

Constitution and Bylaws **of the Graduate Wellness Initiative (GWI) of New Mexico State University**

Article I

Name

The name of this organization shall be the Graduate Wellness Initiative, hereafter referred to as GWI.

Article II

Object

The purpose of GWI is to enhance the well-being of graduate students by promoting emotional, psychological, and physical health through various programs, initiatives, and resources. GWI aims to foster a supportive and inclusive community that addresses the diverse needs of graduate students.

Article III

Membership

Section 1:

Any graduate student affiliated with New Mexico State University is eligible for membership in the GWI. No one will be excluded based on race, color, religious affiliation, sexual orientation, or disability who are interested in promoting and participating in initiatives related to student well-being.

Section 2:

Membership benefits:

- a. The right to vote in any general assembly meeting
- b. Executive Board eligibility
- c. Ability to voice concerns and suggestions in a receptive environment

Section 3:

Membership responsibilities:

- a. To attend meetings, events, and other GWI sponsored/supported functions.
- b. To read and adhere to the constitution that governs this organization.

Section 4:

Membership Powers:

- a. The power to impeach and convict any member of the Executive Board as outlined in Section XI.

Article IV

Location

Section 1:

The GWI is housed in Graduate School. This space will serve as an environment where students may convene for meetings.

Article V Officers

Section 1:

The Executive Board shall be the governing body of the GWI and shall consist of: the President, Vice President, Secretary, and Media. The role of these officers will be to design, promote, and participate in initiatives related to student well-being. It is the responsibility of each officer to be well-informed in his or her respective committees. Students must be at least a good-standing member to be elected President or Vice President.

Section 2:

Powers & Responsibilities of the Executive Board

- A. All members of the Executive Board shall have the following duties:
- a. To attend all GWI meetings and events unless excused by at least two members of the executive board 12 hours prior unless it is an emergency.
 - b. To uphold the GWI constitution and position-pertinent documentation
 - c. The power to override a presidential veto by a two-thirds (2/3) vote.

President:

It is the duty and responsibility of the President to act as the leader and representative for the entire body. It is the responsibility of the President to be informed in matters which directly affect the GWI and to inform the Advisor and the students of these matters. It is the responsibility of the President to consult with the GWI executives and the Advisor and the students (in event of an emergency) to allow articulation of the sentiments revolving around the circumstance. The President must come to a consensus with the Executive Board and the Advisor, as to what will be presented to the general body, New Mexico State University Campus and the Las Cruces community.

The President will be responsible for calling and conducting meetings with the Executive Board. The President will hold a weekly meeting with the Executive Board. The President shall construct an agenda of topics to be addressed at the weekly meeting.

The President will be expected to work with the Advisor and the Executive Board to search for speakers for upcoming events. A formal report consisting of a suggested annual theme, possible speakers, the topics which the suggested speaker addresses, and the honorarium fees should be submitted to the Advisor.

The President shall have the following duties:

- a. To act as the official representative of the organization
- b. To appoint and take away committees
- c. To call and preside over all official meetings
- d. To enforce this constitution and execute through actions, programs and policies as specified by the general body

- e. To coordinate the transition process for newly elected Executive Board members
- f. To have veto power
- g. To meet with the Advisor on a weekly basis
- h. To recruit new members
- i. To be fair and impartial
- j. Give final approval for all proposals
- k. Attend important NMSU, NMSU-sponsored events.

Vice President:

It is the duty and responsibility of the Vice President along with the President to act as the leaders and representatives for the entire body. It is the responsibility of the Vice President to be informed in matters which directly affect the GWI and to inform the Advisor and the students. It is the responsibility of the Vice President to consult with the GWI members to allow articulation of the sentiments revolving around the circumstance.

The Vice President will have the responsibility of organizing all forms of fundraising to produce a steady cash flow for GWI. This includes the completion of any Activity Registration Form for all events.

The Vice President shall have the following duties:

- a. To assume the office of President if the position becomes vacant, or if the President is absent or disabled
- b. To oversee all committees along with the President
- c. To meet with the Advisor alongside the President on a weekly basis
- d. To recruit new members
- e. To be fair and impartial
- f. To perform such other duties as prescribed by the President
- g. To appoint and take away committees in President's absence
- h. To enforce this constitution and execute through actions, programs and policies as specified by the general body
- i. Work with Parliamentarian to formulate meeting etiquette training for officers and members at the beginning of the semester
- j. Enact and supervise collection of dues and other responsibilities
- k. Enact and supervise membership benefits

Secretary:

It is the responsibility of the GWI Secretary to announce meeting times to the Executive Board. It is the responsibility of the Secretary to inform the Executive Board and general body if there is a cancellation or change of the designated meeting time and/or meeting place within 24 hours.

The *Secretary* shall have the following duties:

- i. To record attendance
- ii. To record and possess copies of meeting minutes, agendas and reports
- iii. To deliver a copy of meeting minutes and reports to the Executive Team, Advisor within 12 hours of the meeting.
- iv. To check, clear, and update the organization on correspondence at general meetings
- v. To serve as correspondent at general meetings
- vi. To recruit new members
- vii. Maintain copy of ARFs, executive reports, and keep documentation regarding GWI activities (event artifacts, sign in sheets, checklist, etc.)
- viii. To be fair and impartial
- ix. To perform such other duties as prescribed by the President

Treasurer:

The Treasurer shall oversee the disbursement of all funds coming into the possession of the Council, keep an itemized account of all Council monies and expenditures, and subject this account to an open audit by Executive members upon request. The Treasurer shall be responsible for documenting financial procedures and providing the information to the membership about financial policies and procedures.

Article V
General Body

Section 1

The GWI General body shall consist of the following:

- A. All active members a part of university community as outlined in the GWI Standards. An active member is defined as someone a part of the university community who participates in at least two meetings per calendar month.
- B. All members of the Executive Team

Article VI Operations

Section 1:

Meetings

- A. General meetings shall be held each Friday from 4:00 pm to 5:00 pm in graduate school, unless otherwise stated by the President or Vice President
- B. Quorum constitutes $\frac{2}{3}$ executive and $\frac{1}{3}$ of the total general membership at the start of the meeting; no official business shall take place without quorum.

Article VII Nominations, Elections, & Voting

Section 1: Process

The Executive Team will be elected at the end of the spring semester. The process will start three weeks prior to the end of the semester. The election process will last three weeks in total. Nominations will take place the first week, platforms will take place the second week, and voting will take place during the third week. This process can be annulled at any time by the Advisor as needed for the success and representation of the organization.

Section 2: Nominations and Announcements

- A. Any eligible member of GWI may nominate himself, herself, or any other active member of GWI. Eligibility is determined by members who have attended at least 50% of meetings during the academic year up to nominations.
- B. The nominated GWI candidate consents to the nomination if they do not immediately decline the nomination
- C. Any nominated GWI candidate that was not present at the time of their nomination has the right to withdraw their name from the ballot 24 hours prior to elections

Section 3: Platforms

- A. During the second week of elections, nominees will be allotted a time by the Executive Board to inform those in attendance about the reasons they should be elected
- B. This speech should be about the speaker only. Criticism and disrespect of other nominees will not be tolerated and will lead to immediate dismissal and termination of nomination.

Section 4: Voting

- A. All eligible members of GWI are allowed to vote. Eligibility is determined by members who have attended at least 50% of meetings during the academic year up to nominations.
- B. Students will select the nominees they wish to see fill the particular office by confirming so on the ballot
 - a. Students are not required to select a nominee for each office
 - b. Students shall not select more than one nominee per office
- C. Voting will take place via paper ballot
- D. Voting will be proctored by the Advisor.
- E. Executive Team will be elected through a plurality vote

Article VIII Eligibility, Vacancies, & Terms

Section 1: Eligibility

- A. To be eligible for the office of the Executive Board, one must be a full-time NMSU student having display a track of academic and professional excellence.
- B. Any member of the Executive Board shall be removed from office upon conviction of charges in accordance with the guidelines set forth in Article X

Section 2: Terms

- A. The term of office is one calendar year from May to May (the day after Spring finals to the last day of Spring finals of the following year)
- B. Officers may not hold the same elected office for more than 3 consecutive years

Section 3: Vacancies

- A. The President shall fill any vacancy in the Executive Team as deemed necessary
- B. A special election may be called to permanently appoint a new officer within two months of the vacancy. Election will be conducted by executive team with approval from Advisor.

Article IX Constitutional Review/Amendments

Section 1: Review

- A. An extensive constitutional review will be held every one year by the Executive Team

Section 2: Amendments

- A. Any amendments to the constitution outside of the annual review must be proposed by a member of executive team
- B. The constitutional change must be ratified by two-thirds (2/3) vote of Executive Team
- C. The voting day must be publicized and will occur at the subsequent general meeting

Article X: Impeachment

Section 1: Grounds for impeachment are as follows:

- A. Improper conduct and unsatisfactory performance
- B. Failure to perform duties as prescribed by the constitution
- C. Gross violation of the constitution
- D. Misrepresentation of the organization's purpose and/or objectives
- E. Mismanagement of the organization's funds
- F. Involvement in any action that severely compromises the operation and integrity of BSA, not inclusive of the officer's personal lives.

Section 2: The process for impeachment is as follows:

- A. Executive Team selects on ad hoc committee
- B. The committee will conduct a thorough unbiased investigation of the charges brought against the defendant, which will in turn provide adequate time for the defendant to prepare a defense
- C. The committee will present the outcome of their investigation to the general body
- D. Executive members will cast votes supporting or opposing the conviction of the defendant
- E. The final decision will be based on a plurality vote