

UGGS Constitution

PREAMBLE

We the Graduate and Professional students of the University of Colorado Boulder do recognize and embrace our role and responsibility to preserve and defend the rights and privileges of student self-governance, to assure and represent a student voice and involvement in University decisions, respond to and raise student concerns, to collaborate and share intellectual resources, to cultivate and provide leadership, to promote cooperation and dialogue between students, faculty and administration, to establish collaborative events, do hereby ordain and establish this Constitution.

ARTICLE I. Name & Purpose

SECTION 1. Name

The name of this organization will be the United Government of Graduate Students (UGGS) of the University of Colorado Boulder (CU-Boulder).

SECTION 2. Purpose

The purpose of UGGS is to serve as an active advocate representing all students at CU-Boulder who are pursuing post-baccalaureate degree studies and paying graduate student fees.

ARTICLE II. Membership & Function

SECTION 1. Membership

The members of UGGS must be pursuing a post-baccalaureate education and be a fee paying student of CU-Boulder.

SECTION 2. Function

UGGS will serve as the intermediary body between organizations whose members include graduate and professional students. UGGS will represent graduate and professional students to the university students, faculty, administration, community at large, media, and the national academic community.

ARTICLE III. UGGS and CUSG Relationship

SECTION 1. Relationship

UGGS will maintain a productive and cooperative working relationship with members of CUSG (University of Colorado Student Government) constituent bodies. This relationship shall be maintained through communication and active participation in joint endeavors via program's representatives.

SECTION 2. Representation

UGGS will request one representative to serve on every university committee that includes a representative of CUSG with equivalent voting privileges. This effort should be coordinated, whenever possible, with the CUSG Executives and Legislative Council.

ARTICLE IV. UGGS Assembly

SECTION 1. Voting Members

The UGGS Assembly will consist of all eligible voting members. An eligible voting member is

- any duly selected representative of any campus degree-granting department or program,
- an UGGS officer, or
- an office coordinator or other appointed position, if they are a duly selected representative of their academic department; however, the office coordinator may not vote during secret ballots.

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SECTION 2. Representatives

Each academic degree-granting department shall be allocated one vote, though they may select multiple representatives. Each department shall establish its own method of choosing a departmental representative; however, each representative must be a fee-paying student who is pursuing post-baccalaureate studies in that department.

SECTION 3. President's Vote

The President may vote only if that vote will change the result of an Assembly vote or if the vote is by ballot. The President's home graduate program may select another representative to be a regular voting member.

SECTION 4. Voting Guidelines

No person can vote more than once even if that person holds more than one voting position.

SECTION 5. Officers

The officer positions are

- President,
- Executive Vice President,
- Vice President of Finance,
- Vice President of Student Affairs,
- Communications Chair,
- Social Relations Chair,
- Two (2) CUSG Senators.

SECTION 5.1. Officer Term

Each officer position lasts for one (1) calendar year.

SECTION 5.2. Officer Election Period

The following officers are elected by the UGGS Assembly at the end of each Spring semester: President, Executive Vice President, Vice President of Finance, Vice President of Student Affairs, and one (1) CUSG Senator. The following officers are elected by the UGGS Assembly at the end of the Fall semester: Communications Chair, Social Relations Chair and one (1) CUSG Senator.

SECTION 5.3. *Officer Roles*

The President shall appoint UGGS Officers to attend periodic meetings with the Boulder Faculty Assembly's Executive Committee, the Dean of the Graduate School, and the Dean of Students. Other duties and responsibilities are as follows:

President

Oversees the organization and all actions of UGGS and is the chair of Assembly meetings. Serves as the chief representative of UGGS to the wider CU community. Holds three (3) office hours per week.

Executive Vice President (EVP)

At the discretion of the President and EVP, shares the duties of the President, including, but not limited to: managing shared UGGS email account, representing UGGS on campus committees, meeting with Administration members, serving as a liaison to CUSG, in coordination with the CUSG Graduate and Professional Liaison. In the absence of the President, temporarily assumes all Presidential duties. Holds two (2) office hours per week.

Vice President of Finance

Oversees the annual budget and the student group and travel grants; also, assists with budget, planning, and fundraising. In the absence of the President and EVP, temporarily assumes all Presidential duties. Holds two (2) office hours per week.

Vice President of Student Affairs (VPSA)

At the discretion of the President and EVP, assists with development of evaluation instruments such as campus climate surveys, and uses resulting data to promote the interests of the graduate student body. Coordinates recruitment and retention of Assembly Representatives. Organizes representation and liaison with organizations and coalitions concerning graduate student interests beyond campus, including National Association of Graduate-Professional Students. Brings nonlocal issues/concerns to the UGGS Assembly. Holds two (2) office hours per week.

Communications Chair

Handles communication between the UGGS Executive body and the representatives, and manages the Web site and email list, the UGGS Constitution, and institutional knowledge and history. Shall assist the President in representing UGGS to the university and to the public. Holds one (1) office hour per week.

Social Relations Chair

Oversees social events, fundraising, the newsletter, the graduate student survey, and UGGS recruitment. Holds one (1) office hour per week.

CUSG Senators

Represent graduate student interests in CUSG Legislative Council, Council of Colleges and Schools, and any joint boards or other appointments. Each Co-Senator holds one (1) office hour per week.

SECTION 5.4. *Officer Hierarchy*

After the President, the line of succession is

1. Executive Vice President;
2. Vice President of Finance;
3. Vice President of Student Affairs;
4. Communications Chair;

5. Social Relations Chair.

SECTION 6. *UGGS Staff*

The staff positions are

- CUSG Liaison
- Other Administrative Assistant

SECTION 6.1 *Staff Term*

Each staff appointment lasts for one (1) calendar year, from the ratification date.

SECTION 6.2 *Staff Appointment Period*

The following staff are appointed by the president and ratified by a majority vote of the UGGS Assembly at the end of every academic year: Office Coordinator, Other Administrative Assistant. The CUSG liaison is appointed by CUSG and ratified by a majority vote of the UGGS Assembly.

SECTION 6.3 *Staff Roles*

Duties and responsibilities are as follows:

CUSG Liaison

Maintain a relationship between CUSG and UGGS. The main role of this liaison is to ensure communication between CUSG and the UGGS Assembly. The CUSG liaison may also serve as the representative for their academic institution.

Office coordinator

Assists the President with day-to-day operations of UGGS. Assist the Social Relations Chair with planning events sponsored by UGGS. In coordination with the officers and other staff, maintain the UGGS office. The office coordinator may also serve as the representative for their academic institution.

Other Administrative Assistant

Appointed as necessary at the discretion of the President. The administrative assistant may also serve as the representative for their academic institution.

SECTION 7. *Participation*

All Assembly members are expected to attend Assembly meetings and actively represent the interests of their nominating or electing body (department, program, etc.). All Officers are expected to attend Assembly meetings and off-week Officer meetings.

SECTION 8. *Rights*

Any fee-paying student pursuing post-baccalaureate studies at CU-Boulder shall have the right to attend any UGGS Assembly meetings and be able to give input on decision policies concerning issues or the organization of UGGS.

ARTICLE V. Elections

SECTION 1. *Period*

The UGGS Assembly shall hold officer elections once per academic semester as described in ARTICLE IV. SECTION 5.2. The elections shall occur at the ultimate UGGS Assembly meeting.

SECTION 2. *Nominations*

Nominations for officer positions shall occur at the penultimate regularly scheduled UGGS Assembly meeting of each academic semester. Officers must be fee-paying students of CU-Boulder pursuing post-baccalaureate studies.

If the UGGS Assembly does not receive a nomination for a vacated Officer position by the election, the President may temporarily appoint an UGGS Representative to the vacated position by notifying the UGGS Assembly in writing. Nominations and election for that Officer position will occur at each subsequent UGGS Assembly meeting until the position is filled.

SECTION 3. *Selection*

A majority of votes cast shall be required for the election of any UGGS officer.

SECTION 4. *New Officers Starting Date*

The incoming officers shall assume their roles immediately following the election.

SECTION 5. *Replacement*

If any UGGS officer resigns his/her position before the end of their term, the election of a replacement shall follow the above procedure, except that nominations shall occur at the next regularly scheduled UGGS assembly meeting after the resignation, and the election shall occur at the following meeting. In the interim period between the officer's resignation and the regularly scheduled election, the President may temporarily appoint an UGGS Representative to the vacated Officer position by notifying the UGGS Officers in writing. The interim appointee will have all the rights and responsibilities of a fully-elected officer. The interim appointment will cease upon the election of a permanent Officer to that position.

ARTICLE VI. Meetings

SECTION 1. *Period*

UGGS Assembly meetings will be held regularly, no less than once a month, when school is in session.

SECTION 2. *Rules*

Unless otherwise specified in the Constitution or By-Laws, the UGGS President specifies the parliamentary authority for UGGS business during Assembly meetings. Official votes will only be taken at regularly-scheduled UGGS Assembly meetings.

Special Order: In order to make timely, binding statements or policy changes, a two thirds majority of present and voting members may pass a resolution or bill on "special order", obviating the need for a second reading of the legislation. No bill or resolution will be passed on "special order" without first being distributed to representatives 48 hours in advance. Such a resolution or bill will contain language indicating that (a) it was passed on "special order" and (b) that it will expire one calendar year from passage.

SECTION 3. *Time & Location*

UGGS Assembly meetings shall take place at a regular time and location. Such meetings shall be announced in advance.

SECTION 4. *Invitation*

UGGS will invite an administrative liaison from the Graduate School, Graduate Teacher Program, Law School, and MBA Program of the Business School to each meeting of the UGGS Assembly.

SECTION 5. *Cancelled Meetings*

In the event of a meeting cancelled due to a campus closure, if necessary, voting can occur via a secure online system, such as Qualtrics.

ARTICLE VII. Finances

SECTION 1. *Budget Report*

The Vice President of Finance will be responsible for submitting an annual budget for the upcoming fiscal year at the penultimate meeting of the academic year. The UGGS assembly will vote to approve the budget at the final meeting of the academic year. The budget will be presented to the assembly at the first meeting of the following academic year, at which time amendments can be made as needed.

SECTION 2. *Budget Approval of Special Expenditures*

The UGGS Assembly will vote on approval of any expenditure of over \$100 not in the previously approved annual budget. These expenditures include, but are not limited to, salaries, stipends, activities, capital improvements, and trips.

ARTICLE VIII. Amendments & Impeachment

SECTION 1. *Procedure*

Any amendment to this constitution will be represented in writing at a regularly-scheduled UGGS meeting. It shall be voted upon at the following regularly-scheduled UGGS meeting. It shall require a two-thirds (2/3) vote of all UGGS Assembly members present to pass. Impeachment will be carried out in the same way as amendments to this constitution.

SECTION 2. *Proposal*

Immediately following the presentation of the proposed amendments, the proposal shall be sent to each graduate department representative.

SECTION 3. *Review*

The UGGS Assembly will do a comprehensive review of this constitution and by-laws in the Spring of every year. This review will examine the practicality of the provisions, and the usefulness of the officer structure. Any recommended changes will be executed in the same way as other amendments to this constitution.

SECTION 4. *Fee Review*

The UGGS Assembly will do a comprehensive review of the UGGS fee every 3 years. Officers will assess the budget from the previous three years and determine whether a fee change is

warranted. If yes, the President and VP of Finance will draft a fee change application to be approved by the assembly at the first meeting of the fall semester. Fee change applications are due to the Vice Chancellor by Fall deadline.

Constitution History

Updated: 2016/03/28

Updated: 2015/04/27

Updated: 2014/10/29

Updated: 2014/04/30

Updated: 2013/05/01

Updated: 2012/05/02

Amended: 2011/04/27

Updated: 2009/03/02 -- VP of Institutional Analysis is changed to VP of Communications.

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Amended: 1996/04/17

Amended: 1994/04/27

Submitted: 1994/02/15