

**Constitution of the Biology Graduate Student
Association (BGSA) of the University of New Mexico**

Revised March 24, 2008

Preamble

We, the Biology Graduate Students of the University of New Mexico Department of Biology, coming from a variety of disciplines within biology, yet united in our concern for the quality of our academic environment, believing that we can achieve more in our unity than we can alone, hereby establish this Constitution to preserve and protect the rights of all biology graduate students at this University, to advance the interests of the biology graduate student community, and to facilitate the professional development of its members.

In operating under this Constitution, the Biology Graduate Student Association shall hold the following rights to be indispensable:

- the right to a complete education,
- the right to access the resources necessary to promote that education,
- the right to freely express ideas and thoughts that are a product of that education,
- the right to advocate for resources that benefit graduate students,
- and the right to participate in the processes and institutions that will ensure this education remains worthy and acceptable

Article I. Name

The name of the organization of the Biology Graduate Students shall be referred to as the Biology Graduate Student Association (BGSA).

Article II. Objectives

The objective of the BGSA shall be to promote communication and interaction among all graduate students, undergraduates, faculty, and staff members of the Department of Biology. The organization exists to serve the needs of graduate students in the Department of Biology and to promote underrepresented groups in a nondiscriminatory manor.

Article III. Membership

Membership shall include all graduate students in the Department Biology that are currently enrolled in at least six (6) credit hours at the University of New Mexico. All individuals that meet this criterion are eligible for membership in the BGSA.

Article IV. Organization

Section 4.01 The BGSA shall consist of the following elected offices, two (2) Co-Presidents, a (1) Treasurer, and a (1) Secretary.

Each officer must have at least one semester residency in the department. The term of offices shall be one year beginning at the start of the Summer Session. No one person can hold more than one of the four (4) elected positions in one academic year. All elected persons can serve no more than two (2) consecutive terms for the same elected position, but are allowed to serve in either of the other two (2) elected positions.

Article V. Offices

Section 5.01 Co-Presidents. The BGSA will Elect two (2) members to the position of Co-Presidents in a general election during the spring semester before the end of the academic year.

(a) DUTIES

- 1) One (1) of the Co-Presidents is required to attend all faculty meetings
 - a) This duty is to be shared between the two (2) officers
 - b) Attend faculty meetings and take notes
 - c) Meeting times are written on the white board in Castetter foyer or can be found by speaking with the Dept. Chair Secretary
- 2) Generate, with input from other officers, a projected budget for estimated expenditures for the coming year
- 3) Act as a authorized signatory for all BGSA account/s
- 4) Identify immediate and future needs of Biology graduate students
- 5) Identify how best to address those needs by establishing objectives
- 6) Assist in organization required to meet objectives, via committees and meetings
- 7) Meet with committee members on a regular basis to assess progress in meeting objectives
- 8) Assist in providing information to graduate students pertinent to their educational or professional experience at the University of New Mexico
- 9) Organize at least two BGSA meetings a semester to discuss current issues
 - a) Reserve a room by checking with the departmental secretary in the main office,
 - b) Announcing the meeting at least a week in advance via email, and then sending reminders
 - c) Oversee purchase and delivery of food and beverages
- 10) Meet with the department chair and voice grad student concerns/needs as needed, and listen to their suggestions, then relay those to the other grad students
- 11) Act as a liaison and representative to the campus and community as needed

(b) TEMPORARY EXTENDED ABSENCES

- (i) If one of the co-presidents is temporally unavailable to perform their duties for any reason, the other co-president must take over any duties that will be left unattended because of the absence. The remaining co-president may appoint any former or acting officer in an emergency to temporarily replace the absent co-president at meetings or other obligations that they are not able to fulfill because of a conflict.
- (ii) Appointments must be approved by the other officers.

(c) REMOVAL

- (i) Impeachment procedures. A motion to consider removal from office, seconded, and a simple majority vote at an official meeting with at least one third (1/3) of the BGSA members present.
- (ii) Recall procedures. A petition for recall with signatures of at least one third (1/3) of all BGSA members must be presented at an official BGSA meeting in order to have a recall election. The remaining officers will meet and set up a special election of 'confidence' or 'no-confidence' to be held within two (2) weeks of the petition being presented.

(d) REPLACEMENT AFTER REMOVAL

- (i) A special election will be held to fill a vacancy created for any reason within two (2) weeks of notification of vacancy.

Section 5.02 Treasurer. The BGSA will elect one (1) member will to the position of Treasurer in a general election during the spring semester before the end of the academic year.

(a) DUTIES

- (i)** Act as a authorized signatory on all BGSA account/s
- (ii)** Assist the presidents in generating projected budget for estimated expenditures for the coming year
- (iii)** Co-authorize (with either one of the presidents or secretary) purchase or reimbursement for goods
 - 1) Direct purchases
 - a) Receive a completed a Student Government Accounting Office (SGAO) Internal Order Form (IOF) from a student request or complete the form upon a request
 - b) Sign the form and have one of the co-presidents (or one of the other officers) sign the form. Submit the form to SGAO and they will place the order
 - c) Make a copy for your records
 - 2) Reimbursement
 - a) Receive request for reimbursement
 - b) Complete a SGAO IOF
 - c) Sign the form and have the presidents (or one of the other officers) sign the form
 - d) Submit the form to SGAO and they will process the reimbursement
 - e) Make a copy for your records

Note: If the total is less than \$100 the person being reimbursed can pick up the reimbursement from SGAO as petty cash. If the reimbursement is more than \$100, the SGAO will process the reimbursement on a form and the person will receive a check or direct deposit.

Note: Always have a sign in sheet for all meetings. If there are less than 21 participants, that list must accompany the SGAO IOF reimbursement request.

(iv) Deposits

- 1) Deposit any funds received into the account at the Student Government Accounting Office
- 2) Keep a record of all transactions

(v) Reports

- 1) Present a report of all accounts at each BGSA meeting.

Note: A financial report can be obtained from SGAO. Just call them at 277-7888. You can pick up the report or have them fax it to you. If you have access to Banner, you can print the report. Present the financial report at each BGSA meeting.

(vi) Request PB Funds.

- 1) Pro-Rated Benefit (PB) Funds are available each semester to every chartered departmental graduate student organization (GSO)
- 2) Submit request of PB funds form to the SGAO at the beginning of each semester

Note: Forms can be obtained from the GPSA website from the on-line PB funds request form: http://biology.unm.edu/BGSA/default.asp?Action=Show_Funding Print the request for your records. It takes about a month for the funds to post to the BGSA account.

(b) TEMPORARY EXTENDED ABSENCES

- (i)** If the treasurer is temporarily not available to perform their duties for any reason, they must appoint a temporary replacement to fill in until they are able to return.
- (ii)** Appointments must be approved by the other officers.

(c) REMOVAL

- (i)** Impeachment procedures. A motion to consider removal from office, seconded, and a simple majority vote at an official meeting with at least one third (1/3) of the BGSA members present.
- (ii)** Recall procedures. A petition for recall with signatures of at least one third (1/3) of all BGSA members must be presented at an official BGSA meeting in order to have a recall election. The remaining officers will meet and set up a special election of 'confidence' or 'no-confidence' to be held within two (2) weeks of the petition being presented.

(d) REPLACEMENT AFTER REMOVAL

- (i)** A special election will be held to fill a vacancy created for any reason within two (2) weeks of notification of vacancy.

(e) MISCELLANEOUS

- (i)** There are two main accounts, for actual account numbers refer to documents provided to the current treasure:
 - 1. SGO, which contains 2 sub-accounts
 - i. PB Funds (these can NOT be used for items such as fundraisers)
 - ii. Self Generated Funds (these CAN be used for fundraising items)
 - 2. Biology Department Funds. These funds must be replenished by deposits made by the BGSA, the department does NOT add to them.
- (ii)** We have a departmental copy code. Do not give out this number. Instead, enter the number into the copy machine. Request a new code from the Biology Department Accounting Group as needed. These copies are charged to our departmental account.
- (iii)** Submit a departmental IOF to the Biology Accounting Group to use these departmental funds and to deposit funds as needed.
- (iv)** Be sure you have signed the Authorized Signature form that is submitted each academic year to the SGAO.

Section 5.03 Secretary. The BGAS will elect one (1) member to the position of Secretary in a general election during the spring semester before the end of the academic year.

(a) DUTIES

- (i)** Act as a authorized signatory for the BGSA account/s
- (ii)** Assist the presidents in generating a projected budget for estimated expenditures for the coming year
- (iii)** Attend all official BGSA meetings, take minutes on what was discussed, and following the meetings, post the minutes on the website
- (iv)** Record attendance at all meetings
- (v)** Work with the Co-presidents and the Treasurer to plan events

(b) TEMPORARY EXTENDED ABSENCES

- (i)** If the Secretary is temporarily not available to perform their duties for any reason, they must appoint a temporary replacement to fill in until they are able to return.
- (ii)** Appointments must be approved by the other officers.

(c) REMOVAL

- (i)** Impeachment procedures. A motion to consider removal from office, seconded, and a simple majority vote at an official meeting with at least one third (1/3) of the BGSA members present.
- (ii)** Recall procedures. A petition for recall with signatures of at least one third (1/3) of all BGSA members must be presented at an official BGSA meeting in order to have a recall election. The remaining officers will meet and set up a special election of 'confidence' or 'no-confidence' to be held within two (2) weeks of the petition being presented.

(d) REPLACEMENT AFTER REMOVAL

- (i)** A special election will be held to fill a vacancy created for any reason within two (2) weeks of notification of vacancy

Article VI. Article VI. Departmental Committee Representatives

The BGSA will provide a member/s to select Departmental and GPSA committees, as needed. Each member is to be either elected by the BGSA membership or appointed by a majority of the BGSA officers. These representatives will serve either for one academic year beginning at the first meeting of the committee following their appointment, or until the committee duties are finished. The committees and the number of members on select committees are the following

Section 6.01 FACULTY SEARCH COMMITTEE

Number of appointments is dependent on the number of positions being hired for in the department. This is an appointed position. Appointment to this committee is dependent on the Chair of the Faculty hiring committee. The chair may request a specific graduate student or they may accept the appointed graduate student to serve.

(a) DUTIES

- (i)** Graduate students will only be required if there is an active hiring committee at the department level
- (ii)** One (1) graduate student is required for each faculty position being hired
- (iii)** Review the applications, rank them and (as a committee) make a recommendation to the full faculty as to which applicants to invite to interview for the position
- (iv)** Attend all faculty search committee meetings as well as regular faculty meetings where the applicants/candidates are being discussed
- (v)** When the candidates visit the University for their Interviews, the grad representative is also responsible for insuring the graduate student meetings are arranged (time, room, and food, if provided) with the Department Chair's Assistant or whoever is doing the scheduling and making sure to communicate the information to the rest of the graduate students in a timely manner.
- (vi)** While the candidates are visiting, assist the search committee as needed, which may include transporting candidates to/from the airport, hotel, university or making sure that

the candidates make it to their scheduled meetings. Depending on the specific needs of the committee other or different tasks/responsibilities may be assigned.

- (vii) Once the candidate interviews are completed, the representative will organize a meeting with the graduate students to discuss the candidates and generate a recommendation for the faculty.
- (viii) Each of the candidates should be discussed in detail and a determination made whether or not each candidate is acceptable or unacceptable.
- (ix) The end result of the meeting should be a ranked list with a preferred candidate and reasons why a candidate was chosen or not chosen along with numbers of votes for each.

Note: You may be called upon to articulate the recommendation of the graduate students to the faculty, so be prepared!

Section 6.02 GRADUATE STUDENT SELECTION

One (1) current BGSA member will serve as a representative on this Departmental Committee.

(a) DUTIES

- (i) Review of all the files (applications, letters of recommendation, personal statements, grades/GRE scores, etc.) of applicants to the UNM biology department along with several faculty members (4-5)
- (ii) Attend all committee meetings, and be involved in the discussion of the applicants and rank them all according to whether they fail/meet/exceed departmental qualifications, how much departmental funding is available, and by the faculty ranks of students
- (iii) This committee meets for an intensive couple of weeks at the beginning to middle of the spring semester.

Note: This can take up to 30 hours for about 2 weeks to properly review the files.

Section 6.03 GRADUATE POLICY

One (1) current graduate student will serve as a representative on this Departmental Committee.

(a) DUTIES

- (i) Act as the biology graduate student representative to the faculty committee on graduate policy
- (ii) At the beginning of the school year, notify the chair of the committee that you are our representative so that they can contact you when there are meetings. This committee seems to meet infrequently.

Section 6.04 COMPUTER USE COMPUTER LAB TA

Because this is a Teaching Assistant position, and the BGSA has no authority who receives this position, the BGSA will appoint the person funded by this TA to the BGSA Computer Pod position and the Departmental Computer use committee.

Section 6.05 GRADUATE RESEARCH ALLOCATION COMMITTEE

This committee allocates funds given by the Department of Biology. It must consist of a Chair and at least 3 readers.

(a) CHAIR OF THE COMMITTEE

(i) The purpose of GRAC is to promote the professional development of graduate students by

- 1) providing funds for research and travel to professional meetings, and
- 2) aiding in the development of grant-writing skills

(ii) To ensure that the Chair has experience on the committee and to aid in a smooth transition between Chairs, the Chair of GRAC committee is to be chosen by the previous year's elected committee

(iii) DUTIES

1) The Committee Chair must announce the GRAC grant deadlines in fall and spring semester through email as well as ensuring the website is updated

a) Advertising the availability and scope of GRAC grants to all graduate students in a timely fashion

2) Receive applications

3) Organizing the readers

4) Distribute anonymous applications, and score sheets to readers

5) Lead discussion of the applications and the funding plan

6) Notify all applicants of their award status

7) Submit allocation request to the Biology Accounting Office

a) Request must include student information and,

b) Funding information

(iv) REMOVAL

1) The chair of the committee can be removed by a majority vote of the BGSA at any regularly called meeting. Complaints about the chair must be submitted to the officers at least one (1) week prior to the regular called meeting. Officers may meet prior to the called meeting and discuss the complaint and any possible action to be taken. Action can include but are not limited to; suspension of chair and appointment of Temporary replacement, suspension of the GRAC activities, and or removal or suspension of readers.

(b) READERS

(i) A minimum of 3 graduate students will be appointed by the BGSA during the first meeting of each school year to serve as GRAC readers

(ii) DUTIES

1) Readers receive from the GRAC Chair a number of anonymous student grant applications which they are required to score.

2) Scoring of applications is based on many components, including content, organization, and grammar of the grant proposal.

3) Because a goal of the GRAC is to improve student grant-writing skills, readers should provide ample comments and suggestions in the application for improvement of the grant proposal.

4) The readers are also responsible for attending a GRAC meeting to discuss the applications and determine the funding plan.

Special Note on Recruiting Readers: In the interest of being able to recruit an ample number of readers to give thorough review of all applicants, we will not restrict readers from

submitting grants themselves. However, in the case that a reader does submit a grant, the following precaution will be taken:

- The GRAC committee chair shall ensure that the reader is not on the review board of their own grant, and
- the identity of the grant writer is kept as anonymous as possible, potentially by excluding several people from the reading, if there are enough readers present to allow for this.

(iii) REMOVAL

- 1) Readers can be removed at the discretion of the Committee Chair at any time for any valid reason. Written notice must be given if the reader has already started the review process.

(c) APPEALS

- (i) Any funding related decision may be appealed by submitting an appeal in writing to the GRAC Chair, within ten (10) days following notification of the decision.
- (ii) The appeal must specify its reason(s) and must request a remedy for resolving the dispute.
- (iii) The GRAC Committee will then meet to review the appeal within thirty (30) days following its receipt.
- (iv) The appellant(s) will be notified of the committee's decision.
- (v) If an appellant(s) feels that their grant was unfairly graded or was judged based on something other than the merit of the writing and the research proposed, they may file an official protest with the BGSA wherein their proposal shall be evaluated against all other successful proposals anonymously by a set of randomly chosen BGSA members outside the GRAC committee in question.
- (vi) The members shall be chosen via drawing names at random then determining if the participant is willing to review the application until 5-8 volunteers have been obtained.
- (vii) The appellant(s) will be kept anonymous to this new committee, they will be told only that a protest has been filed and asked if they would be willing to review the set of funded grants plus the one in question, without knowledge of which is which.
- (viii) In order to file the protest, the appellant(s) can approach any BGSA officer or, if they feel the officers may be biased, a faculty advisor can be brought in who can then work to start the re-evaluation process while keeping the identity of the person in question anonymous to the new BGSA reading committee/the rest of the BGSA.
- (ix) If the grant is found to be of equivalent or greater caliber of the others that received funding, it shall be funded, potentially in lieu of the lowest ranked grant, or if funds are available, in addition to the others chosen.
- (x) The individual readers on the panel in dispute may not serve again the next two semesters.

Section 6.06 SEMINAR

One (1) current graduate student will be appointed to serve as a representative on this Departmental Committee.

(a) DUTIES

- (i) Attend departmental committee meeting and provide input on who to invite as seminar speaker

Section 6.07 UNDERGRADUATE POLICY

One (1) current graduate student will serve as a representative on this Departmental Committee. Being a TA for undergraduate courses is very helpful to the position.

(a) DUTIES

- (i)** Attend meetings and stay abreast of undergraduate policy issues, and contribute advice to faculty committee based on interactions with undergraduates and faculty.

Section 6.08 SPACE ALLOCATION/ BUILDING

One (1) current graduate student will be appointed to serve on as a representative on this Departmental Committee.

(a) DUTIES

- (i)** Create an up to date inventory of office assignments in Marron Hall
- (ii)** Assign graduate students to office space in Marron Hall
- (iii)** Generate and pass along to Biology Building maintenance, any work order requests that relate to maintenance of office space or internet access
- (iv)** Maintain the Graduate directory board in Marron Hall
- (v)** Provide a voice in any building design or renovation process
- (vi)** Act as an advocate for graduate students needs in relation to office space issues

Section 6.09 BIOLOGY RESEARCH DAY

Two (2) current graduate students will serve as representatives on this Departmental Committee.

(a) DUTIES

- (i)** Assist faculty chair of Research Day of Committee
- (ii)** Help organize events and encourage graduate student participation
- (iii)** Help with t-shirt sales if needed

Section 6.10 ARTS AND SCIENCES COMMITTEE

One (1) current graduate student will be appointed to serve as a representative on this Departmental Committee.

(a) DUTIES

- (i)** Act as the biology graduate student representative to the department's faculty Arts & Sciences Division Committee
- (ii)** At the beginning of the year, contact the committee chair so that they know you are the representative and wait for them to contact you if there are any meetings. *Note: this committee meets very infrequently.*

Section 6.11 BIOLOGY SCHOLARSHIP COMMITTEE

One (1) current graduate student will be appointed to serve as a representative on this Departmental Committee.

(a) DUTIES

- (i)** Announce competitions for all biology scholarships to all BGSA members

Article VII. BGSA Standing Committees

Section 7.01 GPSA REPRESENTATIVE

According to the GPSA Constitution, each degree-granting department, school, program or division is entitled to one voting member on the GPSA Council for every 100 (or portion of 100) students enrolled. Number of appointed representatives will be dependent on current enrolment.

(a) DUTIES

- (i)** Attend monthly meetings
- (ii)** Disseminate information about decisions made at meetings that effect BGSA members
- (iii)** Vote on bills and amendments during the GPSA meeting

Section 7.02 PUBLICATIONS CHAIR

One (1) current graduate student will be appointed to serve as a representative on this BGSA Standing Committee.

(a) DUTIES

- (i)** BGSA publications representative receives applications from UNM Biology graduate students for funds to defray publication (or presentation) costs
- (ii)** Officially, the publications officer evaluates applications once a semester and makes recommendations as to which applications will be funded, and passes these on to the BGSA treasurer

Note: Graduate students wishing to be refunded for costs arising from publications fill out a form, which is available at the BGSA website -- liaison with the treasurer is helpful in determining the pool of funding that is potentially available for publication reimbursement requests. In practice, there have been relatively few applications over the last several semesters, so applications have been funded during the semester, rather than waiting until the end. If there are insufficient funds to award all requests, an order of priorities to observe in allocating funds among requests is provided on the application form (e.g., page charges are given higher priority than reprints, etc).

Section 7.03 NEW/PERSPECTIVE STUDENT REPRESENTATIVE

One (1) current graduate student will be appointed to serve as a representative on this BGSA Standing Committee.

(a) DUTIES

- (i)** Help with the new student orientation class, and be available to answer questions
- (ii)** For prospective students,
 - 1) Organize rides to/from airport if needed
 - 2) Organize accommodation (if none is available to a perspective student, campus offers discounted rates for students visiting services to/from campus)
 - 3) Set up a schedule sheet in the front office for the visit and faculty/students to sign up to meet the student

Section 7.04 T-SHIRT DESIGN AND SALES

One (1) current graduate student will be appointed to serve as a representative on this BGSA Standing Committee.

(a) DUTIES

- (i)** Keep track of the t-shirt inventory
- (ii)** Coordinate with UNM, Biology Dept, BGSA, etc. for sales events
- (iii)** Conduct/supervise the sales of inventory at UNM and Biology Department events
- (iv)** Generating new designs for products
- (v)** Explore the possibility of new product lines or items
- (vi)** Coordinate with suppliers for production scheduling
- (vii)** Keep financial records of loss/profit for each sales event to pass on to the BGSA financial officers
- (viii)** Provide Treasurer with all money received from sales within 24 hours of the sale

Section 7.05 FUND RAISING

One (1) current graduate student will be appointed to serve as a representative on this BGSA Standing Committee.

This will be a new position in the 2006-07 year. During the 2005-06 year the BGSA had several discussions about exploring fundraising opportunities that could be used to grow our account so we can fund more activities, such as publications costs. This person would be in charge of exploring these options and helping to implement them if the students decide we would like to pursue one or more of the options. Also, this person would likely work closely with the T-shirts Organizer in helping with that fundraising.

Section 7.06 SOCIAL/PARTY

Two (2) current graduate students will be appointed to serve as representatives on this BGSA Standing Committee.

(a) DUTIES

- (i)** Plan BGSA social events
 - 1) Fall social
 - 2) Spring social
- (b)** Sevilleta New Student Retreat: coordinate day & time of retreat around orientation with faculty orientation coordinator; reserve conference room & houses at Sevilleta; reserve UNM 15-passenger van for transport to Sevilleta & find licensed van-driver; get contacts for all new grad students & let them know about retreat early enough; recruit current grad students to attend at least part of retreat
- (c)** Social Functions/Parties: Obtain Costco card from Purchasing at UNM to avoid having to personally pay for tax. Fill out paperwork to obtain a Purchase Request with Student Government Accounting Office (SAGO); Purchase food and refreshments for social function.

Note: Close correspondence is necessary with Sevilleta Field Station contact person and with the BGSA treasurer in order to be reimbursed for food expenses. Also it is necessary to coordinate with the Fund Raising Chair to determining how money will be raised in order to cover expenses.

Section 7.07 Webmaster

One (1) current graduate student will be appointed to serve as a representative on this BGSA Standing Committee.

(a) DUTIES

- (i) Update and maintain BGSA website, working closely with all BGSA elected officials to ensure necessary information is available to all BGSA members through the website.

Article VIII. Elections

Section 8.01 Election Dates and Procedures

The BGSA shall hold elections yearly during the spring semester for elected positions, typically in April.

- (a) Announcement of the date and time of the election must be posted publicly including all nominations, at least one (1) week prior to the date of the election.
- (b) Elections can occur no later than the first week of May.
- (c) Nominations shall be conducted prior to elections at a general meeting, by email, or by adding a nominee to a public list. OR if that meeting cannot be attended by the candidates then other members make either verbal or written nominations on behalf on that candidate.
- (d) All nominated individuals are required to accept or decline the nomination at least one (1) week before the election.
- (e) All BGSA members are encouraged to take part in the nominations and elections and to participate as officers in the association.
- (f) Each member will be permitted only one ballot during each election.

Article IX. Meetings

Section 9.01 Meeting Requirements

- (a) The meetings will be held at least twice a semester, with more called at the discretion of the BGSA officers.
- (b) Meetings are required to be announced at least one week in advance.
- (c) Quorum is defined when at least 1/4 of eligible members present.

Article X. Amendments and Binding Decisions

Section 10.01 Constitutional Amendments

- (a) Constitutional amendments must be approved by two thirds (2/3) of the membership of the BGSA.
- (b) Amendments to the by-laws may be made only by a majority vote (<50%) of the membership present at a meeting that meets quorum.
- (c) Binding decisions (such as financial decisions, purchases over \$500) may be made with only with the majority vote (<50%) of the membership present at a meeting that meets quorum.

Article XI. Definitions

Section 11.01 The Biology Graduate Student Association (BGSA)

The biology graduate students and its representative government

Section 11.02 Member of BGSA

Any graduate student that is enrolled in the Biology Department at The University of New Mexico and carries at least 6 credit hours.

- (a) Summer Semester: Continuing Graduate students who were registered for at least 6 credit hours in the previous Spring semester shall be considered BGSA members during the Summer semester.
- (b) Voluntary Resignation: Upon presentation to the BGSA Officers of a written request, any BGSA Member may resign from the BGSA.
- (c) Persons who have voluntarily resigned from the BGSA shall lose all privileges and benefits of BGSA Member status.
- (d) Any person who has voluntarily resigned may once again become a BGSA Member by submitting a written request to the BGSA Officers. They also must meet all other requirements.

Section 11.03 Meeting

- (a) For a recognized meeting to occur there must be at least one week notice of time and location, and a written record of what was discussed at the meeting be made.

Section 11.04 “Constitution”, “Bylaws”, and “This Document”

- (a) “Constitution” refers to those portions of this document passed by the BGSA Membership. Text of the Constitution is always shown in this document in a Bold typeface.
- (b) “Bylaws” refers to those portions of this document which explain, define, or enact sections of the Constitution. Text of the Bylaws is shown in this document in a Plain (Roman) typeface.
- (c) “This Document” shall refer to the integrated Constitution and Bylaws of the Biology Graduate Student Association of The University of New Mexico.

Section 11.05 “Academic Year”

- (a) Academic year shall be defined as the year starting the first day after the summer semester through the last day of the subsequent spring semester.