

University of Nevada, Las Vegas

BYLAWS

of the

GRADUATE & PROFESSIONAL
STUDENT ASSOCIATION

Adopted Spring 2008

GPSA BYLAWS

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

ARTICLE I

ORIGIN AND ORGANIZATION OF THE UNLV GPSA

SECTION I. Origin

The Graduate Student Association (GSA) was founded on November 6, 1980 for the purpose of furthering and enhancing the academic goals of the graduate students at the University of Nevada, Las Vegas. 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 Secretary shall chair the Council.
- iv. In the absence of the Secretary, the Treasurer 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 representative other than a regular representative.

ARTICLE II
THE REPRESENTATIVE

SECTION I. Appointment of Representative

Prior to the beginning of each fall semester each department will provide the name of one representative to either the President or the Secretary of the GPSA. This person may either be elected by their college or appointed by the faculty.

- a. At the April GPSA Council meeting, nominations will be solicited from each academic school and department to represent each respective college during the summer sessions. The GPSA will accept nominations for one week following the GPSA Council meeting. Nominations will be voted upon at the May GPSA Council meeting by current GPSA representatives. Upon the event of a tie, GPSA Executive Board members will cast votes with the President casting the deciding vote.
- b. Summer representatives will be responsible for informing all departments and schools within their College, of GPSA business and activities conducted throughout the summer.

SECTION II. 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 GPSA member 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.
- 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 III. 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 IV. 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. During the summer session, the proxy representative must be another graduate or professional student from the same college.
- 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. If representatives are unable to attend a meeting, they must send a proxy per the protocol set forth in Section IV: a.ii.
- c. Departmental Duties:
 - i. Representatives shall keep graduate and professional students in their departments informed on GPSA activities. Representatives shall post items of interest to the GPSA department bulletin boards.
 - ii. Representatives shall keep their department chairpersons and graduate coordinators informed on GPSA activities and related university information. The representative shall report to GPSA Council or to the appropriate committee, any comments, suggestions, or criticisms that their department chairpersons and graduate coordinators may have regarding the GPSA.
 - iii. Representatives shall assist graduate and professional students in their departments to become involved in GPSA activities.
 - iv. Summer representatives shall carry out the same duties and responsibilities as regular representatives but the scope of their responsibilities shall be expanded to encompass their respective college.

d. Representative Removal:

Any representative missing more than one (1) GPSA Council meeting during one (1) term without sending a proxy shall be removed from the GPSA Council, unless the GPSA Executive Board approves the cause of the absence(s). The GPSA Executive Board shall hold an opened hearing to address this issue. In the event of a dismissal, the representative's department shall be notified. The department shall then appoint or elect a new representative.

SECTION V. 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 VI. 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 (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 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. 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 making sure 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.

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 Grant Committee shall review applicants for GPSA sponsored grants and consider individuals for research and conference travel awards.
- b. The Activities Committee shall initiate activities and events of a scholarly and/or social nature. The Activities Committee shall recommend proposed activities involving the expenditure of GPSA funds to the GPSA Council for approval.

- c. The Community Service/Fundraising Committee shall initiate activities designed for the benefit of the community. The Community Service/Fundraising Committee shall implement activities following approval by majority vote of the GPSA Council
- d. 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.
- e. The Elections Committee shall oversee all GPSA elections consisting of a minimum of three (3) members.
- f. The Bylaws Committee shall be responsible for reviewing and updating the GPSA bylaws.

SECTION IV. Functions of Ad Hoc Committees

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

ARTICLE IV

RULES OF GPSA REPRESENTATIVE COMMITTEE MEETINGS

SECTION I. Call to Order

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

SECTION II. Order of Business

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

- a. Call to order
- b. Roll call

- c. Approval of minutes of previous meeting
- d. Guest speakers (where applicable)
- e. Election of officers and appointment of committees
- f. Reports and recommendations of the Executive Boards
- 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 Grant 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 grants which are offered in three (3) cycles per calendar year: fall, spring, and summer. These grants are not for reimbursement but for funding pending projects: research and conferences. Grant recipients are responsible for monitoring their own accounts and are responsible for any over expenditures. Due to limited monies, the Grant Committee has established the following priorities in considering applications:

First Priority – a. Research expenses or, b. Conference presentation required for the completion of program requirements must have written acknowledgement provided by faculty member.

Second Priority - Travel expenses necessary for presenting papers at conferences.

Third Priority - Conference attendance with no paper presentation.

Senior graduate and professional students shall be given consideration in the award process.

SECTION II. Eligibility

Eligibility criteria includes 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 grant.
- b. All applicants must conduct his/her project under the direct supervision of a faculty member in his/her department. A letter of recommendation from the supervising faculty member addressing the quality of the research proposed or the significance of the conference must accompany the grant application.
- c. Research and travel awardees are required to submit the abstract or summary of their project or conference presentation to the GPSA. The awardees are required to present their findings 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. Acknowledgement shall be given to the GPSA in any and all reports, papers, articles, and books resulting from the applicant's project.

SECTION III. Deadlines

The deadlines for the submission of grants shall be March 15th for summer grant proposals, April 15th for fall grant proposals, and November 15th for spring grant proposals during each calendar year.

SECTION IV. Funding Limitations

- a. No applicant may obtain more than two (2) GPSA grant awards per academic year. Applicant may submit only one application per each grant cycle (fall, spring, and summer).
- b. No individual shall receive more than seven hundred and fifty (\$750.00) dollars per research project or conference per application.

- c. Any items that have been purchased prior to the starting date of the grant are not reimbursable. Salaries, wages, honorarium, service and/or volunteer compensations, routine supplies, and thesis copies, are not permissible, therefore considered non-covered items.

SECTION V. Award Granting

- a. Research and travel grants from the GPSA shall be reviewed and granted by a quorum of the GPSA Grant Committee. The GPSA Vice President shall chair the committee and notify all applicants regarding the committee's selection. The committee shall have six members, no more than one appointed from a single college.
- b. Research and travel grants from the GPSA shall only be activated once ALL ELIGIBILITY REQUIREMENTS are met. Failure to comply with eligibility requirements and expectations of the award shall result in suspension of current funding and in the forfeiture of future GPSA grant funding.

SECTION VI. GPSA Emergency Grant Support

To augment project support, the GPSA Council has created a GPSA Emergency Grant Support program to allow for the distribution of funds to those individuals that are accepted to present at a conference or meeting after the normal cycle application deadline has passed for the fall, spring or summer cycles. Complete emergency applications must be received by the GPSA grant committee *prior* to conference attendance. **Emergency grant funding is limited to graduate and professional students that are presenting at a conference or meeting.** No emergency grant funding shall be awarded to graduate/professional students who are not presenting at the conference or meeting.

The following priorities shall be considered:

- First Priority** - Conference presentation required for completion of program requirement, must be acknowledged in faculty's letter of support.
- Second Priority** - Graduate/professional students who are presenting as part of a individual, group, or panel with other UNLV participants. In recognition that counterpoint and panel discussions are major factors in the acceptance to present at many national meetings these students shall be given consideration for their participation in a UNLV group presentation.

Senior graduate and professional students shall be given consideration in the award process.

1. Eligibility:

- a. Eligibility criteria include all of Article V, Section II requirements.
- b. Graduate and professional students must present a letter of explanation detailing the specific need for emergency funds (i.e. Why was the applicant unable to apply during the regular grant funding cycle).
- c. A letter of recommendation from the student's advisor or mentor must specifically address the need for emergency funding and why the student did not apply in the regular grant cycle.

This requirement is in addition to the standard grant eligibility requirements, the emergency grant application form, and the letter of explanation from the student.

- d. A letter of recommendation from the student's advisor or mentor must specifically address the need for emergency grant funding and why the student did not apply in the regular grant cycle. This requirement is in addition to the standard grant eligibility requirements, the emergency grant application form, and the letter of explanation from the student.

2. Deadlines:

Students must apply for GPSA grant funding through the normal grant application cycle unless they are accepted to present at a conference or meeting after the grant application deadline for the semester of travel has passed, may they apply for an emergency grant. Complete emergency applications must be received by the GPSA grant committee prior to travel and/or conference attendance. The GPSA must receive emergency grant applications by 5 p.m. on the Friday (Thursday if holiday) prior to the Monday afternoon General Council meeting for that month, after which, the applications will be reviewed. A

3. Funding limitations:

- a. Funding limitations include all of Article V, Section IV requirements.
- b. No individual may re-submit a previously declined emergency grant within the same term (fall, spring, summer).

4. Award granting:

Emergency grants shall be reviewed on a monthly basis and granted by the GPSA Grant 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 grant funding.

SECTION VII. GPSA Grant Application Procedure

1. Cover sheet –The required cover sheet shall be used as the first page of the application..
2. Abstract / Project Description (maximum one page): Provide a concise summary of your project: research or conference travel. Next explain the significance of the project 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. Include the methodology (action steps) to be used, expected results, and the evaluation methods. Clearly delineate the specific goals of your project and include a thorough project timetable. Finally, you should explicitly state your intended use of the grant funds and why the project should be funded.
- 2a If you are applying for funding to attend a conference include a brief description of your planned activities (i.e. day of presentation, workshops you're attending, etc.) 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 grant applications. Applicants applying for a regular cycle grant that have not received a notification of acceptance may be provisionally awarded under conditions outlined by the committee.

3. Letter of recommendation from a supervising faculty member. This letter should describe the quality of the research project or necessity of the conference.
- 3a If you are applying for emergency grant 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 grant period the conference is scheduled.
4. Itemized budget page – Budget requirements are to be broken into two sections: research and/or travel. The materials section shall include: The application must include an itemized budget detailing the use of the requested GPSA funds. The appropriate itemized budget format below should be used when requesting funding for either research or conference travel. The following information should be included for all requested items to be purchase with GPSA funds when applicable:

Research Projects – this section should describe:

- The item, description, and price
- 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

Conference travel - 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 polic on per diem rates:

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

5. 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 VIII. GPSA Grant Application Appeal Process

If an applicant considers the GPSA Grant Committee's decision to deny funding to be incorrect, he or she may appeal. The applicant must submit the appeal in writing to the GPSA Vice President within seven (7) days of notification of award status explaining the appellant's argument in response to the committee's decision to deny. Only appeals that can prove, in a tangible and concrete way, error in the committee's decision to deny will be considered. Denials based upon appellant's incomplete and/or inaccurate grant application, or ineligibility, shall not be reconsidered. In addition, denials based on the prioritization of the grant request and/or lack of funds cannot be appealed. Upon receipt, the GPSA Executive Board will meet and consider the appeal. 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 resigns, 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. The GPSA position shall be posted immediately upon resignation.

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. At the December and May Council meetings, stipends shall be determined upon and recorded in the minutes.
- e. 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.
- f. Written declaration of resignation must be submitted before power and duties shall be discharged by the Vice President.
- g. 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 Grant Committee (disbursement of GPSA research and travel monies) and selects a secretary within that committee to record the minutes and procedures taken to determine grant 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 Grant 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. Written declaration of resignation must be submitted before power and duties shall be administered by the Secretary.
- d. The Treasurer shall be an admitted and enrolled GPSA member that maintains good academic standing with the Graduate College. If academic standard is not maintained, a vote by the GPSA Council shall determine the status of the Treasurer.
- e. 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 Student Union GPSA display case, 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 \$500.00 stipend and the GPSA Secretary and Treasurer shall receive a \$300.00 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.
- c. 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. Elections shall be held at the May GPSA Council meeting for the GPSA summer Representatives with GPSA Council Representatives voting.
- i. 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.

ARTICLE VIII

GRIEVANCES AND REMOVAL PROCEDURES

SECTION I. Policies and Procedures

- a. 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. Any representative or Executive Board member of the GPSA may be removed from office. To remove a Council member an Ad Hoc Grievance Review Committee shall be formed to review the appropriateness and validity of the charges and to hold a hearing to adjudicate the charges.
- c. The GPSA Council shall elect five (5) current representatives to serve on the Ad Hoc Grievance Review Committee.

- d. The representative or Executive Board member shall be informed of the charges in writing at least fourteen (14) 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 Board member at the time of notice, and continuing through the hearing date as further evidence is gathered. All members of the GPSA Council must be notified (either via email, phone, campus mail) that a hearing for removal has been scheduled at least one week prior to the hearing at which a vote shall be held.
- e. The Vice President shall be responsible for all notifications and be presiding officer at the hearing for removal. If the representative or Executive Board member is the Vice President, the President shall be responsible for all notifications and be the presiding officer.
- f. The representative or the Executive Board member shall be informed of the charges along with any evidence before the Council with the complainant present. The representative or the Executive Board member shall have the right to have an advisor present to question the complainant, present, challenge and/or to submit rebuttal evidence.
- g. A two-thirds vote of the GPSA Council shall be necessary for removal. Any representative or Executive Board member 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 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 ($\frac{2}{3}$'s) vote of all members present, provided that written 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.