

University of Denver
Latina/o Graduate Association
Constitution
September 13th, 2013

Preamble

Recognizing the need to unite the community of Latina/o graduate and professional students as a means of social justice, University of Denver Latina/o Graduate Association [LGA] commits to: Enrich the intellectual and social community for Latina/o graduate and professional students.

- Advocate for Latina/o graduate and professional students, faculty and other members of the University of Denver community.
- Support University of Denver in the recruitment, retention, and successful completion of Latina/o graduate and professional students.
- Encourage Latina/o undergraduate and K-12 students to pursue higher education.
- Develop partnerships with interested stakeholders including but not limited to: faculty, staff, and other student and campus organizations at University of Denver.
- Promote awareness of professional development and research opportunities to Latina/o graduate and professional students.
- Abide by University of Denver rules and regulations, State, and Federal Laws and follows local ordinances and regulations.

Article I: Name

Section 1 The name of this organization shall be the Latina/o Graduate Association

Article II: Purpose

Section 1 To encourage professional collaboration and development of Latina/o graduate and professional students.

Section 2 To facilitate a community of social and cultural support for Latina/o graduate and professional students across departments at University of Denver.

Section 3 To work in collaboration with institutional agents to fulfill the commitment of student success for Latina/o graduate and professional students.

Article III: Membership

- Section 1 Non Discrimination Statement: University of Denver and the Latino Graduate Association do not discriminate on the basis of race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information or status as a U.S Veteran. In fact, the Concilio and membership should encourage historically marginalized populations to hold leadership positions.
- Section 2 The University of Denver Latino Graduate Association shall be open to all registered students at University of Denver in good standing who support the purposes, goals, and ideas of the organization as expressed in Article II.
- Section 3 In order for a graduate student to become an LGA member they must attend two general meetings as well as two events hosted by LGA.
- Section 4 Memberships will be open in accordance with the University of Denver guidelines. In the event that any member of the organization engages in conduct which violates university policy, the organization reserves the right to revoke his or her membership and all its privileges.
- Section 5 Rights of Membership:
- a. Full and part-time graduate students of University of Denver and the undergraduate representatives may vote in LGA elections and referendums. Although Non-LGA members cannot vote in elections or referendums, those who have an interest in the affairs of the organization are encouraged to attend any meeting and offer their suggestions on the deciding topic.
 - b. Any individual in attendance may speak and be heard at LGA meetings.
 - c. Have reasonable access to official LGA information. This includes but is not limited to meetings records, Executive Board meeting reports, Executive Council activities and actions and application-related records on candidates for election or appointment.
 - d. Undergraduate students may become Associate members. These students will not have voting rights and will not be able to hold office until they become graduate students. In order for an undergraduate to become an Associate member they must attend two general body meetings as well as two events hosted by LGA.

Article IV: Officers and Duties

- Section 1 Officers and Duties: The (Navigation Chair, Interconnection Chair, Communication Chair, Finance Chair, Alumni Chair, and Historian) will act as the LGA governing council.
- Section 2 Terms of office: The term of office shall be one fiscal year, commencing the first day of class, according to the academic calendar, and ending the last day of class, according to the academic calendar. If an office becomes vacant upon resignation or temporary or permanent inability to perform their duties; the Navigation Chair has the power to appoint a member to that office until a vote may be taken by the association.
- Section 3 The officers of LGA must meet the following requirements:
- a. Have a minimum cumulative grade point ratio (GPA) of 2.00 and meet that minimum GPA immediately prior to the election/appointment.
 - b. Be in good standing with the university and be enrolled at least half time or in the final stages of their degree as defined by the Continuous Registration Requirement during their term of office.
 - c. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).
- Section 4 Duties of the Concilio will consist of the following:
- a. Navigation Chair
 - i. Serve as the “face” of the organization
 - ii. Set forth the agenda for all meetings according to Article VI
 - iii. Attend and facilitate all organization meetings
 - iv. Call special meetings of the organization when required
 - v. Prepare and file any report required by the University.
 - vi. Hold meetings with Concilio, as needed.
 - vii. Act as liaison to the Center for Multicultural Excellence and GSG
 - b. Familia Chair
 - i. Assist the Navigation Chair in the execution of her/his duties.
 - ii. In case of absence or incapacity of the Navigation Chair, shall perform the duties of the Navigation Chair
 - iii. Oversee the progress and hold accountable task forces that are created.
 - c. Communications Chair

- i. Maintain minutes for all general and executive meetings
- ii. Distribute minutes to the listserv following each meeting
- iii. Update and maintain listserv
- iv. Prepare and maintain transition documents related to offices and duties
- v. Produce flyers for special events and meetings
- vi. Oversee communication efforts with university, community, and membership

d. Finance Chair

- i. Maintain all financial records of the organization
- ii. In partnership with sponsoring DU unit, prepare and submit financial reports quarterly to the listserv after Concilio approval
- iii. Develop annual budget in partnership with sponsoring DU unit (CME)

e. Historian

- i. Provide an advising role (i.e. ethics, amendments, elections, impeach of officer or removal of member, or other structural changes)
- ii. Prepare for and lead in-meeting discuss of the topic
- iii. Obtain and organize all LGA records written by the Board of Officers
- iv. Prepare and maintain an annual record of events and assemble a yearly reporting group of achievements and challenges
- v. Maintain a connection with LGA alumni

Section 5 In order to hold office in the LGA, the candidate must be a graduate or professional student member of the organization, and must have held membership for at least one term (one quarter).

Section 6 Impeachment/Removal of Officers: Officers can be impeached and removed from office if officers do not fulfill constitutional duties, perform illegal or unethical behavior, or miss more than 4 executive board meetings during the academic year. The Historian will lead proceedings This is not an exhaustive list of offences and the executive board reserves the right to add to this list.

Section 7 Officers may be removed from office by simple majority vote if the officer's conduct is in violation with University policy, and/or the officer fails to perform the duties of the office as set forth in the constitution. The accused may be present during impeachment proceedings and can speak for 3-5 minutes. Members and Executive Board Officers will deliberate and notify the accused within 24 hours of verdict via email. If impeached, the officer cannot appeal the decision however the officer may still be a recognized member of the organization.

Section 8 Replacement of Officer: A replacement officer may be appointed during the academic year by the Executive Board if an officer is impeached. A special election will be held to fill open position.

Article V: Task Forces

- Section 1 The Task Force(s) will assist the Concilio in accomplishing the purpose of the organization.
- Section 2 The LGA shall have Task Force(s) which are comprised by members in good standing .
- Section 3 The Task Force(s) will be created by members on a volunteer basis. Members are strongly encouraged to take part in their organization through the Task Force system.
- Section 4 The duties and responsibilities of the LGA Task Force(s) will be outlined on a case by case basis. More specific duties may be assigned to the Task Force(s) if mutually agreed by the Concilio or LGA membership.
- Section 5 The Task Force(s) shall be created in a goal-oriented and time-sensitive manner. Task Forces should not be a permanent body, and it is recommended that no Task Force should be in coalition towards a specific goal for longer than 3 months.

Article VI: Meetings

- Section 1 Meetings will be held at least three times per quarter throughout the academic year with the first meeting of the year led by the Historian.
- Section 2 The membership will be notified meetings at least one week in advance by the Navigation Chair of the organization. Emergency meetings may be called by the Executive Council at their discretion.
- Section 3 A quorum will consist of a 2/3 majority of organization membership.
- Section 4 Special meetings are limited to up to 2 items on agenda.

Article VII: Elections

- Section 1 Elections will be held during the spring quarter with the 1st meeting of the spring quarter reserved for nominations, 2nd quarter for vote, and 3rd for transition.
- Section 2 Membership will be notified of upcoming elections at least one month prior to election date.
- Section 3 Elections will be held anonymously. A candidate must receive a simple majority of votes casted. In the event of a tie, a run-off election will be held.

Section 4 In the case of unfilled positions, appointments of officers will be made by the new Executive Council through special election.

Article VIII: Finances

Section 1 Membership for LGA is free and open to all graduate students at the University of Denver who wish to advance the LGA mission and vision

Section 2 All monies belonging to this organization shall be managed in accordance through the sponsoring unit's procedures and protocols. The Center for Multicultural Excellence (CME) will manage, in partnership with the Finance Chair, the budget proposal and reconciliation.

Section 3 The Chair of Finances is responsible for the financial affairs of the organization.

Section 5 Should the organization dissolve leaving monies in the organization account, said monies shall remain in the sponsoring unit's budget. All fiscal year budget shall be allocated per fiscal year and used according to group mission and vision.

Article IX: Amendments

Section 1 A proposed amendment to this constitution shall be presented to the members at least one meeting prior to the meeting at which the vote shall be held by the presiding Historian.

Section 2 A 2/3 majority of present and voting members is required for ratifying an amendment.

Section 3 All amendments or changes to this constitution must be submitted to Historian once per quarter.

Section 1 A 2/3 majority of members present must be obtained in order to ratify this constitution.