

BY-LAWS OF THE GRADUATE COUNCIL
OF NEW MEXICO STATE UNIVERSITY
Revised March 2022

Article I – Name

The name of this organization shall be the Graduate Council of New Mexico State University. (Hereinafter called the Council).

Article II – Functions and Powers

Section A. The Council develops, recommends, and reviews proposed graduate policies and procedures. The Council serves as the voice of the Graduate Faculty to the Graduate Dean and other policy-making bodies on issues pertaining to graduate education.

Section B. The Council recommends approval or disapproval for policies and procedures and submits recommendations to the Dean of the Graduate School for final review and approval. The authority in implementing the Council resolutions lies with the Dean of the Graduate School. Matters affecting graduate policies must, in any case, be brought before the Faculty-Senate for its consideration prior to enactment.

Article III – Composition of the Council

Section A. The Council shall be composed of seven elected faculty members, two from Arts and Sciences, two from HEST, and one from the remaining colleges (i.e, Engineering, Business, and ACES) and these faculty would come from departments that offer the Masters degree. The Council will also include seven elected faculty members, two from Arts and Sciences, two from HEST, and one from the remaining colleges (i.e, Engineering, Business, and ACES), and this second group of faculty would come from departments that offer degrees beyond the Masters degree. No two elected members shall represent the same academic program.

Section B. Ex-officio members of the Council shall include individuals representing organizations appropriate to the business of the Council. Ex-officio members shall be approved by the Council; these members hold deliberating but not voting privileges. Ex-officio members:

- Registrar or designee
- Admissions Director or designee
- Financial Aid Director or designee
- Vice President for Research or designee
- Vice President for Student Success and Enrollment Management or designee
- International Students and Scholars Service Director or designee
- University Library representative
- Past Graduate Council Chair
- Graduate Student Council President or designee
- ASNMSU President or designee

Article IV - Elections

Section A. Nomination of members for open seats on the Council shall be submitted by faculty in each College to the relevant College Dean in the Spring of each year. The College Dean will then conduct an election within each College by email or conventional post ballot, and after the election results are known, will forward the names of the winners to the Graduate Dean, who will announce the winners of the election at the last meeting of the Graduate Council in May.

Section B. The Chair-Elect shall be responsible for supervising the elections.

Section C. The Graduate Student Council and Associated Students of New Mexico State University (ASNMSU) will elect from their respective memberships, in, preferably, a spring meeting, representatives to the Graduate Council.

Article V – Terms of the Office of Elected Members

Section A. The Council year shall begin the day after the last day of the second semester of a given academic year and will continue until the last day of the second semester of the next academic year.

Section B. Faculty members shall hold membership on the Council for three years with term of office staggered so that about one-third of its members are elected each year. No Council member shall serve more than two successive terms of office or assume such a circumstance exceeding a total of seven consecutive years.

Section C. In the case where a faculty member cannot serve on the Council or upon resignation of a member, the Chair of the Council will appoint a replacement in consultation with the appropriate Dean.

Section D. In the case of a leave of absence of a member of the Council, the provisions shall be the same as in Section C except that the position shall be temporary until expiration of the position or return of the absent member.

Section E. Student members shall hold office for a term of one year after their election.

Section F. In the absence of a Chair-Elect, the current Chair may serve an extra year, subject to approval of the Council. In the case where the current Chair's term would end in the year in question, this will extend the term of the current Chair one year. In the event that another member of the Council wishes to serve as Chair, the Council will deal with nominations and an election, as needed.

Article VI – Officers

The Officers of the Council constitutes the Executive Committee. The Executive Committee meets prior to Council meetings to assist the Chair in establishing the Council meeting agenda and review prior month meeting minutes.

Section A. The Council has three officers: a chair, chair-elect, and secretary. Officers shall be elected annually at the last meeting of the Council in the spring semester.

Section B. The Chair is responsible for:

1. Establishing the agenda for Council meetings and its distribution.
2. Assuring that the agenda and relevant reference material are distributed appropriately.
3. Calling the Council meetings.
4. Chairing the Council meetings.
5. Establishing ad hoc committees to conduct the business of the Council.
6. Representing the Council at appropriate functions.
7. Initiating graduate student election procedures for Council membership.
8. Other appropriate business of the Council.

The Chair-Elect is responsible for:

1. Assuming the position of the Chair in their absence.
2. Assuring that the minutes of the Council are correct and distributed to the members of the Council.
3. Other matters assigned by the Chair.
4. Supervises Council member elections.

The Secretary is responsible for:

1. Taking minutes at each meeting,
2. Sharing these minutes with the Chair and Chair-Elect prior to the next meeting of the Executive Committee, and
3. Maintaining an archive of approved minutes to be shared with and archived by the Dean of the Graduate School.

Article VII – Meetings

Section A. The meetings of the Council shall occur a minimum of four times in both fall and spring semesters. Meetings in the summer may be called on an as needed basis by the Council Chair. Given the widespread use of digital means of communication, Council members may participate in meetings via telephone, voice over Internet, or Web-based teleconferencing means.

Section B. The Council will normally meet on the first Thursday of each month from 11:30am-1:00pm. Members should arrange their schedules accordingly. With adequate prior notice to the Council, the chair may call a special meeting or change the meeting date and time.

Section C. To have matters placed on the agenda for consideration by the Council, a copy of the proposed item and supporting documentation shall be provided electronically to the Council Chair at least 10 days prior to the next meeting of the Council, since the agenda is circulated to members one week prior to meetings. Items arriving late may be placed at the bottom of a meeting's agenda and may be acted upon if the Council so desires.

Section D. A majority of the Council shall constitute a quorum, which is required for action items.

Article VIII – Operation of the Council

Section A. The Council was formed to develop, recommend, review and propose policies and procedures for graduate education at NMSU. The Council serves as the voice of the Graduate Faculty to the Graduate Dean on issues pertaining to graduate education and other policy-making bodies.

Section B. The Dean of the Graduate School consults with the Council chair concerning topics appropriate to the Council meeting agenda. However, the Chair of the Council has final responsibility for determining the agenda. Prior to each meeting available reference material is distributed to the Council members to expedite consideration of agenda topics.

Section C. Complex agenda topics may be tabled or referred to committees composed of Council members. The vitality and success of the Council is dependent on the active participation of its members in these individual ad hoc committees.

Section D. The standing committees of the Council shall consist of a Standards committee, an Awards committee, a Graduate Faculty Committee, an Appeals committee, a Graduate Assistantship Allocation committee, and a By-Laws committee.

- The Standards committee shall review all proposed degree and certificate program proposals.
- The Awards committee shall review all applications and nominations for scholarships and tuition and travel awards and make recommendations to the Council.
- The Graduate Faculty committee shall retain the ability to review all applications and nominations for membership to the Graduate Faculty in consultation with the Graduate School Dean.
- The Appeals committee shall be the final arbitrator regarding student appeals pertaining to degree program termination decisions.
- The Graduate Allocation committee is charged with formulating a recommendation to the Executive Vice President and Provost and Graduate School Dean regarding the distribution of graduate assistantship funds.

- The By-Laws committee shall review the Council By-Laws on at least an annual basis for issues of compliance with University policy.

Whenever possible, all standing committees shall have equal representation by members of programs offering doctoral degrees and terminal masters degrees, as designated in Article III, Section A. Membership shall be determined by caucus and consultation among the officers and the Dean and Associate Dean of the Graduate School within one month of the last meeting of the Council in the spring semester.

Section E. Policy and procedural matters approved by the Council in its advisory capacity are submitted to the Dean of the Graduate School. The authority in implementing the Council recommendations lies with the Dean. The Council serves as the voice of the Graduate Faculty to the Graduate Dean on issues pertaining to graduate education and other policy-making bodies. Matters affecting policy must, in any case, be brought before the Faculty Senate for its consideration prior to enactment.

Article IX – Amendments

Amendments to the Council by-laws can be made by the Council upon 2/3 vote. Proposed amendments may be presented at any Council meeting but may not be voted upon until the next meeting.

Revised 1 April 2016

Approved unanimously by Graduate Council 6 April 2016

Revised February 2022

Approved unanimously by Graduate Council on 3 March 2022