

## **Sociology Graduate Student Association Charter**

**University of New Mexico**

**Albuquerque, NM 87131**

### **I. Name**

We the GRADUATE STUDENTS IN THE DISCIPLINE OF SOCIOLOGY AT THE UNIVERSITY OF NEW MEXICO, hereby form ourselves collectively as the **Sociology Graduate Student Association (SGSA)**.

### **II. Purposes**

Our Purpose is to promote academic excellence and learned practice of the arts and sciences of sociology;

- through effective and diverse learning experiences in cooperation with the faculty of the sociology department
- by promoting professionalism in academic pursuits
- by operating as a forum for the airing of grievances against Sociology Department policies and serve as a mechanism to have those grievances carried to the appropriate committee and persons for a proper hearing

### **III. Membership**

1. Membership of the SGSA is voluntary and is comprised of Graduate Students in the Department of Sociology at the University of New Mexico in Albuquerque, NM. Members shall be graduate students in active good standing as defined by the University of New Mexico.
2. Graduate Students in the Sociology Departments of branch campuses of the University of New Mexico may petition for membership status.
3. No person shall, on the grounds of race, ethnicity, age, sex, gender, marital status, parental status, national origin, religion, physical handicap, or political affiliation, be excluded from participation in, be denied benefits, or be otherwise subjected to discrimination under this Charter.
4. Grounds for Expulsion from Membership
  - a. The SGSA adopts the Code of Ethics of the American Sociological Association, and failure to live up to its provisions is grounds for expulsion (<https://www.asanet.org/about/governance-and-leadership/code-ethics>).
  - b. Dishonorable academic behavior, including but not exclusive to cheating, coercion, ridicule, and disrespect for the rights of human subjects during investigations, will be considered grounds for expulsion.
  - c. Disclaimer: SGSA officers are mandated to report incidences covered by Title IX to the Office of Equal Opportunity (OEO) because of their leadership role. The SGSA body cannot administer punishment or justice beyond expulsion from SGSA, so aggrieved students may choose to use other routes for justice.

## 5. Membership Grievance Procedure

- a. Grievance procedures brought against any member shall be considered by a regular meeting of the SGSA.
- b. In the event that the regular meeting of the SGSA votes by a 50% majority that charges against any member are serious enough to warrant further action, special notification of that fact shall be sent to the full membership along with a date on which the membership rights of the aggrieved member shall be discussed and voted upon. Notification shall be sent at least two weeks prior to said meeting to all members and to the member whose membership standing is in question.
- c. Membership rights votes shall be subject to a two-thirds majority vote of members present at meeting.

## IV. Officers

### 1. President

- 1.1. Qualifications: membership in SGSA

### 2. Vice-President

- 2.1. Qualifications: membership in SGSA

### 3. Graduate Committee Representative

- 3.1. Qualifications: membership in SGSA

### 4. Treasurer

- 4.1. Qualifications: membership in SGSA

### 5. Council Representative to the UNM Graduate and Professional Student Association

- 5.1. Qualifications: membership in SGSA

### 6. Colloquium Series Representative

- 6.1 Qualifications: membership in SGSA

### 7. Departmental Committee Representatives

- 7.1 Qualifications: membership in SGSA

## V. Terms of Officers

All officer positions will run for one academic school year of three semesters, starting with the Summer semester following elections, and ending after Spring semester. Successive terms for all officers is permissible. Co-officers for all positions are also permitted.

## VI. Duties of Officers

### 1. President

- a. Shall preside at all SGSA meetings.
- b. Shall administer the SGSA budget through majority vote for expenditures at regular meetings.
- c. Shall attend the annual SAC rechartering workshop and the annual SGAO funding workshop that take place early in the Fall semester. Recharter SGSA with the assistance of the Vice President.

- d. Shall conduct elections in the Spring, and as needed, to fill the officer and committee representative positions for the following academic year.
  - e. Shall give prior approval to the distribution of all public notices in the name of SGSA, without which no publication shall be permitted.
  - f. Shall be the official spokesperson for the SGSA.
  - g. Shall ensure the performance of the duties of all Officers.
  - h. Shall meet with the Graduate Director at least once a semester and report back to the SGSA membership.
2. Vice-President
    - a. Shall perform the duties of the President in the absence or inability of the President to perform such duties.
    - b. Shall perform duties as assigned by the President or at a regular meeting of the members.
    - c. Shall attend the annual SAC rechartering workshop in the early Fall semester and assist the President with rechartering.
    - d. Shall attend all SGSA meetings and take such notes as are appropriate, recording business, motions, votes, and occurrences.
    - e. Shall transcribe meeting minutes and distribute them to all members prior to each subsequent meeting.
    - f. Shall distribute all notices of meetings and other notices as may be directed by the President or membership meeting.
3. Graduate Committee Representative
    - a. Shall help the Graduate Chair with Accepted Students Day in the Spring semester for any graduate student specific activities (e.g., hosting a grad student dinner/party, a grad student panel). The Rep is not responsible for arranging graduate student participation throughout the day (e.g., as drivers, attendance at all events) but may choose to assist in this endeavor and other planning activities.
    - b. Shall serve as the key contact for incoming graduate students.
    - c. Shall meet with the Graduate Chair at least once per semester.
    - d. Shall attend meetings of the Graduate Committee when appropriate.
4. Treasurer
    - a. Shall keep the accounts of the SGSA.
    - b. Shall keep the accounts current and shall keep them in a fashion as to be open to membership inspection on request during usual business hours.
    - c. Shall prepare and submit an annual budget to the President for approval at a membership meeting.
    - d. Shall request PB funds within the first eight weeks of each semester in accordance with SGAO protocol, or less often as needed.
5. Union Representative
    - a. Title may differ from that used by the United Grad Workers Union
    - b. Shall regularly attend union organizing or committee meetings
    - c. Represent the interests of sociology students to the union

- d. Update SGSA with important union happenings
6. G.P.S.A. Representative
  - a. Shall vote at G.P.S.A. functions as may be deemed necessary by the membership.
  - b. Shall attend all G.P.S.A. meetings.
  - c. Shall report to membership meetings of all G.P.S.A. activities.
7. Colloquium Series Representative
  - a. Shall help to implement the Colloquium Series in conjunction with faculty and department staff.
  - b. Shall make recommendations for professionalization panels and graduate student involvement in the Colloquium Series.
8. Faculty Committee and Departmental Committee Representatives
  - a. All committee representatives shall attend regularly scheduled meetings of their committee and report back to the President or to the next regularly scheduled membership meeting.
  - b. Committees with graduate student representation may include, but are not limited to: Equity and Inclusion Committee, Undergraduate Committee, Graduate Search Committee.
9. All Officers
  - a. Shall comply with the directives of regular membership meetings approved by majority vote.
  - b. Shall attend membership meetings.
  - c. Shall comply with all provisions of this Charter.
  - d. Shall comply with the laws of the state of New Mexico and the United States of America and with the rules and regulations of the University of New Mexico.
  - e. Authorized Signatures
    - i. At least three officers shall be listed as authorized signors on requisitions for supplies, services, and distribution of every kind.
    - ii. Written requests for expenditures shall be delivered to the Treasurer and approved prior to expense.

## **VII. Election of Officers**

1. Elections
  - a. Nominations for all officer and committee positions shall occur in the Spring semester at least one week prior to the scheduled election. Any member can nominate another, and any nominated member may reject their nomination prior to the election.
  - b. Elections shall take place in April in person or remotely, such as via Survey Money.
  - c. If the election is remote, the polls should be open for a minimum of three days. The president will conduct the election unless they are again running for

president, then another officer should preside over the voting. Screenshots of the results shall be shared with any member upon request.

- d. Equity and Inclusion Committee: This position should be elected to prioritize students committed to advancing equity and inclusion as demonstrated through their research and/or who have experiences of marginalization. The Equity and Inclusion Committee representative(s) in particular will be elected to prioritize BIPOC-identified members. Anyone interested should nominate or self-nominate, but if BIPOC students have been nominated, the election will include just these nominees.

## **VIII. Removal of Officers**

### **1. Grounds for Removal**

- a. The same reasons for expulsion of membership (see above)
- b. Or, failure to do the duties of their elected position.

### **2. Officer Removal Procedure**

- a. Grievance procedures brought against any officer shall be considered by a regular meeting of the SGSA.
- b. In the event that the regular meeting of the SGSA votes by a 50% majority that charges against any officer are serious enough to warrant further action, special notification of that fact shall be sent to the full membership along with a date on which it will be discussed and voted on. Notification shall be sent at least two weeks prior to said meeting to all members and to the member whose membership standing is in question.
- c. Officer removal votes shall be subject to a two-thirds majority vote of members present at meeting.

## **VIII. Meetings**

1. The President shall call no less than two membership meetings per semester.
2. Meetings will be held in a convenient location or remotely.
3. One week's public notice will be given to all members for general meetings.
4. Twenty-five percent of the members may petition for an official convention of a meeting should they desire.

## **IX. Procedures**

1. All membership votes except those for membership qualifications shall pass by a vote of at least 50% of members present at the meeting.
2. Votes to censure or disqualify a member due to violations under section III.4 need a two-thirds majority vote of those members present and absentees casting ballots to pass during a membership meeting.
3. A Quorum shall include five members of the SGSA, at least one of whom must not be an officer.
4. All active members of SGSA are eligible to vote on all votes.

## **X. Amendments**

This Charter may be amended at any time by a two-thirds vote of those present at a membership meeting as long as notice of said amendments has been sent to all members at least two weeks prior to the meeting in which the vote occurs. Amendments become effective on the date of their ratification.

## **XI. Activities of the SGSA**

The following are some, but not all, of the activities of the SGSA:

- a. Participate with and interact with the University of New Mexico Graduate and Professional Student Association.
- b. Do research that benefits the opportunities of its members, such as compiling information on finance possibilities and presentation opportunities.
- c. Work with the Department for bringing special speakers and professors to the University of New Mexico to highlight areas of interest to the graduate students.
- d. Organize and represent Sociology graduate student interests within the department and in the broader institution.
- e. Host gatherings or other opportunities for graduate students to network academically or socially.