

Morgridge College of Education Student Association (COESA) Constitution

Article I. Name and Mission

Section 1. The name of this organization shall be the College of Education Student Association (COESA).

Section 2. The mission of the College of Education Student Association (COESA) shall be to serve and represent students enrolled in the Morgridge College of Education (MCE). We strive to promote:

- Collegial and social relationships with faculty, peers, and experts in the field;
- Professional, intellectual, and social interaction between students, faculty, staff, and administration in the Morgridge College of Education;
- Effective communication within the Morgridge College of Education between students, faculty, staff, and administration;
- Student participation at national and educational conferences;
- Community within MCE and the greater University of Denver
- Student leadership in scholarship, teaching, research and inclusive excellence

Article II. Membership

Section 1. There shall be two types of membership:

A. Voting members: Students enrolled in the Morgridge College of Education at the University of Denver are voting members and may hold office.

B. Non-voting members:

- Alumni, faculty, staff, administration, and friends of COESA are non-voting members and may not hold office.
- Student Association Senators who represent the student associations officially recognized by COESA are non-voting members and may not hold office.

Article III. Administration

Section 1. COESA shall be comprised of officers and program representatives:

A. Officers

1. President
2. Vice President
3. Treasurer
4. Secretary
5. Communications Officer

Article IV. Powers and Duties

Section 1. General Powers

COESA shall have the powers necessary to carry out the mission of COESA in accordance with this constitution. All COESA officers and program representatives shall have the powers and duties commensurate with the nature of their respective positions.

Section 2. Association Funds

COESA shall have control and supervision of all COESA funds. COESA Executive Board shall have decision-making authority over the distribution and use of said funds.

Section 3. Responsibilities of COESA

Responsibilities shall be the following:

- A. Respond to issues concerning students in the Morgridge College of Education at the University of Denver
- B. Act on behalf of Morgridge College of Education students on college-wide issues via collaborative efforts
- C. Maintain a point of contact with the Morgridge College of Education student community at the University of Denver

Section 4. Responsibilities of COESA Officers

A. President shall:

1. Represent COESA within the Morgridge College of Education and the University of Denver or provide representation. The President is required to be on-campus for all terms of office.
2. Respond to issues concerning students within the Morgridge College of Education.
3. Inform and consult with the Dean, Morgridge College of Education.
4. Act as liaison between COE students and the faculty, staff, and administration within the Morgridge College of Education.
5. Administer all COESA meetings, provide leadership to COESA Executive Board, and enforce policies established by Morgridge International Education Network.
6. Establish committees and appoint chairs, subject to the approval of the Executive Board.
7. Prepare and distribute agendas prior to each meeting.

B. Vice President shall:

1. Temporarily take the place of the President of COESA in the event that the President is absent.
2. Coordinate with all committee chairpersons.
3. Inform COESA President of all committee proceedings.
4. Maintain contact information for all student association representatives.
5. Assist with the planning and logistics for all COESA events.

C. Treasurer shall:

1. Prepare and present a proposed yearly budget in conjunction with the President to the Morgridge College of Education Budget and Planning Office for approval.
2. Present financial reports to the Executive Board, indicating the current status and balance of COESA account at minimum once per quarter.
2. Approve all expenditures in conjunction with the Executive Board.
- 3.. Verify that all requests for monies shall be in the proper form, presented to COESA in a timely manner, and paid to students in a timely manner. Submit reimbursement funds to the Morgridge College of Education's Finance Assistant for approval and disbursement.
4. Maintain accurate records of all expenditures and income.
6. Provide a financial forecast bi-annually and an annual end of year budget and status report to the board.

7. Present any conflicts of interests with reimbursements or distributions of funds to the board for resolution.

D. Secretary shall:

1. Maintain the records of the organization.
2. Record and maintain the minutes of all meetings.
3. Email meeting minutes to program representatives that were unable to attend the meeting and upload meeting minutes to COESA portfolio site after minutes have been approved.
4. Keep a record of attendance at COESA meetings.
5. Assist the communications officer with the newsletter and other communications projects as needed.

E. Communications Officer shall:

1. Create a monthly COESA newsletter and distribute it to Morgridge College of Education faculty, staff, and students.
2. Maintain COESA portfolio site.
3. Update information for COESA on the DU website.
4. Manage the COESA Facebook account.
5. Create advertisements for student events and/or student spotlights to display on Morgridge College of Education TVs.

G. Faculty Advisor shall:

1. Act as a proxy and voting member in the event of a board member absence; otherwise, the faculty advisor will be a non-voting member.
2. Serve as the liaison between Morgridge faculty and staff.
3. Shares updates about College-wide initiatives during COESA board meetings and takes time during faculty meetings to share updates with faculty about COESA.
4. Email the president regarding any time-sensitive issue and the president will share with the issue with the board.
5. Assist with end of year succession planning between outgoing and incoming boards.

Section 5. Responsibilities of Student Associations

Student Associations to COESA shall:

1. Submit the formal application form at the beginning of each academic year to be approved by the COESA board in order to be officially recognized and receive administrative and financial support.
2. Have the affirmative responsibility to be present or send a representative to the COESA's board meetings.
3. Present an oral report of said their association's events, accomplishments, and announcements to COESA in each executive board meeting
4. Act as a liaison between their program and COESA Executive Board.
5. Comply with the Morgridge College of Education, and COESA's financial, and administrative policies, and guidelines.
6. Serve as members of a COESA committee, as needed.
7. Adhere to the responsibilities set forth for their respective association

8. Inform their respective program department and graduate students of COESA and Graduate Students Government (GSG) announcements, events, and printings
9. Participate in the development and execution of COESA events

Section 6. Elections

SECTION 6 (1): The officers of COESA shall be elected by a majority vote of the student voting membership for a one-year term to commence on the first day of Summer Quarter and end the last day of Spring Quarter. The elected officers shall be enrolled as either a full-time or part-time graduate student in the Morgridge College of Education throughout the academic year. The elected officers shall be eligible for an additional period of one academic school year following the end of the first one-year term. This additional one-year period shall be applicable for being re-appointed for the same position as they were voted into by the student voting membership during their first term. After holding the said position for two consecutive school years the officer shall not be eligible for being re-appointed in the third-year. This amendment shall not be applicable for re-appointment officers seeking a different position on the executive board. Current officers on board who would seek a different position on the executive board in the second year shall be elected through general student election process. In the event of not being re-appointed due to receipt of less than two-thirds of all members votes, the said officer is still eligible for nominating themselves through the new executive board election process. The following procedure shall be followed for re-appointment the officers for an additional period of one-year term commencing on the first day of Summer Quarter and end the last day of the Spring Quarter:

- (a) The officer shall express their interest in writing to the President no later than the first day of Spring Quarter.
- (b) COESA Officers and the Faculty Advisor shall use the evaluation rubric to evaluate the said officer's term performance based on the responsibilities mentioned in Section Three of the constitution of the COESA board.
- (c) COESA Officers and the Faculty Advisor shall vote using a ballot. The officer for whom the voting is undertaken will not be eligible to participate in the voting process.
- (d) Decision shall be considered upon receipt of a two-thirds majority vote.

Section 7. COESA Board Member Attendance

COESA Officers shall be expected to attend all Executive Board and assigned committee meetings, functions, and COESA activities. In the case of an emergency, the COESA board member must notify the President of the absence prior to the event, or it will be considered unexcused. Two unexcused absences will result in a meeting with the COESA officer, the President, and the faculty advisor. If unexcused absences continue after this meeting, the President and faculty advisor may dismiss the board member and hold a new election for the position for the remainder of the term.

Article V. Meetings

Section 1.

During the academic year, COESA must hold at least one Executive Board meeting per quarter for the purpose of receiving, distributing, and accounting for funds from GSAC.

Section 2.

The President may call other general or special meetings for purposes related to the general management of the association.

Section 3.

The President, or in the case of a committee meeting the committee chair, may at their discretion cancel or postpone meetings due to inclement weather or extenuating circumstances.

Section 4.

Decisions made at the COESA Executive Board meetings must have a majority vote to be approved. Approval decisions will not be rescinded unless the board approves a change to the decision with a majority vote.

Section 5.

If a board member has a significant disagreement with a decision made at a COESA Executive Board meeting, it is the responsibility of that board member to notify the President to request a separate meeting to discuss the disagreement. The President will take notes during the meeting and have the board member approve the minutes. If the board member is not satisfied with the result of the meeting with the President to discuss the disagreement, the board member may request a meeting with the President and Faculty Advisor to discuss the disagreement to reach a resolution. The minutes from the previous meeting will be then shared with the Faculty Advisor.

Article VI. Amendments

Section 1.

Any voting member may request a change to the Constitution by presentation to the Executive Board.

Section 2.

After review by the Executive Board, a proposed constitution change may be forwarded to the voting membership for consideration.

Section 3.

An amendment forwarded to the voting membership for consideration shall be considered ratified upon receipt of a two-thirds majority vote of the voting membership.

Section 4.

Adoption of any amendment to COESA bylaws shall require a majority vote from COESA Executive Board.

