# Graduate & Professional Student Association
## Council Meeting Agenda
Student Union room 208 A, B & C
Monday, September 14, 2015, 2:00 – 3:30pm

### Roll Call

<table>
<thead>
<tr>
<th>School of Allied Health</th>
<th>College of Engineering (cont.)</th>
<th>School of Nursing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Physics</td>
<td>Electrical &amp; Computer Eng.</td>
<td>Nursing</td>
</tr>
<tr>
<td>Timothy Thatcher</td>
<td>Yocouba Moumouni</td>
<td>Maria Poggio</td>
</tr>
<tr>
<td>Kinesiology</td>
<td>Mechanical Engineering</td>
<td></td>
</tr>
<tr>
<td>Joshua Bailey</td>
<td>Sogol Pirbastami</td>
<td></td>
</tr>
<tr>
<td>Physical Therapy</td>
<td></td>
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<tr>
<td>Vacant</td>
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<table>
<thead>
<tr>
<th>College of Business</th>
<th>College of Fine Arts</th>
<th>College of Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>Architecture</td>
<td>Chemistry</td>
</tr>
<tr>
<td>Sidney Darden</td>
<td>Vacant</td>
<td>Jason Sylva</td>
</tr>
<tr>
<td>Business Administration</td>
<td>Art</td>
<td>Geoscience</td>
</tr>
<tr>
<td>Leah Sussman</td>
<td>Wendy Chambers</td>
<td>Amanda Gentry</td>
</tr>
<tr>
<td>Economics</td>
<td>Film</td>
<td>Life Sciences</td>
</tr>
<tr>
<td>Kaiyang Wu</td>
<td>Javier Hernando</td>
<td>Amanda Prisbrey</td>
</tr>
<tr>
<td>Management Information Systems</td>
<td>Music</td>
<td>Mathematical Sciences</td>
</tr>
<tr>
<td>Dixidha Devarajan</td>
<td>Theatre Arts</td>
<td>Chase Ashcraft</td>
</tr>
<tr>
<td></td>
<td>Vacant</td>
<td>Physics &amp; Astronomy</td>
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<table>
<thead>
<tr>
<th>School of Community Health Sciences</th>
<th>College of Hotel Administration</th>
<th>Law School</th>
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</thead>
<tbody>
<tr>
<td>Health Care Administration &amp; Policy</td>
<td>Hospitality Administration</td>
<td>Law</td>
</tr>
<tr>
<td>Vacant</td>
<td>Lenna Shulga</td>
<td>Adrian Viesca</td>
</tr>
<tr>
<td>Public Health</td>
<td></td>
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<tr>
<td>Vacant</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School of Dental Medicine</th>
<th>College of Liberal Arts</th>
<th>Executive Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Medicine</td>
<td>Anthropology</td>
<td>President</td>
</tr>
<tr>
<td>John Silvaroli</td>
<td>Cheryl Anderson</td>
<td>Surbhi Sharma</td>
</tr>
<tr>
<td></td>
<td>English</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Vacant</td>
<td>Vice President</td>
</tr>
<tr>
<td></td>
<td>Foreign Languages</td>
<td>Meghan Pierce</td>
</tr>
<tr>
<td></td>
<td>Theresa Farmer</td>
<td>Secretary</td>
</tr>
<tr>
<td></td>
<td>History</td>
<td>Ariel Rosen</td>
</tr>
<tr>
<td></td>
<td>Stephen Bohigian</td>
<td>Treasurer</td>
</tr>
<tr>
<td></td>
<td>Political Science</td>
<td>Terri Thomas</td>
</tr>
<tr>
<td></td>
<td>Rafael Oganesyan</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Psychology</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mirae Nakouzi</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sociology</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Matthew Le Claire</td>
<td></td>
</tr>
</tbody>
</table>

### Executive Board
- **President**: Surbhi Sharma
- **Vice President**: Meghan Pierce
- **Secretary**: Ariel Rosen
- **Treasurer**: Terri Thomas

**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](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:
- Summer 2015 Council Meetings

3. **SPEAKER(S)**
- Ryan Larsen, Associate Director of International Programs
- Phil Burns, Director of the Office of Student Conduct
- Gerry Bomotti, Senior Vice President for Finance and Business and Chris Viton, Controller

4. **COUNCIL ORIENTATION**

5. **BUDGET REPORT**

6. **GPSA / CAMPUS-WIDE COMMITTEE REPORT**
- Board of Regents / Nevada Student Alliance
- GPSA Activities / Community Service
- GPSA Awards
- GPSA Bylaws
- GPSA Government Relations
- GPSA Publications
- GPSA Sponsorship – E/Summer 2015: 13 applications submitted, 10 awarded @ $5,877.00 / Fall 2015: 44 applications submitted, 41 awarded @ $27,855.00

7. **OLD BUSINESS**

8. **NEW BUSINESS**
- Credit Card Convenience Special Fees Proposal (attached - for full report and further details of the special fee process please follow the link)
- 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 VIII, Section I
  - Article VIII, Section II
- Proposed 2015 -2016 GPSA Goals (attached)
- GPSA Recognized Student Organization - Student Affiliates in School (attached)
9. ANNOUNCEMENTS
   • GPSA Fall 2015 Workshops – register online @ http://www.unlv.edu/gpsa/development
   • Friday, September 18, 2014: Learning to Embrace Equity and Diversity in Higher Education; 10:00 – 11:30am; Graduate Student Commons, LLB 2141
   • Wednesday, October 14, 2015 PHD Movie: “Piled Higher and Deeper: Still in Grad School”; UNLV Philip Cohen Theatre in the Student Union from 7:00 – 8:30pm. Free refreshments!
   • Friday, October 23, 2015 - GPSA Funding Workshop; 11:30am – 1:00pm; Location BEH 241. Lunch is provided.

10. PUBLIC COMMENT

11. ADJOURNMENT

   GPSA Fall 2015 Council Meetings; 2:00 – 3:00pm; Student Union Room 208
   Monday, October 5, 2015; Monday, November 2, 2015; Monday, December 7, 2015
UNLV
CREDIT CARD PAYMENT CONVENIENCE FEE PROPOSAL
JUNE 2015

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>
</tbody>
</table>
| Overall Average | 1.38% | 2.07%

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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
<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 Hawai`i-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.
UNLV

BYLAWS
GRADUATE & PROFESSIONAL
STUDENT ASSOCIATION

Adopted Spring 2014
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

   c. Roll call
   d. Approval of minutes of previous meeting
   e. 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 V. 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 change 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 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 will result in the loss of the sponsorship money awarded and the student will be referred to the Office of Student Conduct for further consideration.

SECTION 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.

f. The term for elected officers begins during the May Council meeting, and continues through the following May Council meeting.

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

SECTION III. Vice President

a. Chairs the Sponsorship Committee (disbursement of GPSA research and travel funding) and selects a secretary within that committee to record the minutes and procedures taken to determine sponsorship awardees. After selection a list shall be comprised and sent to the Controller’s Office and letters sent to all applicants notifying them of the Sponsorship Committee’s selection.
b. In the absence of the President, the Vice President shall chair the GPSA Council and GPSA Executive Board meetings.
c. Chairs the Graduate & Professional Student Research Forum Committee. Once per academic year, the GPSA shall sponsor the Graduate & Professional Student Research Forum with the Graduate College. The Forum, held every spring semester, provides graduate and professional students the opportunity to present their research results or conference papers in either an oral presentation or poster format.
d. Written declaration of resignation must be submitted before power and duties shall be discharged by the Treasurer.
e. The Vice President shall be an admitted and enrolled GPSA member that maintains good academic standing with the Graduate College. If academic standing is not maintained, a vote by the GPSA Council shall determine the status of the Vice President.

SECTION IV. Treasurer

a. Shall provide a current GPSA financial report at each Council meeting. This report shall establish and maintain all records of GPSA revenue and expenditures.
b. The Treasurer, if so directed by the GPSA, shall do requested financial reports.
c. At the 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, Moyer-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 (graduate coordinators) 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”
Article I: Student Affiliates in School Psychology

The name of this student organization is the Student Affiliates in School Psychology, University of Nevada, Las Vegas chapter. It shall be referred to as SASP throughout the remainder of this document.

Article II: Affiliations

SASP is a student organization under Division 16 of the American Psychological Association.

Article III: Purpose

The purpose of SASP is to provide an integrated communication network for graduate students concerning legislative issues impacting the future of our profession, professional/ethical issues, internship/employment opportunities, shared concerns across a variety of topics, and information across other disciplines of psychology.

Article IV: Membership

Membership is open to all students admitted into the University of Nevada, Las Vegas. This includes students admitted to the M.S., Ed.S. and Ph.D. tracks, in addition to undergraduate students.

Article V: Officers

Section 1:
The SASP officers shall be comprised of a president, vice-president, secretary, treasurer, and NASP Student Leader. Terms of office are for one year (May to May).

Section 2:
The responsibilities of the SASP president shall be as follows:

- Determine annual goals and objectives for SASP
- Facilitate completion of stated goals and maintain operations of SASP
- Prepare SASP meeting agendas
- Facilitate meetings and events
- Re-charter SASP as a University of Nevada, Las Vegas student organization annually.
Section 3:
The responsibilities of the SASP vice-president shall be as follows:
- Assist with administrative duties, particularly in the absence of the president, which include:
  - Determine annual goals and objectives for SASP
  - Facilitate completion of stated goals and maintain operations of SASP
  - Prepare SASP meeting agendas
  - Facilitate meetings and events
  - Re-charter SASP as a University of Nevada, Las Vegas student organization annually.

Section 4:
The responsibilities of the secretary shall be as follows:
- Keep accurate meeting minutes at every meeting
- Serve as the point person for membership information
- Maintain a membership database
- Reserve meeting space for SASP meetings (Contact: willi840@unlv.nevada.edu)
- Maintain the UNLV-School Psychology online listserv

Section 5:
The responsibilities of the treasurer shall be as follows:
- Develop and maintain the annual budget
- Prepare and submit budget application to the College of Education Budget Committee
- Collaborate with the Educational Psychology and Higher Education (EPHE) department’s student representative to the budget committee to lobby for increased funds.
- Continue to seek additional funds through outside organizations (e.g. Nevada Psychological Association)

Section 6:
The responsibilities of the NASP student leader shall be as follows:
- Provide SASP members with information regarding the logistics of NASP Conference
- Develop a list of all UNLV NASP presentations
- Encourage participation in NASP Conference among SASP members
- Coordinate NASP conference travel and accommodations
- Plan UNLV social events and group outings during NASP
- Attend NASP Student Liaison meeting as the SASP Student Liaison

Section 9:
The responsibilities of the president-elect shall be as follows:
- Support annual goals and objectives for SASP
- Support the facilitation of the completion of stated goals and maintain operations of SASP
- Review SASP meeting agendas
- Encourage participation in SASP events among School Psychology students
Section 10:
SASP officers will be elected for each academic year during April of the previous academic year. Interested students will submit their name or names of their nominees to the president by April of that year.

Section 111:
Voting will be completed at the last annual meeting of the academic year. All SASP members will be eligible to cast one vote per position. Vacancies will be announced immediately through the UNLV School Psychology listserv. Students may submit nominations to the president. The new elections will be held one week after the announcement of the vacancy is made.

Article VI: Advisor

The SASP advisor will be a faculty member in the Educational Psychology, School Psychology Program.

Article VII: Meetings

The meetings shall occur monthly and shall be called by the president. The president will provide the meeting agenda. The meeting space will be coordinated by the secretary.

Article VIII: Quorum

The SASP quorum shall be defined as consisting of not less than five active members, including SASP officers.

Article IX: Referendum and Recall

SASP members have the right to oppose any decision decided upon and voted upon by the SASP officers and other SASP members. Those who oppose any decision should express their concerns in writing and present them at a SASP meeting. Any measure opposed will be voted upon after the presentation of the concern at the SASP meeting using the voting procedure described in Article V, Section 10.

Article X: Amendments

Amendments to this constitution should be submitted in writing to the president and presented at a SASP meeting. At the meeting, a motion for a vote on the amendment will be called for. If approved, SASP members will vote on the amendment by show of hands or secret ballot at the SASP meeting.
Student Affiliates in School Psychology
By-Laws

A. Membership

Membership is open to all students admitted into the University of Nevada, Las Vegas. This includes students admitted to the M.S., Ed.S and Ph.D tracks of the Educational Psychology, School Psychology Program, in addition to undergraduate students.

It is encouraged that as members of SASP, students will be actively involved in social and professional activities organized by SASP. SASP members have the right to vote in officer elections, on amendments, and referendums.

B. Dues

No dues are required for membership.

C. Duties of officers

The responsibilities of the SASP president shall be as follows:
• Determine annual goals and objectives for SASP
• Facilitate completion of stated goals and maintain operations of SASP
• Prepare SASP meeting agendas
• Facilitate meetings and events
• Re-charter SASP as a University of Nevada, Las Vegas student organization annually.

The responsibilities of the SASP vice-president shall be as follows:
• Assist with administrative duties, particularly in the absence of the president, which include:
  o Determine annual goals and objectives for SASP
  o Facilitate completion of stated goals and maintain operations of SASP
  o Prepare SASP meeting agendas
  o Facilitate meetings and events
  o Re-charter SASP as a University of Nevada, Las Vegas student organization annually.

The responsibilities of the secretary shall be as follows:
• Keep accurate meeting minutes at every meeting
• Serve as the point person for membership information
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• Reserve meeting space for SASP meetings (contact willi840@unlv.nevada.edu)
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The responsibilities of the treasurer shall be as follows:
- Develop and maintain the annual budget
- Prepare and submit budget application to the College of Education Budget Committee
- Work with the EPHE student representative to the budget committee to lobby for increased funds.
- Continue to seek additional funds through outside organizations (e.g. GPSA)

The responsibilities of the NASP student leader shall be as follows:
- Provide SASP members with information regarding the logistics of NASP Conference
- Develop a list of all UNLV NASP presentations
- Encourage participation in NASP Conference among SASP members
- Coordinate NASP conference travel and accommodations
- Plan UNLV social events and group outings during NASP
- Attend NASP Student Liaison meeting as the SASP Student Liaison

D. Executive Board

The executive board shall be comprised of the president, vice-president, secretary, treasurer, and NASP student leader. The members of the executive board shall not be awarded any additional rights or powers due to participation on the board. However, they will have additional responsibilities as are outlined above in C. Duties of Officers.

E. Committees

Committees will be developed as projects arise. Committee membership will be determined on a voluntary basis. A SASP member may remain on a committee for as long as she/he is a student at UNLV.

F. Order of Business

The SASP president is responsible for developing meeting agendas and facilitating meetings. Meeting agendas will consist of old business, new business, and additional concerns from SASP members.

G. Parliamentary Authority

- Meetings will be called to order by the SASP president.
- Motions may be called for by any SASP member.
- Motions may be approved by any SASP member other than the member who called for the motion.
- Voting on referendums or amendments will occur outside of SASP meetings.
- Meetings will be adjourned by the president.

H. Amendment Procedures
Amendments to this constitution should be submitted in writing to the president and presented at a SASP meeting. At the meeting, a motion for a vote on the amendment will be called for. If approved, SASP members will vote on the amendment within one week after the meeting using the voting procedure described in Article V, Section 10 of the Constitution. Amending an article of the Constitution will require a 51% majority vote. Amendments to the SASP Constitution will be submitted to the Office of Civic Engagement and Diversity.