

## **BY-LAWS OF THE GRADUATE FACULTY COUNCIL OF NEW MEXICO STATE UNIVERSITY**

### **Article I – Name**

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

### **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 consideration prior to enactment.

### **Article III – Composition of the Council**

Section A. The Council shall be composed of seven graduate faculty members, two from The College of Arts and Sciences (COAS), two from the College of Health, Education and Social Transformation (HEST), and one each from the remaining colleges (i.e., Engineering; Business; and Agricultural, Consumer, and Environmental Sciences (ACES)); these graduate faculty would come from departments that offer the Master's degree. The Council will also include another group of seven graduate faculty members, two from COAS, two from HEST, and one from the remaining colleges (i.e., Engineering, Business, and ACES), and this second group of graduate faculty members would come from departments offering Ph.D, Ed.D., or other terminal doctoral degrees. No two members shall represent the same academic program. (<https://gradschool.nmsu.edu/faculty-and-staff/graduate-faculty-council.html>). The Council elects the GFC Chair.

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 (alphabetical order):

- ASNMSU President or designee
- Faculty Senate Leadership Committee (Vice-Chair or designee)
- Financial Aid & Scholarship Executive Director or designee
- Global Campus representative
- Graduate Student Council President or designee

- Graduate School representative(s)
  - Graduate Dean and/or designees
- International Programs and Compliance representative
- Land Grant and Inclusive Mission representative
- Most recent Graduate Faculty Council Chair
- Research, Creativity and Economic Development representative
- Student Engagement and Enrollment Management representative
- University Library representative
- University Student Records representative

#### **Article IV - Elections**

Section A. Candidates for open seats on the Council shall be submitted by GFC faculty in each College to the relevant College Dean in the Spring of each year. The College Dean will then oversee member selection (e.g., conduct an election, request nominees) within each College and will forward the names of elected graduate faculty to the Graduate Faculty Council Executive Committee (see Article VI). The Graduate Faculty Council Chair will announce the new GFC members at the next meeting of the Graduate Faculty Council after the new members are elected.

Section B. The Chair or Chair-Elect shall be responsible for supervising the member acquisition process.

Section C. The Graduate Student Council (GSC) and Associated Students of New Mexico State University (ASNMSU) will select from their respective memberships, preferably during a spring meeting, student representatives to the 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 spring semester and will continue until the last day of the spring semester of the next academic year.

Section B. GFC 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. If a GFC member is elected to chair-elect during the sixth year, they can serve as GFC chair for one year to not exceed a total of seven consecutive years on the GFC.

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.

1. Proxy GFC representative process:

- Submit the name of the GFC member on leave and membership details
- Present the person appointed as proxy
- Describe the specific meeting(s) when the proxy is valid
- Provide instructions on how the proxy votes on the GFC member's behalf

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 the approval of the Council. In the case where the current Chair's term ends in the year in question, this will extend the term of the current Chair by one year. In the event another member of the Council wishes to serve as Chair, the Council will proceed with nominations and an election, as needed.

## **Article VI – Officers**

The Officers of the Council constitute 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. Leading/moderating 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 and relevant business of the Council.

The Chair-Elect is responsible for:

1. Assuming the position of the Chair in his/her 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. Supervising Council member elections.

The Secretary is responsible for:

1. Taking minutes at each meeting,
2. Sharing meeting minutes with the Chair and Chair-Elect prior to the next meeting of the Executive Committee, and
3. Providing meeting minutes to the entire council within two weeks after each monthly meeting.
4. Deliver approved minutes to the archive maintained by the Dean of the Graduate School. The Graduate Dean will provide access to the meeting minutes to members of the Graduate Faculty at NMSU.

## **Article VII – Meetings**

Section A. The meetings of the Council shall occur a minimum of eight times per academic year with four occurring in the fall and four in the spring semester. 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 meets on the first Thursday of each month from 12 pm-1:00 pm. Members should arrange their schedules accordingly and identify a proxy as needed. 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 voting members of the Council (50% plus one) 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 shall be 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 Graduate Faculty Council will have two standing sub-committees: Policy Committee and a Graduate Faculty Status Review Committee. The GFC will engage ad-hoc committees as requested by the GFC Chair.

1. The Policy Committee is a standing subcommittee that shall review and make recommendations regarding graduate policies and procedures including GFC By-Laws. Membership of the Policy Committee shall include a minimum of three council members selected by the Graduate Faculty Council.
2. The Graduate Faculty Status Review Committee is a standing subcommittee that shall review and make recommendations regarding graduate faculty status to the Graduate Dean. Membership of the Graduate Faculty Status Review Committee shall include a minimum of five council members representing each of the Academic Colleges and selected by the Graduate Faculty Council.
3. Other *ad hoc* Committee(s) may be formed by the Graduate Council Chair as deemed necessary in consultation with the Graduate Faculty Council and the Dean of the Graduate School to advance the mission of graduate education at NMSU (e.g., awards and fellowships committee, etc.).

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

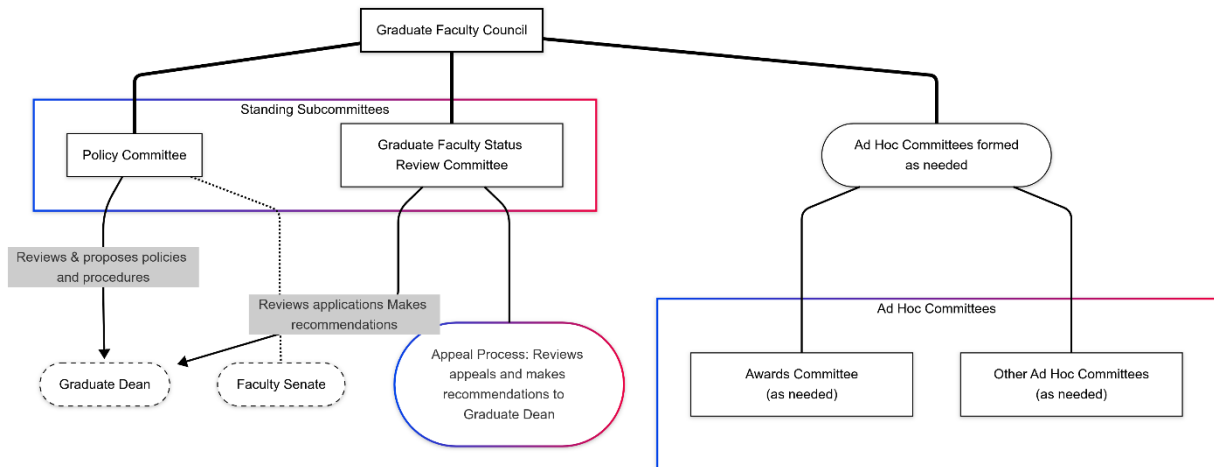


Figure 1 - *Graduate Faculty Council*

Whenever possible, all standing committees shall have equal representation by members of programs offering doctoral degrees and terminal master’s 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 in-person or electronically (within one business day). Proposed amendments may be presented at any Council meeting but may not be voted upon until the next meeting.

Approved unanimously by Graduate Faculty Council on 6 April 2016

Approved unanimously by Graduate Faculty Council on 7 April 2022

Approved unanimously by Graduate Faculty Council on 2 October 2025

Updated October 2025

Approved unanimously by Graduate Faculty Council on 7 May 2026

Updated May 2026