



Graduate
Student
Council
of New Mexico State University

**THE GRADUATE STUDENT COUNCIL
BYLAWS OF
NEW MEXICO STATE UNIVERSITY**

**This manual contains the procedures, rules, and structure of the Graduate Student Council
of New Mexico State University.**

This document is certified by the Graduate Student Council Faculty Advisor:



Graduate Student Council Faculty Advisor

Effective Academic Year 2025 – 2026

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1. GENERAL PROVISIONS

1-1. NAME

The name of this organization shall be the Graduate Student Council, hereafter referred to as the GSC.

1-2. MISSION STATEMENT

The objective of the GSC shall be to further the aims and goals of students enrolled in the Graduate School at New Mexico State University (hereafter NMSU) and to serve as an intermediary between the graduate students and the University, the Graduate School, and the Associated Students of NMSU (hereafter ASNMSU) for the mutual benefit of all parties involved.

1-3. AUTHORITY

- A. These bylaws apply to the graduate college at NMSU; and
- B. The GSC shall serve as a liaison between graduate students, faculty, and administration, advocating for student interests and ensuring an active, engaged academic community within the college.

1-4. DEFINITIONS

These definitions are established to provide clarity to the language used within these bylaws:

- A. **Quorum:** The minimum number of members required for a valid meeting; and
- B. **Executive Board:** The elected leadership of the GSC; and
- C. **Appropriations:** The allocation of ASNMSU funds; and
- D. **Good Standing:** The status of a student organization actively meeting GSC requirements; and
- E. **Resolution:** A formal decision or policy adopted by the GSC; and
- F. **Special Meeting:** An unscheduled meeting called to address urgent matters requiring immediate action; and
- G. **Ex-officio:** A member of a body who is part of it by virtue of holding another office; and
- H. **Graduate Student Organization (GSO):** Organizations representing graduate students; and

- I. **Conflict of Interest:** When an individual has a personal, financial, or organizational interest that could reasonably be perceived to impair their ability to make impartial decisions on behalf of the GSC.
- J. **Research Travel:** Travel for a group or an individual for the express purpose of conducting research for a Master's or Doctoral degree; and
- K. **Conference Presentation Travel:** Travel for groups or individuals for the express purpose of presenting previously conducted research at an academic conference or research related event to which they have been accepted. Reimbursements will only be for the period of one day before and up to one day after the conference (as determined on a case-by- case basis); and
- L. **Conference Related Costs:** required membership fees for attendance, registration/abstract fees, and/or printing (i.e., posters accepted for presentation); and
- M. **Research Publication:** Consists of journal publishing fees, dissertations, and/or thesis.

2. STRUCTURE & MEMBERSHIP

2-1. STRUCTURE

The following shall establish the structure of the GSC:

- A. The GSC shall abide by ASNMSU laws and work collaboratively with university administration; and
- B. The GSC shall adhere to a standard structure and follow consistent procedures for governance and operations; and
- C. The GSC shall establish standing committees as needed to address key areas, such as academic affairs, finance, and student outreach.

2-2. MEMBERSHIP

2-2-1. GRADUATE STUDENT ORGANIZATIONS

GSOs seeking GSC membership must:

- A. Be officially recognized by NMSU as required by Student Involvement & Leadership Programs; and
 - i. This shall be reflected via official charter on Crimson Connection; and
 - ii. Documentation of this shall be submitted to the GSC Secretary.

- B. Be comprised solely of students seeking graduate degrees; and
- C. Attend two (2) consecutive GSC meetings before induction; and
- D. Receive approval by a two-thirds (2/3) majority vote of the GSC; and
- E. Have their membership be at least eighty percent (80%) graduate students; and
- F. Agree to abide by the GSC Bylaws and College Council Bylaws and uphold the standards of conduct set forth by the ASNMSU.

2-2-2. GENERAL MEMBERSHIP

The following shall outline individuals granted the right to be ex-officio members:

- A. The ASNMSU Graduate Senators shall be ex-officio non-voting members, and therefore may not serve as GSO Voting Representatives in the GSC; and
- B. The Graduate School's Graduate Assistant(s) shall be ex-officio non-voting members of the GSC; and
- C. The Faculty Advisor of the GSC shall be an ex-officio non-voting member of the GSC; and
- D. The Graduate Dean may appoint an ex-officio non-voting member of the GSC; and
- E. The Executive Board may appoint an ex-officio non-voting member to the GSC.

2-3. GOOD STANDING REQUIREMENTS

To remain in good standing, member organizations must:

- A. Send at least one Voting Representative to at least four (4) meetings per semester; and
- B. Ensure to not miss sending at least one (1) Voting Representative to two (2) consecutive meetings; and
- C. Participate in at least one GSC-sponsored event per semester; and
- D. Submit an annual report detailing their activities and contributions to the GSC; and
- E. Have their membership be at least eighty percent (80%) graduate students.

2-4. EXPULSION & REINSTATEMENT

The following shall be the process for expulsion and reinstatement:

- A. Organizations may be expelled with a two-thirds (2/3) majority vote due to misconduct or failure to meet participation requirements; and
- B. Expelled organizations may seek reinstatement through a probationary period of one semester; and
- C. The Executive Board reserves the right to review and approve reinstatement requests based on documented improvements in organizational conduct and participation.

2-5. GRADUATE SENATORS

The ASNMSU Graduate Senators shall be ex-officio non-voting members of the GSC.

- A. It is the elected duty of ASNMSU Graduate Senators to attend GSC meetings; and
- B. A simple majority vote of the GSC members present shall grant excusals for ASNMSU Senators:
 - i. Any ASNMSU Senator who has not sent a written excusal request to the Senior ASNMSU Senator and the GSC President or Presiding Officer of the meeting and who is fifteen (15) or more minutes late shall be counted as late, unexcused from that meeting; and
 - ii. Any ASNMSU Senator who has not sent a written excusal request to the Senior ASNMSU Senator and the GSC President or Presiding Officer of the meeting and who is absent from the meeting shall be counted as unexcused from that meeting; and
 - iii. Written excusal requests shall be submitted at least twenty-four (24) hours, except in cases of an emergency, in advance of the given meeting and shall be submitted via email; and
 - a. Emergencies shall be determined per the discretion of the Chair.
 - iv. The Presiding Officer of the meeting may grant excusals of a personal nature and should not be read aloud.
- C. The GSC President is responsible to report unexcused/absent ASNMSU Graduate Senators to the ASNMSU Vice President.

3. EXECUTIVE BOARD

3-1. COMPOSITION

The GSC shall have an Executive Board consisting of:

- A. President; and
- B. Vice President; and
- C. Secretary; and
- D. Treasurer; and
- E. Vice President of Activities; and
- F. Content Creator; and
- G. GSC Faculty Advisor (Ex-officio, non-voting); and
- H. Additional Officers elected or appointed as deemed necessary by the GSC.

3-2. DUTIES & RESPONSIBILITIES

The following shall be the enumerated duties and responsibilities of each Officer of the GSC. These Officers shall also have additional duties and responsibilities as deemed necessary by the GSC.

- A. All Officers for the GSC shall be a full-time graduate student (9 credit hours) and maintain a 3.0 grade point average; and
- B. Responsibilities shall not be delegated from one position to another except by consent of the involved parties with the prior approval of the GSC President; and
 - i. If the GSC President is one involved party, then the prior approval of the Executive Board must be sought.
- C. Notice shall be made both verbally and in writing at the next GSC general meeting after the change; and
- D. Roles revert back to those stated in these bylaws when a new Officer is elected to the affected position.

3-2-1. PRESIDENT

The GSC President shall:

- A. Preside over all meetings and set the agenda; and

- B. Represent the GSC at ASNMSU and university functions; and
- C. Develop strategic initiatives to improve GSC operations and student engagement;
and
- D. Prepare a General Agenda at the beginning of each academic semester that includes the dates and times of each GSC meeting and planned community service events for that semester; and
 - i. This General Agenda shall be presented at Council of Councils.
- E. Develop and propose the agenda for each GSC meeting; and
 - i. This agenda shall be presented and adopted at the beginning of each GSC meeting.
- F. Call all regular and special GSC meetings to order; and
- G. Hold at least six (6) GSC general meetings per semester; and
- H. Hold at least one (1) GSC executive meeting per month; and
- I. Hold at least one (1) GSC community service/outreach event per semester; and
- J. Cast no vote unless the GSC be equally divided; and
- K. Be familiar with and responsible for impartially enforcing and interpreting these GSC Bylaws, as well as the College Council Bylaws and ASNMSU Bylaws; and
- L. Appoint Chairs to preside over any committees created by their GSC; and
- M. Attend at least one (1) ASNMSU Senate meeting per semester; and
- N. Serve on the Council of Councils; and
- O. Serve as the primary liaison between the GSC and university administration; and
- P. Report unexcused/absent ASNMSU Graduate Senators to the ASNMSU Vice President.

3-2-2. VICE PRESIDENT

The GSC Vice-President shall:

- A. Assist the President in duties and assumes leadership in their absence; and

- B. Act as Parliamentarian, ensuring Robert's Rules of Order are followed; and
- C. Oversee GSC committees and initiatives; and
- D. Serve on Council of Councils; and
- E. Attend at least one (1) ASNMSU Senate meeting per semester; and
- F. Be familiar with the latest edition of Robert's Rules of Order; and
- G. Be familiar with these GSC Bylaws; and
- H. Coordinates leadership development opportunities for GSC members.

3-2-3. SECRETARY

The GSC Secretary shall:

- A. Record and maintain all meeting minutes and attendance records; and
- B. Record all votes and maintain all voting records; and
- C. Record points for each GSO in accordance with the GSC Points System; and
- D. Distribute agendas and update members on GSC activities; and
- E. Distribute meeting minutes upon their approval to all GSOs; and
- F. Ensure historical documentation of GSC actions and resolutions.
- G. Maintain a record of all recognized GSOs; and
- H. Keep a record of all Voting Representatives within meetings.

3-2-4. TREASURER

The GSC Treasurer shall:

- A. Manage all financial transactions; and
- B. Keep an itemized account of all GSC monies and expenditures; and
 - i. This account shall be subject to an open audit by the GSC upon request.
- C. Act as the liaison between the GSC and ASNMSU financial officials; and

- D. Ensure compliance with ASNMSU financial regulations; and
- E. Provide financial reports at each GSC general meeting; and
- F. Have extensive knowledge of the GSC Financial Regulations, College Council Financial Regulations, and the ASNMSU Financial Procedures; and
- G. Develop and maintain the GSC's annual budget proposal; and
- H. Hold at least one (1) meeting with the ASNMSU Fiscal Advisors per academic year.

3-2-5. VICE PRESIDENT OF ACTIVITIES

The Vice President of Activities shall:

- A. Organize all activities of the GSC including but not limited to, the Graduate Research & Arts Symposium (hereafter referred to as GRAS), Gradulicious, and Graduate Appreciation Week; and
 - i. These may be otherwise assigned by a simple majority vote of the GSC.
- B. Coordinate facilities, dates, volunteers, and all promotional items associated with GSC activities in cooperation with the GSC Treasurer.

3-2-6. CONTENT CREATOR

The GSC Content Creator shall:

- A. Be responsible for all IT related functions of the GSC; and
- B. Manage the website and all social media for the GSC; and
- C. Create flyers/poster promoting the GSC and its affairs; and
- D. Coordinate messaging promoting the GSC and its affairs; and
- E. Distribute materials promoting the GSC and its affairs.

3-3. ELECTIONS & TERMS

The following shall establish the procedures for elections as well as term durations.

- A. Executive Board elections shall be held during the penultimate GSC meeting of the Spring semester; and

- B. Any student wishing to run for an Executive Board position shall be a member of the ASNMSU, a full-time graduate student (9 credit hours), maintain at least a 3.0 grade point average, and be present at the GSC meeting where elections are being held; and
 - i. The GSC President and Faculty Advisor will verify these qualifications for each candidate.
- C. ASNMSU Graduate Senators may not serve as Officers of the GSC; and
- D. The GSC must announce the date of their Executive Board elections at least two (2) weeks prior to the elections being held; and
- E. In the case where no candidate has been nominated despite a reasonably visible call for nominations or all candidates have voluntarily withdrawn, the GSC may vote to accept nominations from the membership on the election day, provided a quorum is present; and
- F. If there are still no nominations or candidates, the President will be allowed to appoint members to fill vacant positions; and
- G. GSC Executive Board elections shall have the results of each election posted on the GSC's website and social media; and
- H. Each candidate shall be granted no more than three (3) minutes to give a speech and, afterward, will be available for questions that shall last no longer than ten (10) minutes; and
 - i. The GSC may extend a candidate's speaking or questioning time with a simple majority vote; and
 - ii. Should the GSC extend a candidate's speaking or questioning time, this extra time must be made available to any other candidates who should desire it.
- I. Each candidate shall remain outside of the room while voting is proceeding; and
 - i. Candidates shall re-enter the room to give their speech and answer questions, but shall leave once their presentation is concluded; and
 - ii. The GSC may at their discretion ask members to remove themselves from the room with the exception of Voting Representatives.
- J. All elected officials shall be elected by a simple majority vote of Voting Representatives; and

- i. Should no individual receive a simple majority of the votes cast in the initial ballot, a runoff shall be immediately held for the individuals who received the most and second-the greatest number of votes.
- K. Officers serve for one (1) academic year, concluding upon the end of the academic year; and
- L. Any Officer may resign by submitting a letter of resignation to the Executive Board, which becomes official upon approval by the Executive Board; and
- M. Should vacancies occur, they shall be filled through a special election within two (2) weeks; and

3-4. IMPEACHMENT & REMOVAL

The following shall establish the procedures for the impeachment and removal of Executive Officers:

- A. The process can be initiated either by a petition of at least thirty percent (30%) of the GSO Voting Representatives, or by a simple majority vote of the Executive Board; and
 - i. If the process is initiated by a petition, then the impeachment investigation shall be conducted by the GSC at large.
- B. Officers may be removed by a two-thirds (2/3) vote for misconduct, dereliction of duty, or failure to uphold responsibilities; and
- C. A formal impeachment process must include a written statement of charges and an opportunity for the accused to present a defense; and
- D. The official in question must be informed of the upcoming no-confidence vote at least five (5) business days beforehand and be given an opportunity to speak in their defense.

3-5. ADVISORS

The GSC shall have a Faculty Advisor who shall be a member of the graduate faculty of NMSU and must be willing to take the position for at least one academic year, concluding upon the end of the academic year.

- A. The GSC's Faculty Advisor shall serve as an ex-officio, non-voting member of the GSC's Executive Board; and
- B. The GSC Faculty Advisor shall be elected by a simple majority vote; and

- C. The duties of the GSC Faculty Advisor are to provide guidance to the GSC upon request and to be available for signatures necessary for the accomplishment of GSC business.

3-6. RULES & LIMITATIONS

The following shall outline the rules and limitations placed upon Executive Board members:

- A. No Executive Board Member shall accept financial awards from an event hosted by the GSC; and
- B. A simple majority vote of the GSC members present shall grant excusals for Executive Board Members:
 - i. Any Executive Board Member who has not sent a written excusal request to the GSC President or Presiding Officer of the meeting and who is fifteen (15) or more minutes late shall be counted as late, unexcused from that meeting; and
 - ii. Any Executive Board Member who has not sent a written excusal request to the GSC President or Presiding Officer of the meeting and who is absent from the meeting shall be counted as unexcused from that meeting; and
 - iii. Written excusal requests shall be submitted at least twenty-four (24) hours, except in cases of an emergency, in advance of the given meeting and shall be submitted via email; and
 - a. Emergencies shall be determined per the discretion of the Chair.
 - iv. The Presiding Officer of the meeting may grant excusals of a personal nature and should not be read aloud.

4. COUNCIL DECORUM

4-1. MEETINGS

The following shall establish the procedures for holding meetings:

- A. The GSC shall meet bi-weekly during the academic year; and
- B. The schedule of meetings for the semester shall be approved at the first meeting of the fall semester by a simple majority vote; and
- C. Meetings shall follow the latest edition of Robert's Rules of Order; and
 - i. Any questions not addressed by the GSC Bylaws shall be resolved in accordance with the College Council Bylaws, ASNMSU Bylaws, or with Robert's Rules of Order; and

ii. The Executive Board may opt to forego Robert's Rules of Order.

D. A standardized meeting format shall be followed, ensuring transparency and efficiency.

4-2. OPEN MEETINGS

No policy-making body shall conduct a meeting unless reasonably advance public notice given by the GSC.

A. The notice shall include the date, time, and location of the meeting; and

B. The notice shall be published or posted in a place and manner accessible to the public; and

C. The notice includes an agenda or information on how the public may obtain a copy of the agenda; and

D. The notice shall be posted seventy-two (72) hours in advance of the public meeting, except in instances of a Special Meeting.

4-2-1. OPEN ATTENDANCE OF MEETINGS

No graduate student shall be denied admission to any meeting of any GSC policymaking body, except as otherwise provided by within the bylaws.

A. If a non-member of the respective College Council wishes to speak, they shall have to officially disclose which Council they are a member of and shall only be given the right to speak if the Chair continues to recognize them; and

B. These non-members would be encouraged to speak either at during the Open Forum of the meeting or at the beginning of the meeting at the Chair's discretion.

4-2-2. CLOSED DELIBERATIONS

Any GSC public meeting may discuss personnel matters in a closed session, but all decision must be made public in an open session. For a GSC governing body to move into a closed session, the following procedure must be followed:

A. A GSC governing body shall only enter a closed session to deliberate on the following:

i. Discussion of the appointment, endorsement, or impeachment of a GSC or ASNMSU official, or the investigation or consideration of complaints or charges against a GSC or ASNMSU official; and

- ii. Deliberation in connection with an administrative adjudicatory proceeding held by the GSC governing body; and
 - iii. Discussion of personally identifiable information about an individual student.
- B. A motion must state the specific internal procedural rules authorizing the closed session and a reasonably specific description of the subject to be discussed; and
 - C. A roll call vote on the motion to close the meeting shall occur, where the vote of each voting member is to be recorded in the minutes; and
 - D. Only the matters stated in the motion to close are discussed in the closed session; and
 - E. Action of an item discussed in a closed session must be taken in an open session; and
 - F. After the closed session is completed, a statement affirming that the matters discussed in the closed session were limited to those stated in the motion to close is recorded in the minutes.

4-2-3. SPECIAL MEETINGS

The following shall outline the rules for Special Meetings:

- A. The GSC may convene a Special Meeting if a petition of twenty-five percent (25%) of the GSC members, in writing or by petition of twenty-five percent (25%) of the GSC membership, request a GSC Special Meeting. The request must be submitted to the GSC President and GSC Faculty Advisor; in the absence of the GSC President, the GSC Faculty Advisor may receive requests for a GSC Special Meeting. The GSC President may also call for an Special Meeting:
 - i. In their request, GSC members must propose a time and place for the GSC Special Meeting and the subject matter to be discussed at the GSC Special Meeting and ensure the meeting will occur at least seventy-two (72) hours after the conclusion of the current day unless the following apply:
 - a. The GSC governing body did not expect the circumstances giving rise to the meeting; or
 - b. If the GSC governing body does not act immediately, injury or damage to persons, property, or substantial financial loss to the GSC governing body is likely.
- B. A quorum, as outlined in these bylaws, must be achieved for any business to be transacted at any GSC Special Meeting; and

- C. The GSC shall abide by all procedural rules outlined in these bylaws. Only business for which the GSC Special Meeting was convened may be discussed; and
- D. The GSC Secretary must notify the Graduate Dean in writing at least twenty-four (24) hours prior to a GSC Special Meeting being convened; and
- E. The GSC President or Presiding Officer of the GSC Special Meeting and the GSC Secretary shall sign and date the Journal of the GSC Special Meeting and submit it to the GSC Faculty Advisor with a signed and dated letter explaining the need for the GSC Special Meeting and what, if any, actions were undertaken or ordered during the GSC Special Meeting:
 - i. The GSC Secretary shall make the Journal of the GSC Special Meeting and the letter of explanation available in the same manner as the Journal of a regularly scheduled meeting.
- F. The GSC Faculty Advisor may, with proper and due cause, request that the GSC review any actions undertaken or ordered during a GSC Special Meeting at the next regularly scheduled GSC meeting; and
- G. The actions undertaken or ordered during a GSC Special Meeting may be appealed to the ASNMSU Supreme Court:
 - i. The ASNMSU Supreme Court may declare any actions or decisions made during a GSC Special Meeting invalid if found to be improper or inconsistent with these bylaws, and may recommend any appropriate remedies in accordance with ASNMSU procedures; and
 - ii. Any review of a GSC Special Meeting undertaken by the GSC and the subsequent decision of the GSC shall not exclude the actions or decisions undertaken or ordered during a GSC Special Meeting from being appealed to the ASNMSU Supreme Court.
- H. The GSC may choose to review any actions undertaken or ordered by any policymaking body of the GSC in a GSC Special Meeting and may overturn any actions or decisions undertaken or ordered by any policy-making body of the GSC; and
- I. Within ten (10) working days of the GSC Special Meeting, the Council of Councils shall be informed by the GSC Secretary of the reason for the meeting and the actions taken in the meeting.

4-2-4. BROADCASTING & RECORDING

- A. All public policy-making meetings shall be broadcast on a publicly accessible platform. They shall also be recorded and kept in GSC records; and
- B. At the time of recording or broadcast, the Presiding Officer of the meeting must make an announcement to the guests informing them of the broadcast or recording; and
- C. Any guest attending a public policy-making body's meeting may record at any point throughout the duration of the meeting; and
- D. Any guest, official, or entity broadcasting or recording policy-making body's meeting will be asked to sign a voluntary disclaimer signifying they are not affiliated as well as include a no-affiliation disclosure in their publication of a broadcast or recording. The GSC Vice President will be responsible for enforcing this section; and
- E. If the party failed to provide a no-affiliation disclosure in the publication of the broadcast or recording, they may redeem their rights by doing one (1) or more of the following:
 - i. Provide a no-affiliation disclosure in the publication of the broadcast or recording; or
 - ii. Provide a public notice that the broadcast or recording was not affiliated with the GSC.
- F. Permissible areas of broadcast or recording shall be from the GSC gallery, if applicable; and
- G. Any device causing audio distraction may be removed from the premises.

4-2-5. INVALIDATION OF ACTION

When the ASNMSU Supreme Court finds that a GSC policy-making body has violated section 4-2, all business conducted by the body at that meeting shall be invalid; the ASNMSU Supreme Court may take other action if appropriate and in accordance with the ASNMSU bylaws.

4-3. VOTING PROCEDURES

The following shall establish the procedures for voting within meetings:

- A. A quorum shall consist of a simple majority of the GSOs present until 15 or more GSOs have Voting Representatives attending the general meetings regularly; and

- B. Once 15-or more GSOs have representatives attending regularly, the quorum shall consist of a simple majority of the Voting Representatives; and
- C. A quorum of a simple majority is required for official decisions unless otherwise specified (fifty percent (50%) + one (1) of Voting Representatives); and
- D. Each recognized organization shall only have one vote; and
- E. Each Voting Representative maintains the right to abstain from voting; and
- F. Should a conflict of interest arise, a Voting Representative may recuse themselves from voting; and
 - i. The Chair shall be the arbiter as to whether recusals are in order.
- G. Voting shall be conducted via private ballot, with the option of public ballot, roll call vote, or raise of hand vote; and
- H. Proxy voting may be allowed with prior written notification and approval; and
- I. All votes shall be recorded by the GSC's Secretary and the results shall be posted on the GSC's website or social media within five (5) business days of the conclusion of each regularly scheduled meeting.

4-4. SPEAKING PRIVILEGES & RIGHTS OF VOTING REPRESENTATIVES

The following shall establish the procedures for speaking and voting within general meetings.

- A. Any student of the Graduate college, Faculty member of the Graduate College, or NMSU Dean or Administrator for the Graduate College, shall have the right to be recognized to speak at a GSC meeting; and
 - i. Guest speakers and university officials may be invited to present on topics relevant to student interests; and
 - ii. The Chair may recognize other attendees to speak within a general meeting at their discretion.
- B. All GSC speakers shall address the Chair while speaking and all debate shall flow through the Chair; and
- C. Individuals wishing to speak must first be recognized by the Chair; and

- i. No more than a single speaker shall hold the floor at one (1) time and an individual holding the floor shall not be interrupted except for points of order or clarification, or to appeal a decision of the Chair.
- D. A GSO may have as many of its members present, but shall only designate up to one (1) member present as the Voting Representatives at the beginning of each meeting; and
 - i. ASNMSU Graduate Senators shall be ex-officio non-voting members and as such may not serve as a GSO Voting Representative.
- E. Only Voting Representatives of a GSO in Good Standing may introduce motions or vote; and
- F. Non-voting members may participate in discussions if recognized by the Chair but cannot vote; and
- G. A GSC's Chair shall have the power to clear the GSC chambers or gallery, with the exception of the Voting Representatives and the Executive Board.

4-5. APPEALS

The following shall establish the procedures for appealing decisions:

- A. Any decision made by the GSC may be appealed by any member of the GSC; and
- B. The Executive Board shall hear the appeal first, unless it is the Executive Board whose decision is being appealed; and
- C. Further appeal shall be brought before the Voting Representatives of the GSC, whose decision is final.

4-6. ORDER OF BUSINESS

The following shall establish the template for general meeting agendas:

- A. Call to Order; and
- B. Roll Call; and
 - i. Each Voting Representative shall respond to their organization's name being called with the name of the Voting Representative present.
- C. Adoption of the Agenda; and
 - i. The GSC's Chair is responsible for formulating and proposing an agenda for each meeting; and

- ii. The GSC maintains the power to amend their meeting agendas and must adopt their agenda at each meeting.
- D. Executive Board & Staff Reports; and
 - i. Report of the President; and
 - ii. Report of the Vice President; and
 - iii. Report of the Secretary; and
 - iv. Report of the Treasurer; and
 - v. Reports of other Officers; and
- E. Senate Reports; and
- F. Committee Reports; and
- G. New Business; and
 - i. Appropriations; and
 - ii. Special Business (Impeachments, Endorsements, elections, etc.); and
 - iii. Recognition of new organizations.
- H. Unfinished Business; and
- I. Community Service Announcements; and
- J. General Announcements; and
- K. Adjourn.

4-7. GENERAL AGENDA

The following shall establish the details for the General Agenda:

- A. At the beginning of every semester, The GSC President must propose a General Agenda consisting of their GSC's regularly scheduled general meetings and community service/outreach events; and

- B. The GSC's General Agenda must be adopted by the GSC and approved by the Council of Councils; and
- C. The GSC must be given the ability to review and amend their General Agenda prior to adoption; and
- D. The GSC must publish their General Agenda on their website or other media platforms; and
- E. The GSC President must schedule at least six (6) general meetings and at least one (1) community service or community outreach event per semester for a total of at least twelve (12) general meetings and two (2) community service/outreach events on the GSC's General Agenda per academic year; and
- F. The GSC may add community service/outreach events to the General Agenda with a simple majority vote.
 - i. Such community service events may count towards community service hours required for ASNMSU Senate funding under Section 7-4-3-D of the ASNMSU Financial Procedures Manual.

5. POWERS OF THE COUNCIL

5-1. RESOLUTIONS

The following shall establish the details of GSC Resolutions:

- A. The GSC may draft and pass an official statement to express their opinion concerning a matter they cannot or do not wish to control
- B. These shall be known as "GSC Resolutions"; and
- C. These shall be approved by a simple majority vote; and
- D. These shall be used to amend the GSC Bylaws or College Council Bylaws; and
- E. College Councils may pass Joint Council Resolutions between each other if they so desire.

5-2. OFFICIAL RECOMMENDATIONS CONCERNING LEGISLATION

The following shall establish the details of official recommendations concerning legislation:

- A. The GSC shall have the power to give official recommendations concerning legislation to the ASNMSU Graduate Senators; and

- B. While the GSC may give the ASNMSU Graduate Senators an official recommendation concerning legislation, they shall not compel the ASNMSU Graduate Senators to adhere to their recommendations; and
- C. These shall be approved by a simple majority vote.

5-3. ENDORSEMENT OF CANDIDATES FOR ASNMSU OFFICE

The following shall establish the details of endorsements of candidates for ASNMSU office:

- A. The GSC may endorse candidates for their ASNMSU Senate seats and for the positions of ASNMSU President and Vice President; and
 - i. The GSC may choose to not endorse any candidates at its discretion.
- B. Each candidate seeking to be endorsed shall be given time for a speech not lasting more than three (3) minutes and, afterward, a session for questions not lasting more than ten (10) minutes; and
 - i. The GSC may extend a candidate's speaking or questioning time with a simple majority vote; and
 - ii. Should the GSC extend a candidate's speaking or questioning time, this extra time must be made available to any other candidates who should desire it.
- C. Each candidate seeking endorsement shall be required to remain outside of the room while endorsement and voting proceedings occur; and
 - i. Candidates shall re-enter the room to give their speech and answer questions, but shall leave once their presentation is concluded; and
 - ii. The GSC may at their discretion ask members to remove themselves from the room with the exception of Voting Representatives.
- D. The candidate receiving the greatest number of votes shall receive the endorsement of the GSC; and
 - i. If there are multiple positions available, then the number of candidates equaling the number of positions available who received the most votes shall receive the endorsements.
- E. The GSC may only endorse as many candidates as there are positions available; and
- F. The GSC shall only hold endorsements during an ASNMSU Election's specified campaign period; and

G. The GSC may officially recommend that members of their recognized organizations vote for candidates endorsed by the GSC.

i. Members of a GSO shall not be bound to vote for a candidate endorsed by the GSC.

5-4. APPOINTMENT OF ASNMSU SENATORS

The following shall establish the procedures for appointing ASNMSU Graduate Senators:

A. In the event that there is a vacancy in the Graduate College ASNMSU Senate delegation, the GSC may appoint an interim ASNMSU Graduate Senator to serve out the remainder of the unexpired term in accordance with Section 5-2-7 of the ASNMSU Bylaws; and

B. Individuals seeking appointments shall meet the following requirements:

i. Be a member of the ASNMSU; and

ii. Be in good academic standing with NMSU; and

iii. Be a member of the Graduate College for which the seat represents; and

iv. Be present at the meeting at which the vacancy is being filled.

C. Each candidate seeking to be endorsed shall be given time for a speech not lasting more than three (3) minutes and, afterward, a session for questions not lasting more than ten (10) minutes; and

i. The GSC may extend a candidate's speaking or questioning time with a simple majority vote; and

ii. Should the GSC extend a candidate's speaking or questioning time, this extra time must be made available to any other candidates who should desire it.

D. Each candidate seeking appointment shall be required to remain outside of the room while appointment and voting proceedings occur; and

i. Candidates shall re-enter the room to give their speech and answer questions, but shall leave once their presentation is concluded; and

ii. The GSC may at their discretion ask members to remove themselves from the room with the exception of Voting Representatives.

E. The candidate receiving the greatest number of votes shall receive the appointment of the GSC; and

- i. If there are multiple positions available, then the number of candidates equaling the number of positions available who received the most votes shall receive the appointments.
- F. Following the appointment of an interim ASNMSU Graduate Senator, the GSC President shall submit the name of the appointee to the Dean of their respective college who must sign a statement confirming that the appointing council exists according to ASNMSU regulations; and
- G. The GSC President shall submit a joint statement with the GSC Faculty Advisor that the appointment was legitimate and occurred in accordance with ASNMSU Bylaws; and
- H. Should the GSC be unable to fill a vacant ASNMSU Senate seat, the Graduate Dean shall have the authority to fill said seat; and
- I. The GSC shall announce a Senate vacancy to their college at least two (2) weeks prior to appointing an interim ASNMSU Graduate Senator to fill the vacancy.

5-5. ENDORSEMENT OF ASNMSU SENATOR RECALL PETITIONS

The following shall establish the procedures for endorsing recall petitions of ASNMSU Graduate Senators:

- A. The GSC shall have the power to endorse a recall petition for an ASNMSU Graduate Senator in accordance with Section 5-2-4 of the ASNMSU Bylaws; and
- B. A recall petition must be presented to the GSC and have signatures of at least twenty-five percent (25%) of the students in the Graduate college who voted in the last election during which that ASNMSU Graduate Senator's seat was up for election; and
- C. Such signatures must be verified by the GSC Executive Board; and
- D. The GSC shall endorse the recall petition by a simple majority vote; and
- E. Following the endorsement of a recall petition, the GSC must formally recall the ASNMSU Graduate Senator with a two-thirds (2/3) majority vote of no-confidence; and
- F. The ASNMSU Graduate Senator must have held office at least during three (3) meetings of the ASNMSU Senate prior to the GSC's vote on the recall petition; and
- G. The ASNMSU Graduate Senator in question must be informed of the upcoming no-confidence vote at least one (1) week beforehand and be given an opportunity to speak in their defense.

5-6. IMPEACHMENT OF ASNMSU SENATORS

The following shall establish the procedures for impeaching an ASNMSU Graduate Senator:

- A. Should an ASNMSU Graduate Senator accumulate the required number of penalty points in accordance with Section 6-9 of the ASNMSU Bylaws, that ASNMSU Graduate Senator shall be referred to the GSC; and
- B. The GSC shall have the power to impeach their ASNMSU Graduate Senator and refer them to the ASNMSU Supreme Court to face trial and potential removal from office; and
- C. The GSC may not vote to change that ASNMSU Graduate Senator's point total, but shall simply vote whether or not an ASNMSU Graduate Senator who has the accumulated points shall be referred to the ASNMSU Supreme Court for impeachment; and
- D. The GSC shall impeach an ASNMSU Graduate Senator by a three-quarters (3/4) majority vote; and
- E. The GSC shall have the power to review evidence and call witnesses in order to assist them in determining whether to impeach an ASNMSU Graduate Senator; and
- F. The ASNMSU Graduate Senator in question must be informed of any official GSC proceedings where their position shall be put under discussion at least one (1) week beforehand and be given an opportunity to speak in their defense.

5-7. GSC ELECTED OFFICIAL POINTS SYSTEM

The following shall establish the procedures for the GSC Elected Official Point System:

- A. Each ASNMSU Graduate Senator and GSC Executive Board Member shall begin their term with zero (0) points; and
- B. For the grievances listed, the following penalties are in order:
 - i. First Breach of Decorum ----- Verbal Warning
 - ii. Further Breaches of Decorum ----- 1/2 Point
 - iii. GSC Meeting (unexcused) ----- 1 Point
 - iv. GSC Meeting (late, unexcused) ----- 1/2 Point
 - v. GSC Special Meeting (unexcused) ----- 1 Point
 - vi. GSC Special Meeting (late, unexcused) ----- 1/2 Point

- vii. Breach of GSC Bylaws ----- 1 point
- viii. Breach of ASNMSU Bylaws ----- 1 point
- C. The GSC President shall have the sole right to decrease an ASNMSU Graduate Senator's or GSC Executive Boards Member's council points; and
 - i. In the case of the GSC President, the Voting Representatives shall have the sole right to decrease their points, with a simple majority vote.
- D. Upon accumulation of three (3) points and any subsequent increase thereof, the ASNMSU Graduate Senator or GSC Executive Board Member shall be referred to a GSC general meeting; and
 - i. A three-quarters (3/4) majority vote by those present and voting in the GSC is required to impeach said ASNMSU Graduate Senator or GSC Executive Board Member.
- E. Impeachments shall be conducted via private ballot, with the option of public ballot, roll call vote, or raise of hand vote; and
- F. GSC shall have the power to review evidence and call witnesses in order to assist them in determining whether to impeach an ASNMSU Graduate Senator or GSC Executive Board Member; and
- G. The ASNMSU Graduate Senator or GSC Executive Board Member in question must be informed of any official GSC proceedings where their position shall be put under discussion at least one (1) week beforehand and be given an opportunity to speak in their defense.

5-8. SPECIAL ACTIONS

The following shall establish the special actions that the GSC may take:

- A. The GSC may, by a simple majority vote, choose to cancel or postpone any GSC events and waive all funding requirements; and
- B. The GSC may, by a simple majority vote, allow the GSC President to take any extraordinary actions not defined within the special actions, provided they have obtained the written or emailed assent of every member of the Executive Board.

6. COMMITTEES

6-1. STANDING COMMITTEES

The following shall outline the rules of Standing Committees:

- A. Standing Committees may only be formed and dissolved by amendment to the GSC Bylaws; and
- B. The amendment must define the Standing Committee's membership, structure, duties and authority, and rules and requirements.

6-1-1. EXECUTIVE COMMITTEE

The following shall be the rules for the Executive Committee:

- A. Membership:

- i. Voting membership shall consist of the GSC Officers; and
 - ii. The GSC Faculty Advisor shall be considered an ex-officio non-voting member.

- B. Structure:

- i. The Executive Committee shall follow the Special Committee structure.

- C. Duties and Authority:

- i. The Executive Committee shall be responsible for overseeing enforcement of the GSC Bylaws, recommending policy changes or decisions to the general membership, setting agendas for general meetings, coordinating activities of the GSC, and hearing grievances and appeals.

- D. Rules and Requirements:

- i. Quorum for the Executive Committee shall consist of a minimum of four voting members; and
 - ii. All decisions or recommendations of the Executive Committee must be approved by a simple majority vote; and
 - iii. Meetings may be called as needed by the GSC President or Chair of the Executive Committee.

6-1-2. FINANCE COMMITTEE

The following shall be the rules for the Finance Committee:

- A. Membership:

- i. Membership is open to any member of the GSC; and
- ii. The GSC Vice President is automatically a member of the Finance Committee and votes only as needed to break ties; and
- iii. The GSC Treasurer shall be an ex-officio non-voting member of the Finance Committee and shall provide information about the funding policy at the request of the Finance Committee.

B. Structure:

- i. The Finance Committee will follow the Special Committee structure.

C. Duties and Authority:

- i. No money may be disbursed from the GSC's general account to the GSC, the GSOs, or any person representing the GSC or GSOs without the approval of the Finance Committee; and
- ii. Under no circumstances should anyone ever be in a position to approve his/her own request for money.
 - a. Should the Finance Committee itself request an expenditure, the expenditure must be approved by the Executive Committee.

D. Rules and Requirements:

- i. Quorum for the Finance Committee shall consist of a minimum of three Voting Representatives, not including the GSC Vice President; and
- ii. All decisions in the Finance Committee must be approved by a simple majority vote; and
- iii. Meetings may be called as needed by the GSC Vice President or Chair of the Finance Committee; and
- iv. The Finance Committee is responsible for ensuring that all financial matters develop in compliance with the Funding Policy; and
- v. The Finance Committee will decide questions concerning the interpretation and application of the current financial policy regulations and may recommend to the general membership that those rules be amended as needed; and

- b. Because all changes to the financial policy must be approved by the general membership, the Finance Committee cannot itself change any policies or regulations.
- vi. The Finance Committee will approve or reject requests for financial appropriations; and
- vii. Finance Committee members may not vote on appropriations requests sponsored by their own GSO and are encouraged to disqualify themselves from any vote in which they feel there may be a conflict of interest.

6-1-3. LEGISLATION COMMITTEE

The following shall be the rules for the Legislation Committee:

A. Membership:

- i. Membership is open to any member of the GSC; and
- ii. The GSC Vice President shall be an ex-officio member of the Legislation Committee and shall provide information about GSC bylaws and ASNMSU legislative procedures at the request of the Legislation Committee and shall only vote in the cases of a tie; and
- iii. At least one ASNMSU Graduate Senator shall serve as an ex-officio non-voting member of the Legislation Committee to provide insight on ASNMSU Senate proceedings and pending legislation.

B. Structure:

- i. The Legislation Committee shall follow the Special Committee structure; and
- ii. The Committee Chair shall also be responsible for coordinating with ASNMSU Senate leadership and presenting committee recommendations to the GSC.

C. Duties and Authority:

- i. Reviewing and recommending amendments to the GSC Bylaws; and
- ii. Analyzing ASNMSU legislation that may impact graduate students and providing formal recommendations to ASNMSU Graduate Senators; and
- iii. Drafting GSC resolutions in response to university policy changes; and

- iv. Maintaining a record of all GSC Bylaws amendments, including rationale and implementation dates; and
- v. Ensuring GSC operations remain in compliance with ASNMSU regulations; and
- vi. Conducting an annual review of the GSC Bylaws to identify areas for improvement.

D. Rules and Requirements:

- i. Quorum for the Legislation Committee shall consist of a minimum of three Voting Representatives; and
- ii. All decisions in the Legislation Committee must be approved by a simple majority vote; and
- iii. Meetings shall be held at least once per semester with additional meetings called as needed by the Committee Chair; and
- iv. The Committee shall submit a written report of its activities and recommendations at each regular GSC meeting; and
- v. Any proposed amendments to the GSC Bylaws must first be reviewed by the Legislation Committee before being presented to the full GSC; and
- vi. Committee members shall not vote on legislative recommendations where they have a conflict of interest and are encouraged to disqualify themselves from any vote in which they feel there may be a conflict of interest.

6-1-4. COMMUNITY ENGAGEMENT COMMITTEE

The following shall be the rules for the Community Engagement Committee:

A. Membership:

- i. Membership is open to any member of the GSC; and
- ii. The GSC Vice President of Activities shall be an ex-officio member of the Community Engagement Committee and shall only vote in the cases of a tie; and
- iii. The Content Creator shall be an ex-officio non-voting member of the Community Engagement Committee to coordinate outreach and promotional efforts

B. Structure:

- i. The Legislation Committee shall follow the Special Committee structure; and
- ii. The Committee Chair shall also be responsible for coordinating community partnerships and reporting to the GSC on engagement activities.

C. Duties and Authority:

- i. Developing and implementing a minimum of one (1) community service/outreach event per semester; and
- ii. Creating partnerships with campus departments and community organizations to enhance graduate student involvement; and
- iii. Coordinating volunteer opportunities that satisfy the community service requirements for GSC funding; and
- iv. Promoting community service and engagement activities through GSC communication channels; and
- v. Developing strategies to increase graduate student involvement in the university and local community.

D. Rules and Requirements:

- i. Quorum for the Community Engagement Committee shall consist of a minimum of three voting Representatives; and
- ii. All decisions in the Community Engagement Committee must be approved by a simple majority vote; and
- iii. Meetings shall be held at least once per month during fall and spring semesters, with additional meetings called as needed by the Committee Chair; and
- iv. The Committee shall submit a written report of its activities, including participation metrics and upcoming events, at each regular GSC meeting; and
- v. The Committee shall coordinate with the GSC Treasurer and Finance Committee regarding any funding needed for community events; and
- vi. Committee members shall actively participate in at least one community engagement event per semester.

6-2. SPECIAL COMMITTEES

The following shall outline the rules of Special Committees:

- A. The GSC may form or dissolve Special Committees at its discretion; and
- B. The duties and authority of a Special Committee shall be determined as the GSC sees fit; and
 - i. These issues must be resolved within a reasonable amount of time following the creation of each new Special Committee.
- C. These Special Committees shall automatically be dissolved at the end of the academic year; and
- D. Each Special Committee shall elect a Committee Chair and Committee Secretary; and
- E. The Committee Chair is responsible for calling and conducting committee meetings; and
- F. The Committee Secretary is responsible for taking minutes and attendance at every committee meeting, and keeping records of committee business; and
- G. The Committee Secretary must submit a copy of the meeting's minutes and attendance to the GSC Secretary no later than seven days after each meeting; and
- H. The Committee Chair and Secretary positions may be rotated among committee members at their discretion.
- A. Each committee will be governed by its own set of rules but must comply with the following set of guidelines:
 - i. All committee meetings must be open to every member of the GSC; and
 - ii. Committee meeting times and locations must be announced at GSC general meetings and posted on the GSC website and social media; and
 - iii. Any decision made by a committee may be appealed by any member of the GSC; and
 - iv. A GSO will be allowed only one Voting Representative per committee.

7. FINANCIAL REGULATIONS

7-1. COUNCIL FUNDING

The following shall establish the details of funding for the GSC:

- A. The GSC shall receive their funding from the ASNMSU General Appropriations Act for that fiscal year; and
- B. The GSC shall be funded per the number of organizations in the GSC in accordance with Section 7-6-5 of the ASNMSU Financial Procedures Manual, the College Council Funding Act; and
- C. The GSC may approach the ASNMSU Senate for additional funding outside of the General Appropriations Act; and
 - i. This extra funding shall be enacted in the form of a Senate Bill.
- D. The GSC President and Treasurer shall complete an ASNMSU Financial Procedures Workshop within the first two (2) weeks of the semester following their Spring election or within two (2) weeks of special appointment; and
- E. The GSC Treasurer shall be responsible for coordinating GSC appropriations and serving as the liaison between GSOs and ASNMSU financial officials; and
- F. Each GSO may receive funding from the GSC in an academic year varying based on funding purpose; and
- G. The GSC shall vote on all appropriations, reimbursements, and expenditures with a simple majority vote; and
 - i. Funding for events coordinated by the Council of Councils must still be voted upon by the Council that is considering committing funds to said event.
- H. The GSC shall only allocate funds to organizations in Good Standing.
- I. The GSC will allocate no more than 60% of the allowable GSC budget during the Fall semester; and
- J. No GSO will receive more than 30% of the total amount of money to be disbursed during the academic year and no more than 15% of the total amount of money to be disbursed during an academic semester; and
- K. Funding requests will be processed on a first-come, first-served basis and priority will be given to those not previously funded during the current academic year.

7-2. COUNCIL POINTS SYSTEM

The following shall establish the rules for the GSC Points System:

- A. GSOs may earn up to one (1) point, one (1) for each possible representative, for attending each regularly scheduled meeting; and
- B. GSOs may earn up to ten (5) points for participation in the GSC's community service/outreach opportunities; and
 - i. Each GSO shall earn their five (5) community service/outreach points for a particular event for the first five (5) organizational members whom they send; and
 - ii. No individual may count toward community service/outreach points for more than one (1) organization at a given event.
- C. Of the total funding each GSO may receive from the GSC in an academic year, each GSO shall be eligible for up to the maximum recommended for appropriations, which shall be one-hundred dollars (\$100), so long as they are in good standing with GSC; and
- D. In order to receive funding beyond the maximum allowed for appropriations, GSOs shall have to accumulate at least twenty-five percent (25%) of the total possible number of points available to the GSC; and
 - i. This number shall be set at the beginning of each academic year and be based on each GSC's original General Agenda as adopted by the GSC and by the Council of Councils and shall not change if events are added.
- E. The GSC Treasurer shall be responsible for coordinating with the GSC Secretary to keep track of each GSO's point totals.

7-3. APPROPRIATION FUNDING PROCEDURE

The following shall establish the procedures for funding GSOs:

- A. Each GSO requesting appropriations shall be required to present to the GSC and inform the Voting Representatives of the items or services for which they are requesting funding; and
 - i. The GSC Treasurer shall verify whether a GSO has accumulated sufficient points to receive more than the maximum allowed for appropriations prior to voting.
- B. GSOs shall not be appropriated more than the maximum recommended for appropriations unless they meet the requirements set out in the GSC Points System; and
 - i. If a GSO does meet the requirements set out in the GSC Points System, then they may be appropriated up to a maximum allowed for appropriations of five-hundred dollars (\$500).

- C. GSOs requesting funding at a particular GSC general meeting must inform the GSC President, in writing at least seventy-two (72) hours prior to that meeting; and
- D. All GSC appropriations shall be approved at least two (2) weeks prior to the event; and
- E. GSOs who are approved for funding shall be required to complete a Council Funding Form that must be signed by the GSC's President, Treasurer, and Faculty Advisor, as well as by the ASNMSU Comptroller and be submitted to the ASNMSU Fiscal Advisor; and
 - i. In the event that the ASNMSU Comptroller is not available, the ASNMSU Fiscal Advisor may sign in their place; and
 - ii. The ASNMSU Fiscal Advisor shall then determine how the funding will be dispersed.
- F. The GSC Treasurer, or other Officers as delegated, shall contact the ASNMSU Comptroller within ten (10) days of approval to use such funding; and
 - i. If there is no contact within the allotted time span any approved or unspent funds shall be forfeited and reverted back into the GSC's budget.
- G. A GSO must be in Good Standing with the GSC at the time of the vote on their funding as well as throughout the funding process; and
 - i. Should a GSO fall out of Good Standing with the GSC during the funding process, their funding shall be frozen by the ASNMSU until said GSO returns to Good Standing within the GSC.
- H. The GSC shall reserve the right to suspend funding for GSOs if they breach the rules of the GSC Bylaws.
 - i. Suspending funding for a GSO shall place it in Bad Standing and shall establish a period where they may not return to Good Standing; and
 - ii. The period of Bad Standing shall be either one (1) semester, or one (1) full academic year; and
 - iii. Upon the conclusion of this period, the GSO may seek to return to Good Standing.
- I. GSC appropriations shall be approved by a simple majority vote; and
- J. A complete funding request from a GSO shall include:
 - i. A completed GSO Funding Appropriation Form; and

- ii. Documentation of approved community service participation by at least three (3) members of the GSO; and
- iii. At least three (3) members of the GSO must have performed at least one (1) hour of community service; and
- iv. A cover letter that explains the event details and exactly how the funding will be used; and
- v. A letter of recommendation from the GSO Advisor.

7-4. APPROPRIATION FUNDING RESTRICTIONS

The following shall establish the details for funding restrictions for GSOs:

- A. All GSC funding shall conform to the NMSU Business Policy Manual; and
- B. Per the NMSU Business Policy Manual, GSOs shall use either a Procurement Card (P-Card) or a Purchase Order (P.O.) to purchase the items or services for which GSC funding appropriations were approved; and
- C. Following approval from the GSC to appropriate funds, GSOs shall use a Procurement Card (P-Card) when purchasing items for less than one-thousand dollars (\$1,000):
 - i. Promotional items; and
 - ii. Clothing and accessories for non-NMSU employees; and
 - iii. Food purchases other than catering (a P-Card may be used for Sodexo catering); and
 - b. Food purchases for GSC general meetings will need to be appropriated by the Voting Representatives; and
 - c. Such appropriation shall be taken out of the GSC budget for the academic year; and
 - d. Minutes of the general meeting reflecting such an appropriation shall be submitted to the ASNMSU Fiscal Advisor.
 - iv. Plaques, trophies, and certificates given to non-NMSU employees; and
 - v. Office supplies; and
 - vi. Equipment purchases, including tools and supplies; and

- vii. Printing and reproduction
- D. Following approval from the GSC to appropriate funds, GSOs are to fill out a Purchase Order (P.O.) in order to purchase:
 - i. Catering other than Sodexo; and
 - ii. Clothing and accessories for NMSU employees; and
 - iii. Plaques, trophies, and certificates given to NMSU employees; and
 - iv. Performers, speakers, and presenters; and
 - v. Rentals (such as sound equipment, tables and chairs, inflatables, generators, barriers, portable restrooms and handwashing stations); and
 - vi. Maintenance and repairs; and
 - vii. Film showings (license purchasing); and
 - viii. Items greater than one-thousand dollars (\$1,000) in value when combining a purchase with another department; and
 - ix. The total purchase price is greater than three-thousand dollars (\$3,000) for multiple items when combining purchase with another department.
- E. Per the NMSU Business Policy Manual, the GSC shall make appropriations for the following items only if the GSO requesting funding has been preapproved by the NMSU Purchasing Department:
 - i. Decorations; and
 - ii. Personal care products; and
 - iii. Tickets for athletic or entertainment events.

7-5. REIMBURSEMENT FUNDING PURPOSE

The following sections establish the procedures for funding:

- A. The GSC may provide funding for:
 - i. Graduate students presenting research at conferences; and
 - ii. Publication for research; and

- iii. Graduate students traveling to conduct research.
- B. Requests for funding must follow the guidelines established in Section 7 of the GSC Bylaws; and
- C. Once a request has been approved, disbursements shall not be made until after the necessary receipts and documentation have been submitted to the GSC Treasurer.

7-6. REIMBURSEMENT FUNDING ELIGIBILITY

The following establishes the procedures to determine funding eligibility:

- A. To be considered for funding, individuals must:
 - i. Be a member of a GSO in good standing; and
 - ii. Be enrolled at least part-time as a graduate student at NMSU at the time the event begins; and
 - iii. Attend at least two (2) meetings of the GSC during the semester they apply for funding; and
 - a. If an individual is unable to attend a GSC meeting, a representative may be sent in his/her/their place; and
 - b. The representative must indicate on the sign-in sheet who he/she/they is representing and may not represent themselves or more than one person per meeting; and
 - c. Distance education graduate students will still need to attend these 2 meetings, either in person, by proxy or via telecommunication.
 - iv. Perform one (1) hour of community service; and
 - b. Such community service should be with a recognized non-profit agency or a university- recognized organization; and
 - c. Proof of the community service should be provided in the form of a written letter from an administrator with the non-profit or university-recognized organization; and
 - d. This requirement may be waived by a simple majority vote; and
 - e. Community service hours are good for funding eligibility up to one year from completion of hours.

- v. Individuals may only receive funding once per semester; and
- vi. Have satisfied GRAS and/or Research & Creativity Week (hereafter referred to as RCW) requirements.
- d. This requirement may be waived by a simple majority vote.

7-7. REIMBURSEMENT FUNDING PROCEDURE

The following shall establish the regulations for allocating funding to graduate students and GSOs:

7-7-1. MAIN PROVISIONS

The following outlines the general provisions for reimbursement funding:

- A. The GSC shall make appropriations for Conference Presentation/Travel cost according to the following procedures:
 - i. The GSC may provide up to seven-hundred-fifty dollars (\$750) for an individual and up to two-hundred-fifty dollars (\$250) for each additional individual up to a maximum of one-thousand-two-hundred-fifty dollars (\$1,250) for a group of graduate students to help defray the traveling/cost expenses; and
 - ii. The number of participants shall be the presenters who have been accepted to present research at the conference.
- B. The GSC shall make appropriations for Research Travel/cost according to the following procedures:
 - i. The GSC may provide up to seven-hundred-fifty dollars (\$750) for an individual and up to two-hundred-fifty dollars (\$250) for each additional individual up to a maximum of one-thousand-two-hundred-fifty dollars (\$1,250) for a group of graduate students to help defray the traveling expenses to conduct research for a Master's or Doctoral Degree; and
 - ii. The number of participants will be limited to the people conducting research.
- C. The GSC shall make appropriations for the publication of research according to the following procedures:
 - i. The GSC may provide up to one-hundred dollars (\$100) for an individual student or group of graduate students to help defray the cost of publishing their work in the form of journal articles, thesis, or dissertations; and

- ii. Publication of research funding is a one-time allocation and separate from conference/research presentation/travel appropriations.

7-7-2. REQUIREMENTS

The following outlines the requirements to receive reimbursement funding:

- A. A complete funding request for conference presentation/travel must include:
 - i. Funding Appropriation form; and
 - ii. A cover letter that explains exactly what the funding will be used for (airfare, lodging, etc.), where the student is traveling, what conference/event the student is attending, why the student is attending, and dates of travel; and
 - iii. GSC Community Service Projects form. The form shall contain, at a minimum, the following information:
 - a. Student Information: Name, NMSU Email, and Phone Number.
 - b. Advisor Information: Name and Email of the student's academic advisor.
 - c. Community Service Details:
 - 1. Project Location: Specify whether the project was On or Off Campus; and
 - 2. Location of Service: The physical location where the community service was performed; and
 - 3. Beneficiary Organization: The name and phone number of the organization that benefited from the service; and
 - 4. Activity Description: A detailed description of the community service performed; and
 - 5. Date and Duration: The specific date(s) and total duration (in hours) of the community service; and
 - 6. Verification: A contact person who can verify the service activity and hours.
 - iv. A letter of recommendation from their Faculty Advisor; and

- v. A minimum of three (3) forms of proof of conference attendance. Acceptable documentation includes, but is not limited to, an official conference program, proof of presentation, a conference badge, or a copy of a publication related to the conference; and
- vi. The student must provide receipts that account for 100% of the amount requested. All submitted receipts must meet the following criteria:
 - a. Required Information: Every receipt must contain an itemized list of costs, the date of the transaction, payment details, and the student's name. If the receipt does not include the student's name, a proof of purchase from the student's bank account or personal card is required; and
 - b. Third-Party Transactions: If a purchase was made by someone other than the student, a separate document must be submitted. This document must validate the transaction and be signed by both the student and the third party who made the purchase; and
 - c. Proof of Payment: Bookings or reservations alone are not acceptable as receipts. The documentation must clearly show proof of the completed transaction, the final cost, and the payment details; and
 - d. Transportation Receipts: All transportation receipts must include a map or a clear route of the travel.
- vii. Proof of GSO membership through Crimson Connection; and
- viii. Signed agreement to satisfy GRAS and/or RCW requirements; and
- ix. If the student is travelling internationally, a signed Office of the Provost International Travel Form must be submitted.

B. A complete request for research travel/cost must include:

- i. Funding Appropriation Form; and
- ii. GSC Community Service Projects form. The form shall contain, at a minimum, the following information:
 - a. Student Information: Name, NMSU Email, and Phone Number; and
 - b. Advisor Information: Name and Email of the student's academic advisor; and
 - c. Community Service Details:

1. Project Location: Specify whether the project was On or Off Campus; and
 2. Location of Service: The physical location where the community service was performed; and
 3. Beneficiary Organization: The name and phone number of the organization that benefited from the service; and
 4. Activity Description: A detailed description of the community service performed; and
 5. Date and Duration: The specific date(s) and total duration (in hours) of the community service; and
 6. Verification: A contact person who can verify the service activity and hours.
- iii. A cover letter that explains exactly what the funding will be used for (airfare, lodging, etc.), where the student is traveling, details of the research conducted, organization in charge of the research, purpose of the trip, and dates; and
 - iv. A minimum of three (3) forms of proof of conference attendance. Acceptable documentation includes, but is not limited to, a photo of the experiment, proof of attendance, etc.; and
 - v. The student must provide receipts that account for 100% of the amount requested. All submitted receipts must meet the following criteria:
 - a. Required Information: Every receipt must contain an itemized list of costs, the date of the transaction, payment details, and the student's name. If the receipt does not include the student's name, a proof of purchase from the student's bank account or personal card is required; and
 - b. Third-Party Transactions: If a purchase was made by someone other than the student, a separate document must be submitted. This document must validate the transaction and be signed by both the student and the third party who made the purchase; and
 - c. Proof of Payment: Bookings or reservations alone are not acceptable as receipts. The documentation must clearly show proof of the completed transaction, the final cost, and the payment details; and

- d. Transportation Receipts: All transportation receipts must include a map or a clear route of the travel.
 - vi. Proof of GSO membership through Crimson Connection; and
 - vii. Signed agreement to satisfy GRAS and/or RCW requirements; and
 - viii. If the student is travelling internationally, a signed Office of the Provost International Travel Form must be submitted
- C. A complete funding request for the publication of research must include:
- i. Funding Appropriation form; and
 - ii. GSC Community Service Projects form. The form shall contain, at a minimum, the following information:
 - a. Student Information: Name, NMSU Email, and Phone Number; and
 - b. Advisor Information: Name and Email of the student's academic advisor; and
 - c. Community Service Details:
 - 1. Project Location: Specify whether the project was On or Off Campus; and
 - 2. Location of Service: The physical location where the community service was performed; and
 - 3. Beneficiary Organization: The name and phone number of the organization that benefited from the service; and
 - 4. Activity Description: A detailed description of the community service performed; and
 - 5. Date and Duration: The specific date(s) and total duration (in hours) of the community service; and
 - 6. Verification: A contact person who can verify the service activity and hours.

- iii. Proof of acceptance for journal publication or thesis/dissertation; and
 - a. For thesis and dissertation, the proof of proposal acceptance through the student's program advisor.
 - iv. Membership in a recognized Graduate Student Organization; and
 - v. Signed agreement to satisfy GRAS and/or RCW requirements; and
 - vi. Receipts to account for 100% of the amount requested.
- D. Each individual who requests funding must perform one (1) hour of community service; and
- E. Graduate students who are approved for a reimbursement must present at the next GRAS and/or RCW, if the student is still enrolled; and
- i. If they are still enrolled and do not present at either GRAS or RCW, he/she/they forfeit the right for future funding for the next academic year; and
- F. If a group of individuals (more than one student) from the same GSO are attending the same conference, or other research-related event, the group must submit one funding request with one Funding Appropriation form and one cover letter.
- i. Each individual on the request must fulfill general meeting attendance requirements and present at GRAS and/or RCW; and
 - ii. Only one check will be cut per request, unless otherwise previously requested; and
 - iii. For groups of individuals, the check will be cut to the first name listed on the request.

7-7-3. DEADLINES

The following shall establish the deadlines to receiving reimbursement funding:

- A. Funding requests must be submitted to the GSC Treasurer by the first GSC meeting after the individual's trip ends, or at the second to last GSC meeting of the semester, whichever comes first; and
 - i. Late applications will be considered on a case-by-case basis at the discretion of the GSC; and

- ii. For trips occurring during the summer or winter break the application must be submitted to the treasurer by the second GSC meeting of the following semester.
- B. Funding requests can be submitted before travel has occurred for advanced approval – but will not be paid until after the travel and presentations at GRAS or RCW are complete; and
 - i. Advanced approval will be rescinded if presentations at GRAS and/or RCW are not completed or waived; and
 - ii. If exact costs are not known at the time of the request, estimates can be made.
 - a. Reimbursement amounts must align with actual receipts; and
 - b. Even if included in the advanced approval given, monies will not be allocated over the amount of actual costs.
- C. All funding requests shall be given up to four (4) weeks to be voted upon.
 - iv. If a funding request reaches the four (4) week point and has not been approved, the request shall be denied and tabled indefinitely.

7-7-4. FORFEITURE

The following shall establish the rules for funding forfeiture:

- A. Once a pre-approved student returns from travel, they must have receipts submitted within 10 business days to the GSC Treasurer to avoid forfeiture of their requested funding amount; and
- B. Graduate students who fail to sign in-person/virtual processing paperwork requests sent to them by ASNMSU Comptrollers within 5 business days will have their requested funding amount forfeited; and

7-7-5. RESTRICTIONS

The following shall establish the restrictions for reimbursement funding:

- A. The GSC will decide whether to approve each request, inform the individual(s) who submitted the request of their decision, and submit approved requests to the ASNMSU Fiscal Advisor or Comptroller; and
- B. The GSC will allocate no more than 60% of the allowable GSC budget during the Fall semester; and

- C. If funds allocated for the Fall semester remain at the end of the Fall semester, they will carry over to the Spring semester; and
- D. Funds that remain at the end of the Spring semester may be awarded as additional funding for requests that were received during that academic year; and
- E. Funds available for reimbursements depend on the GSC's budget, which is provided by ASNMSU, and are therefore subject to change each academic year; and
- F. The GSC will not fund the following:
 - i. More than one (1) request from any student in a given semester, regardless of whether the request is for an individual or a group of individuals; and
 - ii. Requests from graduate students who were previously awarded funding (as an individual or as part of a group of individuals) but did not present their research at GRAS and or RCW unless the individual has a valid excuse for not presenting at GRAS/RCW (e.g., an off-campus pre- doctoral research position or another conference that overlaps with GRAS or RCW); and
 - c. The validity of an excuse is at the discretion of the GSC.
 - iii. Any items not in accordance with ASNMSU funding policies including but not limited to food, alcoholic beverages, taxis/bus/uber, parking and equipment; and
 - iv. Requests from individuals who have tried to bypass any part of the funding application process.

8. PUBLIC RELATIONS

8-1. ORGANIZATIONAL OUTREACH

The following shall establish the details for organizational outreach:

- A. The GSC President shall, within the first week of the fall semester, contact the leadership of major organizations within the Graduate College via their emails provided by NMSU Campus Activities, and invite these organizations into the GSC; and
- B. The GSC President must verify this via email with the Council of Councils.

8-2. SOCIAL MEDIA

The following shall establish the details for the GSC social media:

- A. The GSC shall maintain social medias — such as but not limited to: LinkedIn, Instagram, X (formerly known as Twitter), TikTok — which shall be updated throughout the academic year by the Content Creator under the supervision of the GSC's President; and
- B. The GSC's social media shall, at minimum, contain:
 - i. Updates regarding meeting times and location details; and
 - ii. Highlights of GSC events; and
 - iii. Highlights of GSOs; and
 - iv. Any other content that may be deemed relevant.

8-3. WEBSITES

The following shall establish the details for GSC websites:

- A. The GSC shall maintain a website which shall be updated throughout the academic year by the Content Creator under the supervision of the GSC President; and
- B. The GSC's website shall, at minimum contain:
 - i. The names and contact information of Executive Board members; and
 - ii. An official list of GSOs in Good Standing; and
 - iii. Updated meeting minutes including voting records and records of attendance; and
 - iv. The GSC's General Agenda; and
 - v. Regular GSC meeting time and meeting place details; and
 - vi. A brief outline of the requirements of GSC membership; and
 - vii. Any other content that may be deemed relevant.

9. EMERGENCY POWERS

9-1. DECLARATION & LIMITATIONS

The following shall establish the procedures for declaring a GSC Emergency:

- A. This section shall serve to address the emergency needs of the GSC should there be events that would cause significant disruption to standard NMSU operating procedures; and

- B. The GSC President may invoke the Emergency Powers, granting GSC Officers avenues by which to bypass certain sections of the GSC Bylaws; and
- C. Invocation of the Emergency Powers must be approved by a simple majority vote of the Executive Board; and
- D. The Emergency Powers shall remain in effect for the remainder of the academic year unless terminated by one of the following methods:
 - i. The GSC President may, with assent of the majority of the Executive Board, call to end the Emergency Powers, effective immediately; and
 - ii. The Executive Board with a two-thirds (2/3) majority vote without the assent of the GSC President may call to end the Emergency Powers, effective immediately; and
 - iii. Any Voting Representative may call to motion to end the Emergency Powers at any GSC meeting; and
 - e. This motion shall pass by a simple majority vote.
 - iv. Impeachment of the GSC President will end the Emergency Powers, effective immediately.
 - a. Improper invocation of the Emergency Powers may be counted as grounds for impeachment.

9-2. SPECIAL ACTIONS

The following shall establish the special actions that may be taken while Emergency Powers are in effect:

- A. The GSC President may choose to immediately suspend Robert's Rules of Order without the assent of the Executive Board, and reinstate them if deemed necessary; and
- B. The GSC President may, with the written or emailed assent of the Vice President of Activities, choose to cancel or postpone any events or activities of the GSC, and waive all funding requirements associated with those events; and
- C. The GSC President may take any extraordinary actions not defined within the special actions, provided they have obtained the written or emailed assent of every member of the Executive Board.

10. AUTHORITY & MODIFICATION

10-1. SEVERABILITY

The following shall establish the rules regarding severability:

- A. If any portion of the GSC Bylaws are found invalid by the ASNMSU Supreme Court, ASNMSU Advisors, or the GSC Faculty Advisor, only that portion of the GSC Bylaws will be considered invalid.
- B. The ASNMSU Attorney General shall interpret the invalid portions using legal precedent and NMSU policy to address any vagueness in bylaws that have had portions invalidated or removed until such bylaws are clarified by the Council of Councils or by the ASNMSU Supreme Court.

10-2. AMENDMENTS

The following shall establish the procedures for amending these bylaws:

- A. The rules shall be in force from and after their adoption by the GSC and may be amended by a two-thirds (2/3) majority vote; and
- B. Amendments shall have gone through the Legislation Committee before being presented to the GSC at large; and
- C. Amendments must have been submitted in writing at the previous general meeting.

10-3. SUSPENSION

The following shall establish the procedures for suspending portions of these bylaws:

- A. The GSC shall have the power to suspend sections within Section 2-2, Section 2-3, Section 3, Section 4, or Section 8 of these bylaws with a three-quarters (3/4) majority vote; and
 - i. The GSC shall not suspend the procedures for expelling a GSO as set out in Section 2-4 nor shall they suspend the procedures for removing a member of their Executive Board, as set out in Section 3-4.
- B. The GSC shall have the power to suspend sections with the Financial Regulations, as established in Section 7 of these GSC Bylaws, with a three-quarters (3/4) majority vote; and
 - i. Should the GSC suspend any of the Financial Regulations, it shall send a written report to the President of the Council of Councils and the ASNMSU Fiscal Advisor explaining the reasons why the suspension was made.

- C. The GSC shall not, under any circumstances, suspend a portion of these bylaws not enumerated in Section 9-2; and
- D. The GSC shall not suspend the bylaws to perform an action or exercise a power that, in any way, violates ASNMSU Bylaws or NMSU policy.