td>
<td>Electrical &amp; Computer Eng.</td>
<td>Nursing</td>
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<td><em>Timothy Thatcher</em></td>
<td><em>Yocouba Moumouni</em></td>
<td><em>Maria Poggio</em></td>
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<td>Kinesiology</td>
<td>Mechanical Engineering</td>
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<td><em>Joshua Bailey</em></td>
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<td>Accounting</td>
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<td><em>Sidney Darden</em></td>
<td><em>Audrey Bardwell</em></td>
<td><em>Jason Sylvia</em></td>
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<td>Business Administration</td>
<td><em>Art</em></td>
<td>Geoscience</td>
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<td><em>Li Zhang</em></td>
<td><em>Wendy Chambers</em></td>
<td><em>Amanda Gentry</em></td>
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<td>Economics</td>
<td><em>Film</em></td>
<td>Life Sciences</td>
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<tr>
<td><em>Kaiyang Wu</em></td>
<td><em>Javier Hernando</em></td>
<td><em>Amanda Prisbrey</em></td>
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<td>Management Information Systems</td>
<td><em>Music</em></td>
<td>Mathematical Sciences</td>
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<td><em>Dixidha Devarajan</em></td>
<td><em>Vacant</em></td>
<td><em>Chase Ashcraft</em></td>
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<td>Physics &amp; Astronomy</td>
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<th>College of Urban Affairs</th>
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<td><em>Lenna Shulga</em></td>
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<td><em>Breanna Boppre</em></td>
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<td>Dental Medicine</td>
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<td><em>John Silvaroli</em></td>
<td><em>Adrian Viesca</em></td>
<td><em>Surbhi Sharma</em></td>
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<td><em>Dominique Tetzlaff</em></td>
<td><em>Cheryl Anderson</em></td>
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<td>Teaching &amp; Learning</td>
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| College of Engineering                  |                                                 |                                    |
|-----------------------------------------|                                                 |                                    |
| Computer Science                        |                                                 |                                    |
| *Patrick Daleiden*                      |                                                 |                                    |
| Civil & Environmental Eng.              |                                                 |                                    |
| *Kishor Shrestha*                       |                                                 |                                    |

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, BEH first floor bulletin board and available on the GPSA website: http://gpsa.unlv.edu/council/agendas.html
1. **PUBLIC COMMENT**  
   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**  
   Request is made for approval of the following meeting minutes:
   - October 5, 2015 Council Meeting

3. **SPEAKER(S)**  
   - Chancellor Daniel Klaich
   - President Len Jessup

4. **BUDGET REPORT**  
   FOR POSSIBLE ACTION

5. **GPSA / CAMPUS-WIDE COMMITTEE REPORT**  
   INFORMATION ONLY
   - Board of Regents / Nevada Student Alliance
   - GPSA Activities / Community Service
   - GPSA Awards
   - GPSA Bylaws
   - GPSA Government Relations
   - GPSA Publications
   - GPSA Sponsorship – Emergency Fall 2015 awards

6. **OLD BUSINESS**  
   FOR POSSIBLE ACTION
   - GPSA Bylaws (attached):
     - Article V, Section I, a & b
     - Article V, Section IV, c
     - Article V, Section VI, a & b
     - Article V, Section VII, a & f
     - Article VI, Section I, f
     - Article V, Section VIII c, IX, X; Article VI, Section V e
     - Article VIII, Section I
     - Article VIII, Section II
   - GPSA 2015 -2016 Proposed Goals

7. **NEW BUSINESS**  
   FOR POSSIBLE ACTION
   - GPSA Recognized Student Organization - BIOS
8. ANNOUNCEMENTS

- GPSA Fall 2015 Workshops – register online @ [http://www.unlv.edu/gpsa/development](http://www.unlv.edu/gpsa/development)
- Graduate College “Rebel Grad Slam”: November 3rd – 6th
- Graduating this semester?? Apply to be the student commencement speaker. More information available at: [https://www.unlv.edu/commencement/student-speaker](https://www.unlv.edu/commencement/student-speaker). Application deadline is November 9th.
- GPSA Spring 2016 Sponsorship Funding deadline Sunday, November 15th. Applications should be submitted to the Graduate Student Commons, LLB 2141.
- 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.
- GPSA Awards: nomination application due December 6th
- Bagels & Coffee provided in the Graduate Student Commons during last week of instruction for the fall semester: November 30th - December 4th, at 7:30am and again at 3:30pm until supply is exhausted
- Graduate & Professional Student Research Forum will be held on March 12, 2016. Online registration deadline is February 5, 2016

9. PUBLIC COMMENT

10. ADJOURNMENT

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GPSA Fall 2015 Council Meetings; 2:00 – 3:00pm; Student Union Room 208
Monday, December 7, 2015

GPSA Spring 2016 Council Meetings; 2:00 – 3:00pm; Student Union Room 208
Monday, February 1, 2016; Monday, March 7, 2016;
Monday, April 4, 2016; Monday May 2, 2016
BYLAWS
GRADUATE & PROFESSIONAL
STUDENT ASSOCIATION

Adopted Spring 2014
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.

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 the 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 $100.00 (one hundred dollars) stipend per academic term, i.e. fall, spring and summer.

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 at the last meeting of each semester.

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 situation by the GPSA Council.

d. Approval of all GPSA representatives’ stipends shall be voted upon during the December, May and August Council 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 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 herein named committees, 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 one (1) week prior to the meeting time.

b. Notification of each committee meeting shall be posted in the GPSA office at least one week prior
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 vote. Absent members shall vote only by written
proxies. Members of the GPSA Executive Board, standing, and ad hoc committees shall hold a
maximum of three (3) proxies per meeting.

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 GSPA 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.

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 such time as the GPSA Council votes to accept the recommendations of the committee to be dissolved.

ARTICLE IV
RULES OF GPSA 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.

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. Roll call
c. Approval of minutes of previous meeting
d. Guest speakers (where applicable)
e. Election of officers and appointment of committees (where applicable)
f. Reports and recommendations of the Executive Board
g. Reports and recommendations of the committees
h. Special reports (where applicable)
i. Old business
j. New business
k. Public comment
l. 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 members of the GPSA Council at least five (5) 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.
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 and receive questions.

SECTION IV. Minutes

Minutes of all meetings shall be kept and recorded in the GPSA office.

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 GPSA office 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 on 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, or 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 faculty 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 GSPA 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 sponsorship-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 the travel. Salaries, wages, honorarium, tuition, service and/or 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.

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.

d. Failure to submit the proper paperwork may delay or prevent the disbursement of the sponsorship.

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 acceptance the change to the original activity, the applicant/awardee will submit an amendment to their application indicating this acceptance or rejection of presentation. 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. If you want to change the amount requested or the event itself changes due to reasons you would outline in your application, this is the mechanism you would use to alter the sponsorship. You will not need to submit an emergency sponsorship if you have already submitted a regular cycle sponsorship application for this project. You will submit a cancel and re-consider application.

c. For example, if you find a more relevant conference, workshop or research opportunity, this is the process you would use to alter your funding amount 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 day of each month. Award of Sponsorship. 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 false, duplicates, fraudulent, or otherwise incorrect may 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 IX. 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.

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 December, May and August Council meetings, stipends 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 standing 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, Meyer-the Student Union GPSA display case by the Information desk, and the Graduate College display case located in Flora Duncan Humanities Building (third floor), 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).

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.

a. Approval of all GPSA Executive Board members’ stipends shall be voted upon during the December, May, and August Council 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 office, then he or she must resign from the Elections Committee.

d. The Elections Committee shall abide by GPSA bylaws.

e. 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.

f. Candidates shall not campaign during the April Council meeting or in the GPSA office during the election period.

g. Elections shall start at the April GPSA Council meeting for the GPSA Executive Board and continue for four academic days.

h. Candidates for the GPSA Executive Board must be enrolled and admitted into a graduate or professional program and in good academic standing.

j. In the event of a tie, the procedure shall be as follows: a run-off vote between the two with the highest number of total votes shall be held.

k. 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 GPSA Office by five (5) academic days following the close of the election.

j. In the event of a tie, the procedure shall be as follows: a run-off vote between the two with the highest number of total votes shall be held.
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 UCCSN 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.
Proposed 2015 – 2016 Goals

PLEASE NOTE: The purpose of establishing these goals is to further support the mission of the University and the GPSA. The GPSA Executive Board will regularly report to the GPSA Council on the status of the goals to reinforce commitment and reprioritize goals if needed. Additionally, these goals are not listed in any specific order of priority.

- GPSA promotional / outreach efforts:
  - Contact each graduate coordinator/GPSA representative to add a link to the GPSA website on individual department pages
  - Encourage student participation, i.e. UNLV events – Festival of Communities, Take back the Night, UNLV Premier, AFAN Aids Walk, Relay for Life, UNLV Creates, GPSA Activities and Events, etc.
  - Remind GPSA representatives to send month emails to their constituents. Standardize a method to enable GPSA representatives a source within their department/school that will have an email listing of all of their constituents so they can send them Council meeting updates and other pertinent news affecting their academic degree program. Continue sending 2 – 3 listserv message from the GPSA President each semester to the graduate and professional student body.

- GPSA Branding:
  - Service pins for Council Representative; Cords for E-Board, GPSA post on Wikipedia, T-shirts, bags, window stickers, calendars, etc.
  - GPSA brochures offered at Library, SU Front Desk, OISS, Graduate College, etc.

- Graduate College forms to be online submissions

- Increase GPSA community service involvement, i.e. UNLV Community Garden (donating produce to UNLV Cares Food Pantry), State-wide Service Day

- Parking permits: Designated spaces for GAs

- Enhance GPSA website:
  - Drop-box for GPSA Representatives on Council webpage for campus-wide committee reports
  - Campus/Community resource page for grad/professional students
    - Campus resources: Contact Link to Student Health Insurance website and other pertinent UNLV links, i.e. Student Health Insurance website, transportation, parking, etc.
    - Housing opportunities, Community Activities, Places to see, i.e. Red Rock, Hoover Dam, drop-in childcare services (preschool or otherwise), etc.

- Improved safety on campus (e.g., escort service, unlit areas)

- 24-hour Dining services (or extended hours)

- Increase graduate student mentoring

- Implement Research Forum Survey

- GPSA Government Relations:
  - Proactive in preparing for next 79th Legislative Session (2017), i.e. having info sessions in Fall 2016 on proposed legislation that will impact higher education and hold “Meet your Legislator” events on campus; encourage voter registration, i.e. September 22nd “National Voter’s Registration Day”, Popcorn info sessions
Constitution of BIOS
Department of Biological Sciences
College of Sciences
University of Nevada, Las Vegas

ARTICLE I. Preamble. This organization shall hold meetings for the purpose of receiving information, discussion, and taking action on any matters of graduate students interests, or general educational policy within the Department of Biological Sciences.

ARTICLE II. BIOS. The name of this organization shall be BIOS.

ARTICLE III. Membership. In order to promote a vested interest in the organization, annual dues shall be collected in the amount of ten dollars, payable yearly ($10) or by semester ($5) (Fall and Spring). Dues shall be payable within the first quarter of each semester.

Classification of Members: Members of BIOS shall be classified as follows:

1. Regular Departmental Graduate Students. The regular graduate students shall consist of all persons holding a full or part-time admitted status with the University of Nevada, Las Vegas, and these students are in route to receiving, or are nearing completion of an advanced degree in the Department of Biological Sciences.

2. Visiting Graduate Students/Graduate Specials. The visiting graduate students shall include qualified persons elected by majority vote to participate in graduate student function. These students, who are involved in research and teaching may attend regular meetings and may serve on committees of BIOS subject to the current graduate school regulations pertaining to such activities. Visiting graduate students assigned to the Department of Biological Sciences shall be non-voting members of BIOS. However, they may participate in discussions related to their area of specialization.

3. Voting Graduate Students. The voting graduate students shall consist of all persons holding full or part-time admitted status with the University of Nevada, Las Vegas, and those students that are in route to receiving, or nearing completion of, an advanced degree in the biological sciences.

4. Research Personnel (Post-Docs, Research Associates). Research personnel shall consist of persons holding status with the University of Nevada, Las Vegas for research services. The research personnel shall be non-voting members of BIOS. However, they are encouraged to participate in discussions related to their area of specialization.

Members Rights, Duties, and Responsibilities.

1. Areas of Responsibility. The areas of responsibility of the Biological Sciences Graduate Students are held with each member of the association.
2. **Graduate Student Responsibilities.** The graduate students, under the direction of the presiding officers, shall have authority over matters of internal policy of *BIOS*. The association of graduate students shall act according to the rules herein.

The graduate students shall be responsible for addressing the issues which impact *BIOS* directly, and address the issues which are of general concern to the Department of Biological Sciences graduate students at a departmental and collegiate level.

Graduate students who sit on special committees are responsible for stating the graduate student's position and relaying the current standing of the issues that were brought forth. This student shall have the authority to represent *BIOS* in full.

3. **Discrimination.** No members of this organization may discriminate in its membership with regard to race, color, religion, national origin, age, gender, sexual orientation, veteran status or disability.

**ARTICLE IV. Officers.**

1. The elected officers shall consist of the offices of President, Vice-President, Secretary, Treasurer, Faculty Liaison, and Graduate Student Association Representative from the Department of Biological Sciences.

2. **Presiding Officers.** The association of graduate students will make nominations to the presiding officers at the time of general call for nominations, fall semester of every year. The nominations for presiding officers will be voted on by secret ballot and tabulated by the current secretary of the association. The presiding officers shall serve for a term of one calendar year from the time of initiation. The presiding officers may be removed in part, or whole, by a two thirds (2/3) vote of the members. In the absence of the presiding officers, a designated graduate student will preside. The designated graduate student may consist of any voting member of the association who is present at the time of the meeting.

3. **Duties of the President.** The President shall be the Chief Administrative Officer of *BIOS*, and is expected to provide active and energetic leadership. The president will present the association to the College and the University, and will present and implement the policies of *BIOS*. In addition to chairing meetings the president is responsible for the following: a) Acting as administrative liaison with the graduate college. b) Calling meetings and calling for the formation of standing committees. c) Work to advance the value of the graduate student experience. d) Increase the awareness of the new students to the facilities available to them upon arrival. e) Shall continue to serve as a valued consult after the term of office is completed.

4. **Vice President.** The vice president shall be an active member of the association. The responsibilities are to assist the president directly in delegating authority, serving on committees, and ensuring follow through on issues brought before *BIOS* as outlined in 2.3.1 of the bylaws. In addition, the vice president shall have full authority to act on issues in the absence of the president.
5. **Secretary.** The secretary will be responsible for maintaining accurate minutes of the meeting deliberations, and storing those records in a bound notebook for future reference. A copy of the minutes for each meeting shall also be sent to each biology department graduate student email address on file with the department. Maintenance of the Graduate Student Bulletin Board shall be the responsibility of the secretary. A copy of the minutes for each meeting shall be posted on the BIOS Bulletin Board, exempting minutes dealing with personnel or sensitive matters. Exempted minutes shall be distributed only to voting members and appropriate administrators. In addition, the secretary shall assist the president in calling meetings and assisting with technical support in preparation of those meetings.

6. **Treasurer.** The treasurer shall maintain all records of the financial accounts held by the association. The treasurer shall maintain an account and act as signatory for that account and will disburse funds in a manner decided by the members of BIOS.

7. **Faculty Liaison.** The faculty liaison will represent BIOS and the interests of the Department of Biological Sciences graduate students at Department of Biological Sciences faculty meetings. The faculty liaison shall communicate the position and issues of BIOS to the Department of Biological Sciences chairman and faculty.

8. **Graduate Student Association Representative.** The Graduate Student Association representative will attend the regularly scheduled meetings of the Graduate Student Association of the University of Nevada, Las Vegas. The representative shall represent BIOS to the Graduate Student Association and communicate the position of BIOS on all matters.

**ARTICLE V. Executive Council**

The Executive Council shall consist of the officers described in Article IV above. The term of office shall begin in the fall of each school year and extend for a period of one calendar year. A regular meeting of BIOS shall be called by the presiding officers at the beginning of each fall semester and a call for nominations for new officers made.

**ARTICLE VI. Voting**

A simple majority shall consist of the majority of the members present at a meeting of BIOS, plus written or email proxy votes. Actions to be addressed will follow a motion floored by at least one graduate student, and seconded by one additional member present. Association decisions requiring a vote shall be decided by a simple majority vote at the meeting.

**ARTICLE VII. Parliamentary Procedure.**

1. **Meetings.** All meetings will be conducted according to modified Roberts Rules of Order. A regular meeting shall be called by the presiding officers at the beginning of each fall semester to decide time and dates for future gatherings. Additionally, regularly scheduled meetings shall be called to discuss the issues which directly affect the association as a whole. A special meeting may be called at such other times as the Executive Council determines it to be warranted.
2. Agenda. The time, date, place, and agenda of each meeting of BIOS shall be published in a memorandum by the presiding officers at least one week (7 days) prior to the meeting being called. Publication shall consist of notification by email and posting of the agenda on the BIOS Bulletin Board. The agenda shall allow opportunity for the introduction of new business by any member of BIOS. Graduate students proposing to introduce new business may do so at the appropriate time of the meeting called, and must give ample opportunity for discussion of the topic at hand.

3. Minutes. A copy of the minutes of each meeting of BIOS will be kept by the secretary, and shall be available for any graduate student who wishes to view them. Minutes dealing with personnel and sensitive matters shall be distributed only to voting members and appropriate administrators.

4. Class "A" Actions. Actions taken only by the graduate students which substantially alter or affect policy of BIOS shall be designated Class "A" Actions. Such actions are exemplified by, although not exclusively limited to, matters of academic standards, undergraduate and graduate degree programs and amendment of these bylaws.

Amendments to the bylaws are Class "A" Actions. On other matters, the graduate students shall determine by a simple majority vote of those members present in a BIOS meeting whether any action shall be designated Class "A".

Class "A" Action shall be submitted in writing to BIOS, along with a mail ballot to be returned within a specified time limit. Ballots shall be counted by the secretary and the presiding committee.

Approval by simple majority of the members is required for the adoption of any Class "A" Action, except as provided otherwise in the bylaws.

5. Proxies. Proxy votes will be allowed in the votes taken by the members of BIOS. Written proxies, delivered by hand or email, indicating the wishes of the individual member shall be accepted when received prior to the actual vote.

6. Committees

Standing Committees. The following standing committees shall be attended by at least one member of BIOS. The members that sit on these committees are expected to take notes at each meeting and to report to the association the findings of the previous meeting. The following is a list of the standing committees:

- Space and Use Committee
- Computing Services Committee
- Seminar Committee
- Travel Committee
- Recycling Committee
- Social Committee
Curriculum Committee

Ad Hoc Committee. The president shall call for the formation of ad hoc committees as may be required from time to time. Such committees will terminate at the end of each academic year.

ARTICLE VIII. Amendments.

Amendments to this Constitution shall be made by a motion floored by at least one graduate student, and seconded by one additional member present. Amendments shall be passed by a simple majority vote, including proxies, of the total membership of BIOS.
Rules and Bylaws of BIOS
Department of Biological Sciences
College of Sciences
University of Nevada, Las Vegas

Section I. The Graduate Students - Composition and Responsibilities

1.1 Regular Departmental Graduate Students. The regular graduate students shall consist of all persons holding a full or part-time admitted status with the University of Nevada, Las Vegas, and these students are in route to receiving, or nearing completion of, an advanced degree in the Biological Sciences.

1.2 Visiting Graduate Students/Graduate Specials. The visiting graduate students shall include qualified persons elected by simple majority vote to participate in graduate student functions. These students, who are involved in research and teaching may attend regular meetings and may serve on committees of BIOS, subject to the current graduate school regulations pertaining to such activities. Visiting graduate students assigned to the Department of Biological Sciences shall be non-voting members of BIOS.

1.3 Voting Graduate Students. The voting graduate students shall consist of all persons holding full or part-time admitted status with the University of Nevada, Las Vegas, and these students are in route to receiving, or nearing completion of an advanced degree in the Biological Sciences.

1.4 Research Personnel (Post-Docs, Research Associates). Research personnel shall consist of persons holding status with the University of Nevada, Las Vegas for research services. The research personnel shall be non-voting members of BIOS. However, they are encouraged to participate in discussions related to their area of specialization.

1.5 Areas of Responsibility. The areas of responsibility of the Biological Sciences Graduate Students are held with each member of the association.

1.6. Graduate Student Responsibilities. The graduate students, under the direction of the presiding officers, shall have authority over matters of internal policy of BIOS. The members of BIOS shall act according to the rules herein.

1.6.1. The graduate students shall be responsible for addressing the issues which impact BIOS directly and address the issues which are of general concern to the University of Nevada, Las Vegas student body as a whole.

1.6.2. Graduate students who sit on special committees are responsible for stating the BIOS graduate students' position and relaying these positions. These committee members shall represent BIOS in full.

Section II. Purpose and Procedure of BIOS meetings.
2.1 **Purpose.** *BIOS* shall hold meetings for the purpose of receiving information, discussion, and taking action on any matters of graduate students interests, or general departmental educational policy.

2.2 **Voting.** A simple majority shall consist of the majority of the members present, plus proxy votes received prior to a vote. Actions to be addressed shall be through a motion floored by at least one graduate student, and seconded by one additional member present. Association decisions shall be by a simple majority vote of members present at the meeting where a quorum is constituted.

2.3 **Presiding Officers.** The association of graduate students will make nominations to the presiding officers at the time of general call for nominations, fall semester of every year. The nominations for presiding officer will be voted on by secret ballot and tabulated by the current secretary of the association. The presiding officers shall serve for a term of one calendar year from the time of initiation. The presiding officers may be removed in part, or whole, by a two-thirds (2/3) vote of the members. In the absence of the presiding officers, a designated graduate student will preside. The designated graduate student may consist of any voting member of the association who is present at the time of the meeting.

2.3.1 **Duties of the President.** The President shall be the Chief Administrative Officer of *BIOS* and is expected to provide active and energetic leadership. Presidential nominees must have been "Regular Departmental Graduate Students" (as described in 1.1 above) for a minimum period of at least one (1) year. The president will present the association to the College and the University, and will present and implement the policies of *BIOS*. In addition to chairing meetings the president is responsible for the following: a) Acting as administrative liaison with the graduate college. b) Calling meetings and calling for the formation of standing committees. c) Work to advance the value of the graduate student experience. d) Increase the awareness of the new students to the facilities available to them upon arrival. e) Shall continue to serve as a valued consult after the term of office is completed.

2.3.2. **Vice-President.** The vice-president shall be an active member of the Executive Council. The responsibilities are to assist the president directly in delegating authority, serving on committees, and ensuring follow through on issues brought before *BIOS* as outlined in 2.3.1 of the bylaws. In addition, the vice-president shall have full authority to act on issues in the absence of the president. Vice-presidential nominees must be "Regular Department Graduate Students" (as described in 1.1 above).

2.3.3. **Secretary.** The secretary will be responsible for maintaining accurate minutes of the meeting deliberations, and storing those records in a bound notebook for future reference. A copy of the minutes for each meeting shall also be sent to each biology department graduate student via email address on file with the department. Maintenance of the Graduate Student Bulletin Board shall be the responsibility of the secretary. A copy of the minutes for each meeting shall be posted on the *BIOS* Bulletin Board, exempting minutes dealing with personnel or sensitive matters. Exempted minutes shall be distributed only to voting members and appropriate administrators. In addition, the secretary shall assist the president in calling meetings and assisting with technical support in preparation of those meetings.
2.3.4. **Treasurer.** The treasurer shall maintain all records of the financial accounts held by the association. The treasurer shall maintain an account and act as signatory for that account and will disburse funds in a manner decided by the members of BIOS.

Additionally, the treasurer shall coordinate with committees to ensure that all available funds which are obtainable by the association are attempted for.

7. Faculty Liaison. The faculty liaison shall represent BIOS and the interests of the Department of Biological Sciences Graduate Students at Department of Biological Sciences faculty meetings. The faculty liaison shall communicate the position and issues of BIOS to the Department of Biological Sciences chairman and faculty. Faculty liaison nominees must have been "Regular Departmental Graduate Students" (as described in 1.1 above) and enrolled in the Ph.D. program for a minimum period of at least two (2) academic years.

8. Graduate Student Association Representative. The Graduate Student Association representative will attend the regularly scheduled meetings of the Graduate Student Association of the University of Nevada, Las Vegas. The representative shall represent BIOS to the Graduate Student Association and communicate the position of BIOS on all matters. Graduate Student Association representative nominees must have been "Regular Departmental Graduate Students" (as described in 1.1 above) for a minimum period of at least one (1) year.

2.4 **Meetings.** All meetings will be conducted according to modified Roberts's Rules of Order. A regular meeting shall be called by the presiding officers at the beginning of each fall semester to decide time and dates for future gatherings. Additionally, regularly scheduled meeting shall be called to discuss the issues which directly affect the association as a whole. A special meeting may be called at such other times as the Executive Council determines it to be warranted.

2.5 **Agenda.** The time, date, place, and agenda of each meeting of BIOS shall be published in a memorandum from the presiding officers at least one week (7 days) prior to the meeting being called. Publication shall consist of notification by email and posting of the agenda on the BIOS Bulletin Board. The agenda shall allow opportunity for the introduction of new business by any member of BIOS. Graduate students proposing to introduce new business may do so at the appropriate time of the meeting called, and must give ample opportunity for discussion of the topic at hand.

2.6 **Minutes.** A copy of the minutes of each meeting of BIOS will be kept by the secretary, and shall be available for any graduate student who wishes to view them. Minutes dealing with personnel and sensitive matters shall be distributed only to voting members and appropriate administrators.

2.7 **Class "A" Actions.** Actions taken only by the graduate students which substantially alter or affect policy of BIOS shall be designated Class "A" Actions. Such actions are exemplified by, although not exclusively limited to, matters of academic standards, undergraduate and graduate degree programs and amendment of these bylaws.
2.7.1. Amendments to the bylaws are Class "A" Actions. On other matters the graduate students shall determine by a simple majority of those members present and vote in a BIOS meeting whether any action shall be designated Class "A".

2.7.2. Class "A" Action shall be submitted in writing to BIOS, along with a mail ballot to be returned within a specified time limit. Ballots shall be counted by the secretary and the presiding committee.

2.7.3. Approval by simple majority of the graduate students is required for the adoption of any Class "A" Action, except as provided otherwise in the bylaws.

2.8 Proxies. Proxy votes will be allowed in the votes taken BIOS. Written proxies, delivered by hand or email, indicating the wishes of the individual member shall be accepted when received prior to the actual vote.

Section III. Committees

3.1. Standing Committees. The following standing committees shall be attended by at least one member of BIOS. The members that sit on these committees are expected to take notes at each meeting and to report to the association the findings of the previous meeting. The following is a list of the standing committees:

Space and Use Committee
Computing Services Committee
Seminar Committee
Travel Committee
Recycling Committee
Social Committee
Curriculum Committee

Nominees for the Space and Use Committee must have been "Regular Departmental Graduate Students" (as described in 1.1 above) for a minimum period of at least one (1) year.

Ad Hoc Committee. The president shall call for the formation of ad hoc committees as may be required from time to time. Such committees will terminate at the end of each academic year.