UGGS Constitution

PREAMBLE

We, the Graduate and Professional students of the University of Colorado Boulder, recognizing and embracing 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, to 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, and 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 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 the programs’ 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 elected representative of their academic department; however, the office coordinator may not vote during secret ballots.

SECTION 2. Representatives
Each academic degree-granting department shall be allocated one vote, although 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 4.1 Electronic Voting
These protocols are intended to be used only for urgent action items, excluding constitutional amendments, that the officers believe should be addressed prior to the next regularly scheduled assembly meeting. This includes actions over breaks during the academic year, during the summer term, or on the off week that the assembly does not meet.
  ● All votes must meet a quorum that is determined to be three-quarters of the number of departments which regularly attended assembly meetings in the previous semester.
• Voting will take place electronically via a method that is emailed out by the Executive Team to the Assembly Representatives.
• Voting will take place over a minimum forty eight hour period. The voting period will be clearly stated in the email announcement and on the voting form.
• A point of contact and discussion forum will be provided with the voting form.
• There will be a platform for discussion and discourse of the vote, leading up to the vote.

SECTION 5. Officers
The officer positions are
• President,
• Vice President of Internal Affairs,
• Vice President of External Affairs,
• Director of Finance,
• Director of Communications,
• Diversity and Inclusion Chair,
• Social Relations Chair,
• Two (2) CUSG Senators.

SECTION 5.1. Officer Roles
The President shall appoint UGGS Officers or other UGGS Representatives to attend periodic meetings with the Boulder Faculty Assembly’s Executive Committee, the Boulder Faculty Assembly’s Committees, the Dean of the Graduate School, the Dean of Students, and other Councils/Boards/Committees as needed. Other officer 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.

Vice President of Internal Affairs
Supports the president by organizing and overseeing initiatives concerning administrative entities internal to the University of Colorado Boulder. Organizes and collaborates with administrative initiatives, such as the Graduate School, Office of Student Affairs, etc. Oversees, supports, and collaborates with the Director of Finance and Diversity and Inclusion Chair. Holds two (2) office hours per week.

Vice President of External Affairs
Supports the president by organizing initiatives concerning entities external to the administration of the University of Colorado Boulder. Organizes and collaborates with other governing bodies within the university of colorado system, including the University of Colorado Student Government (CUSG), the Boulder Faculty Assembly (BFA), the Staff Council (SC), the Intercampus Student Forum (ISF), and other relevant organizations, such as the National Association of Graduate and Professional Students (NAGPS). Oversees, supports, and collaborates with the Director of Communications and the Social Relations Chair. Holds two (2) office hours per week.

Director of Finance
Oversees the annual budget and the student group and travel grants; assists with budget,
planning, and fundraising. Holds two (2) office hours per week.

Director of Communications
Handles all communication between the UGGS Executive body and representatives, manages the official website and email list, maintains the UGGS Constitution, and other forms of institutional knowledge and history. Shall assist the executives in providing a strategic plan for communications between UGGS, the university, and the public. Holds two (2) office hour per week.

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

Diversity and Inclusion Chair
Oversees diversity and inclusion efforts and initiatives for the benefit of the graduate and professional student community in University of Colorado Boulder. Communicates and collaborates with other diversity and inclusion initiatives originated in different offices around campus, such as the Chancellor's' Committee on Gender and Sexuality, Graduate Student Social Climate Advisory Committee, CUSG Diversity Chair, etc. 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. Co-Senators shall hold office hours according to the Bylaws of the Council of Colleges and Schools. Each Co-Senator holds one (1) office hour per week.

SECTION 5.2. Officer Hierarchy
After the President, the line of succession is as follows:
1. Vice President of Internal Affairs;
2. Vice President of External Affairs;
3. Director of Finance;
4. Director of Communications;
5. Diversity and Inclusion Chair;
6. Social Relations Chair.

SECTION 5.3. Officer Term
Each officer position lasts for one (1) calendar year.

SECTION 5.4. Officer Election Period
The following officers are elected by the UGGS Assembly during each Spring semester: President, Vice President of Internal Affairs, Vice President of External Affairs, and one (1) CUSG Senator. The following officers are elected by the UGGS Assembly at the end of the Fall semester: one (1) CUSG Senator. The remaining officers are appointed by an Executive Hiring Committee, composed of the President, Vice President of Internal Affairs, and Vice President of External Affairs.

SECTION 5.5. Appointed Officers
A. Positions
The appointed officers are as follows:
- Director of Finance;
- Director of Communications;
- Diversity and Inclusion Chair;
- Social Relations Chair.

B. Selection and Confirmation
The Executive Hiring Committee, defined in Section 5.4., shall appoint the remaining officer positions, noted in Section 5.5.A. The UGGS Assembly shall confirm each appointment individually by a majority, present and voting. The UGGS Assembly retains the power to reject an appointee. Should an appointee be rejected, the Executive Hiring Committee will seek a new appointee, who must be confirmed by the UGGS Assembly.

SECTION 6. UGGS Staff
The staff positions are as follows:
- CUSG Graduate Liaison;
- Secretary;
- Office Coordinator;
- Other Administrative Assistant

SECTION 6.1. Staff Roles
Duties and responsibilities are as follows:

CUSG Graduate Liaison
The CUSG Graduate Liaison maintains a relationship between CUSG and UGGS and coordinates CUSG-UGGS activities. The CUSG Graduate Liaison may also serve as the representative for their academic institution. The CUSG Graduate Liaison is paid by CUSG.

Secretary
Assists and reports directly to the Director of Communication to record and edit the minutes of Assembly meetings. The Secretary may also serve as the representative for their academic institution. Must be present at every Assembly meeting.

Office Coordinator
Assists the President and Vice Presidents with day-to-day operations of UGGS. Assist the Chairs 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
Suggested as necessary at the discretion of the President or the Executive Hiring Committee and/or the UGGS officers. The roles and appointment of other Administrative Assistants depend on the Executive Hiring Committee, defined in Section 5.4. The Administrative Assistant may also serve as the representative for their academic institution.

SECTION 6.2. Staff Term
Each staff appointment lasts for one (1) calendar year, starting from the confirmation date and the approval date of the Executive Hiring Committee for CUSG.
SECTION 6.3. Staff Appointment Period
The following staff are appointed by the Executive Hiring Committee at the end of every academic year: Secretary, Office Coordinator, Other Administrative Assistant.

SECTION 7. Participation
All UGGS Assembly members are expected to attend UGGS Assembly meetings and actively represent the interests of their nominating or electing body (department, program, etc.). All Officers are expected to attend UGGS Assembly meetings and off-week Officer meetings.

SECTION 8. Rights
Any fee-paying student pursuing post-baccalaureate studies at the University of Colorado Boulder shall have the right to attend any UGGS Assembly meetings and to provide input on any ongoing discussions.

ARTICLE V. Elections

SECTION 1. Period
The UGGS Assembly shall hold officer elections once per academic semester as described in Article IV. Section 5.4. The elections shall occur before the ultimate UGGS Assembly meeting.

SECTION 2. Nominations
Nominations for officer positions shall occur before 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 Officer Starting Date
The incoming officers shall assume their roles immediately following the election.

SECTION 5. Replacement
If any UGGS officer resigns their 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 Executive Hiring Committee 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. If the resignation corresponds to an appointed position, the Executive Hiring Committee shall appoint a replacement, whose confirmation shall follow the process described under Article IV, Section 5.5B.

SECTION 6. Introductions
All efforts shall be made to introduce the appointed officers to the assembly in person prior to the official confirmation.

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: 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 Director of Finance will be responsible for submitting an annual budget review for the
upcoming fiscal year in the middle of Spring semester of any given 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 $300 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 presented 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 Director 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
Amended: 2019/11/04
Updated: 2018/04/20
Updated: 2017/04/17
Updated: 2016/03/28
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