

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



**GPSA COUNCIL ORIENTATION**

UNLV Student Union, SU 208

4505 S. Maryland Parkway, Las Vegas, Nevada 89154

**Mission:**

The Graduate & Professional Student Association of the University of Nevada, Las Vegas, shall ***promote & represent the interests of graduate and professional students*** at UNLV. The Association shall assist graduate and professional students with support for their academic endeavors. ***Providing an environment conducive to student scholarship and research*** is the primary goal of the GPSA. In addition, the GPSA strives to engender a sense of community among the graduate and professional students by furnishing ***financial support and fellowship***.

# ASSOCIATION GOVERNANCE

Student governments are organizations within each Nevada System of Higher Education (NSHE) institution designed to serve the best needs of their constituents.

- Actions shall be congruent with the goals and objectives stated in each constitution and other governing documents.
- More information available in [NSHE Regent's Handbook](#), Title 4, Chapter 20 Part B.

The GPSA is governed in accordance to the our [Constitution](#) and [Bylaws](#).

- Please be sure to review these documents for the current set of regulations for our student government.
- Operating Policies are also available [online](#) for processes corresponding to the various programs administered by the GPSA.

# BOARD OF REGENTS HANDBOOK

## NSHE Board of Regents Handbook.

### Title 4, Chapter 20 *Part B: General Policies Regulating Student Government.*



- *Section 1: Student Body Organizations.* The Student Body Organization, in exercising authority granted by its constitution, shall conform to rules, regulations and policies as established by the Board of Regents, and to all applicable statutes of the State of Nevada.
- *Section 2: Student Association Finances.* Delegate to a full-time professional business manager, employed by the institution and funded by a student association, all or part of the responsibilities and authority delegated to a business center controller or purchasing director for other institution funds.
- *Section 3. Regulations for Meetings of Student Governments.* GPSA Council meetings follow Robert's Rules of Order and are run in accordance with **NRS 241.020** (Nevada [Open Meeting Law](#)).

rev. 03/17

# NEVADA STUDENT ALLIANCE

The [Nevada Student Alliance](#) (NSA) is the overarching student government association for all Nevada System of Higher Education (NSHE) student government organizations.

- The purpose of the NSA is to promote, foster, advance, represent, and protect the interests and welfare of the students of the NSHE.
- Regular meetings are held at various campuses and the NSHE System offices.
- Check out our [Constitution](#) if you would like to learn more about NSA.



Nicola Opfer, Chair  
*nicola.opfer@nsc.edu*

Anthony Martinez, Vice Chair  
*president@asun.unr.edu*

Tamara Guinn, Secretary  
*gsa.president@unlv.edu*

The Nevada Student Alliance is the overarching student government association for all NSHE student government organizations. The purpose of the NSA is to promote, foster, advance, represent, and protect the interests and welfare of the students of the Nevada System of Higher Education.

**Nevada Student Alliance Meetings**  
NSHE System Office – Las Vegas 101 at 9:00am

**September 5<sup>th</sup>** (7AM and approx. 4:30PM)  
**October 11<sup>th</sup>**  
**November 8<sup>th</sup>**  
**December 5<sup>th</sup>** (7AM and approx. 4:30PM)

If you have any comments, questions, or concerns that you believe should be shared, please attend our next meeting.  
For additional information please contact GPSA Student Body President **Stephanie Molina** <[steph.molina@unlv.edu](mailto:steph.molina@unlv.edu)>.

FOLLOW US ON:  
Facebook: [@NevadaStudentAlliance](#) Twitter: [@NSHE\\_NSA](#)

# GRADUATE & PROFESSIONAL STUDENT ASSOCIATION

The UNLV Graduate & Professional Student Association (GPSA) **serves all currently enrolled graduate and professional students** (including non-degree and certificate students).

The **GPSA Council** consists of a representative from each academic department and professional school offering graduate and/or professional degrees.

- Meetings are held each month during the fall, spring, and summer semesters and open to all graduate and professional students.
- Council members are appointed to various committees on campus to provide a voice for all UNLV graduate and professional students.

## **Interested in Serving as a Representative:**

*Contact the GPSA or your department's Graduate Coordinator to get more information.*

# AY 2019-2020 COUNCIL MEETINGS

Agendas are posted [online](#) & throughout various UNLV campus locations at least 3 days before the scheduled meeting.

Location: Student Union, Room 208 A-C

- Monday, September 9, 2019
- Monday, October 7, 2019
- Monday, November 4, 2019
- Monday, December 2, 2019
- Monday, February 3, 2020
- Monday, March 2, 2020
- Monday, April 6, 2020
- Monday, May 4, 2020

# REPRESENTATIVE DUTIES

Review **Article II – The Representative** – within the GPSA Bylaws.

If unable to attend, please **appoint a proxy** from your department.

- [Proxy form](#) must be submitted to secretary before the meeting is called to order.
- Neither representative nor proxy will be compensated for meeting attendance.

Representatives **shall inform their constituents**, graduate coordinators, and department chairperson about GPSA events and activities.

- Encourage students to participate in GPSA sponsored events and activities.
- Work in conjunction with your graduate coordinator and/or department chair to distribute information to your individual department.
  - Meeting minutes should be available the week prior to the next scheduled meeting.
  - Other resources available include UNLV [RAVE](#) and [SEND](#) platforms.

Each representative shall **serve on** at least one GPSA or campus committee per academic year.

# GRADUATE & PROFESSIONAL STUDENT ASSOCIATION

## GPSA Council (Internal) Committees:

- Activities & Community Service
- Constitution & Bylaws
- Executive Board Elections
- Government Relations (legislative years)
- Merit Awards (Student & Faculty)
- Professional Development (ad-hoc)
- Publications
- Student Research Forum
- Research & Conference Travel Sponsorship

## Campus-Wide (External) Committees:

- Division of Student Affairs
- Faculty Senate
- Graduate College Council
- Student Technology Advisory Board
- Various Search Committees
- NSHE Task Forces/Committees

*(for complete list, check out recent Committee Assignments)*

## Interested in Getting Involved:

*Contact the GPSA <[gpsa@unlv.edu](mailto:gpsa@unlv.edu)> or Executive Board members for additional information.*



# GPSA COUNCIL & COMMITTEE MEETINGS

Department representatives are responsible for reviewing the agenda and minutes prior to each scheduled GPSA Council or Committee meeting.

- Meeting agendas for scheduled meetings are posted [online](#) no later than three business days prior to the meeting.
- Business items for Council meetings may be emailed as a courtesy.

Council members are expected to be ready to participate in business item discussions. This includes being prepared to vote following discussion.

- Be sure to review emails as additional information on agenda items will be included.
- Minutes should be reviewed as they will be voted on for approval.

Members missing more than two consecutive meetings without notifying the GPSA Advisor, President, or Chairperson may be removed from their position.

# MEETING AGENDA ITEMS

- Call to order
- Public Comment
- Roll call
- Approval of minutes of previous meeting
- Guest speakers (when applicable)
- Appointments and Elections (when applicable)
- Reports and recommendations
- Old business
- New business
- Public comment
- Adjournment

# MEETING ETIQUETTE

## Robert's Rules of Order

Members must ***obtain the floor*** by being called on by the chair.

- ***State your department and name*** prior to commenting for the record.
- *Questions of privilege* may interrupt a member's speech.
- *Point of order* can be utilized to make corrections and/or *call a member to order*.

The ***chair may specify an action*** and call for objection, if none, the action is adopted.

Prior to opening debate, a ***motion must be made*** and ***seconded***.

- Secunder is not endorsing the motion, only wants to consider motion.
- A member may request a *reading of the papers* prior to discussion/debate.
- A motion to *close, limit, or extend debate* at any point.

Other motion types:

- Lay on the table; refer to committee; amendments; end discussion; voting by ballot; etc.

Order of Motion:

1. (Department) motions to \_\_\_\_.
2. Seconded by (department).
3. Discussion
4. Vote: (in favor, opposed, abstentions)
  - If motion carried, no further action.
  - If motion does not pass, second motion can be made.

# PUBLIC COMMENT

Please encourage your constituents to view agendas, attend meetings to provide comment on agenda items, and take an active role with the GPSA.

- No action or discussion may be taken on a matter raised under this item until the matter is included on an agenda; this is an **information only item**.
- Comments will be **time limited** (two minutes per person).
- The chair may elect to allow additional public comment on specific agenda items when that 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.

# REPORTS

## **Executive Board and Advisor Reports**

The GPSA officers and advisor shall provide reports on updates, meetings, committees, and events.

- Reports shall be informational in nature.
- Written reports may be requested be entered into the meeting record as needed.

## **Department Reports**

Students and faculty/staff representing university departments may orally report to the GPSA Council on updates regarding the welfare of the graduate and professional students of their department.

- Informational items only.
- Speakers shall notify the GPSA President of their intent to include a report no later than the Tuesday before the scheduled meeting in order to be listed in the agenda.
- Items shall be approx. 5 minutes per speaker.

# REPORTS

## Committee Reports

Representatives must [submit](#) a written report on **external committee** activity to the GPSA no later than the Wednesday prior to the upcoming meeting.

- Reports will be shared with the Council as part of supplemental agenda materials.
- If your external committee is **STAB**, please forward meeting notes to your fellow college representatives for further distribution to their constituents.

### NEVADA STUDENT ALLIANCE *July 13, 2018*

*Next Meeting:* 10 Aug 2018 at 9AM, NSHE System Office

Chancellor Thom Reilly provided the committee with an overview of what he expects the next couple months to look like. He stressed that student input is welcomed at BoR Meetings and should be something we try to work on during this legislative session.

- The board is expected to meet at least once for the rest of the year. Some of the items he expects will be discussed in the upcoming meetings include budget enhancement requests (July), budget and allocation (August), Access project and student success (September-October), and tuition lock-in recommendations (November).

NSHE CFO, Chester Burton, provided an overview of the funding formula and self-supporting budgets. Discussion of the impact the formula has on budget allocation followed.

- For a copy of the presentation (p.4-22) and supporting materials (p.23-35) see the 07/13/2018 NSA Meeting Agenda.
- Questions can be addressed to NSHE CFO and/or institutional Financial Officer.

The NSA committee discussed and passed two resolutions which can be found in the 07/13/2018 NSA Meeting Agenda.

- (p.36-37) Resolution Requesting Study of Predictable Tuition and Fees
- (p.38-39) Resolution to Support Investigation of Impact from Divestment of Fossil Fuels

NSA Website: <https://nshe.nevada.edu/administration/academic-student-affairs/students/nevada-student-alliance/>

# NEW BUSINESS ITEMS

Feel free to present items for consideration at future Council meetings.

- Informational only.
- Discussion is limited to description and clarification of subject matter of the item, including the reasons for the request.

Persons or organizations seeking **placement on the agenda after this action item** must submit their request in writing to the GPSA President at least ten (10) days prior to the meeting at which it is to be considered; emergency items added at the discretion of the President (*Bylaws Article IV, Sec.3*).

# STUDENT SERVICES

- Graduate Student Commons ([website](#))
- Research & Travel Sponsorship Awards ([website](#))
- Research Forum ([website](#))
- Book Scholarship ([website](#), [operating policy](#), and [application](#))
- Student & Faculty Merit Awards ([website](#))
- Luminary Student Newsletter ([archive](#))
- Cap/Tam & Gown Lending Program ([website](#) , [operating policy](#) , & [application](#))
- Student Researcher Award (*coming soon*, [operating policy](#))



# CONTACT INFORMATION

UNLV Main Campus

Location: Lied Library, Room 2141

Website: [gpsa.unlv.edu](http://gpsa.unlv.edu)

Email: [gpsa@unlv.edu](mailto:gpsa@unlv.edu)

Main: 702-895-2261

Office: 702-895-5674

**Anel Rojas**, *GPSA Advisor &  
Business Manager*

[anel.rojas@unlv.edu](mailto:anel.rojas@unlv.edu)

GPSA Executive Board

**Stephanie Molina**, *President*

[steph.molina@unlv.edu](mailto:steph.molina@unlv.edu)

**Eric Noonan**, *Vice President*

[eric.noonan@unlv.edu](mailto:eric.noonan@unlv.edu)

**Sidath Kapukotuwa**, *Treasurer*

[kapukotu@unlv.nevada.edu](mailto:kapukotu@unlv.nevada.edu)

**Mathew Varre**, *Secretary*

[varre@unlv.nevada.edu](mailto:varre@unlv.nevada.edu)

## Graduate & Professional Student Association

### Fall 2019

#### Executive Board Office Hours

GPSA Executive Board Members		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>President</b>	Stephanie Molina steph.molina@unlv.edu	9 AM - 10 AM Graduate Commons (weekly)	12 PM - 1 PM Graduate Commons (weekly)	10 AM - 11 AM Student Union 306 (4th Wed of the Month)	By Appointment	By Appointment	-
<b>Vice President</b>	Eric Noonan eric.noonan@unlv.edu	4 PM - 6 PM Student Union 306 (weekly)	By Appointment	By Appointment	By Appointment	By Appointment	10 AM - 6 PM Graduate Commons (weekly)
<b>Treasurer</b>	Sidath Kapukotuwa kapukotu@unlv.nevada.edu	10 AM - 11 AM Student Union 306 (3rd Mon of the month)	8 AM - 9 AM Graduate Commons (Weekly)	By Appointment	By Appointment	By Appointment	-
<b>Secretary</b>	Mathew Varre varre@unlv.nevada.edu	2 PM - 3 PM Graduate Commons (weekly)	By Appointment	2 PM - 3 PM Graduate Commons (weekly)	By Appointment	By Appointment	-

**Note:** Members of the Executive Board will be available in SU 306 the hour prior to every scheduled GPSA Council Meeting.