



BYLAWS

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ARTICLE I: NAME

The name of this association shall be the Colorado Coalition for the Educational Advancement of Latinxs also referred to as CoCEAL.

ARTICLE II: INCORPORATION

CoCEAL shall be duly incorporated under the provisions of the laws of the State of Colorado as a not-for-profit corporation.

ARTICLE III: MISSION, VISION, AND STATEMENT OF VALUES

Consistent with the purpose set forth in the Articles of Incorporation, the mission, vision, and values of CoCEAL are as follows:

MISSION:

The mission of CoCEAL is to influence, challenge, and lead higher education systems that advance equitable Latinx student access, success and graduation in Colorado.

VISION:

CoCEAL envisions educational equity for Latinx communities to liberate ourselves, enrich Colorado, and transform society.

A. We work to achieve this mission and vision through the following strategies:

- a. Providing access to capacity building opportunities that support Latinx higher education professionals in their development of navigating higher education in their identities and lived experiences, while also ensuring college access for Latinxs and their continued persistence, success, and graduation.
- b. Supporting the promotion and advancement of Latinx professionals working to increase the representation of Latinx folks in higher education.
- c. Advocating on behalf of Latinx students in higher education at the institution and state policy levels.

VALUES:

- A. Promoting, advocating, and supporting the role of Latinxs as full participants and leaders of society.
- B. Creating a legacy of individual and collective empowerment, civic engagement, and social justice.
- C. Closing the higher education attainment gap for Latinx students
- D. Developing collaborative partnerships with higher education institutions, professionals and their allies.

- E. Engaging in statewide dialogue that impacts state educational policies that affect Latinx students.

ARTICLE IV: MEMBERSHIP

Section 1: Composition

Membership shall be open to organizations and individuals that are committed to CoCEAL's mission and core values.

A. Membership Qualifications and Levels

- a. Organizational Membership shall be open to individual, not-for-profit post-secondary education institutions and educational agencies or organizations that operate in the state of Colorado. If system administration offices wish to hold membership, it must be independent of each associated campus.
- b. Organizational Membership affords eligibility to submit a single vote per organization at three, ten, and unlimited membership levels via organizational caucus (See Article V, Section 1D). In addition, organizational membership affords eligibility to serve on committees, to lead sub-committees or to serve as an elected officer.
 - i. Colleges and universities must be regionally accredited by the Middle States Association of Colleges and Schools; Higher Learning Commission; New England Commission on Higher Education; Northwest Commission on Colleges and Universities; Southern Association of Colleges and Schools; or Western Association of Schools and Colleges.
 - 1. Two-year junior or community colleges offering Associate of Arts, Associate of Science, Associate of Applied Science, or Associate of General Studies degrees whose credits transfer to member colleges and universities.
 - 2. Colleges or universities offering baccalaureate or higher degrees whose credits transfer to member colleges and universities.
- c. Individual Membership shall be open to any individual who is committed to CoCEAL's mission and core values (i.e., College/University faculty/instructor, staff and graduate student, organizational member, secondary school administrator and counselor). Individual membership affords eligibility to serve on committees, to lead sub-committees or to serve as an elected officer.

B. Application for Membership

- a. Any institution, organization, or individual that meets the qualifications for membership in CoCEAL may request membership into one of the above categories by completing the Application for Membership.

- b. The Steering Committee will inform the applicant if additional statements or documents are required to evaluate the eligibility of the applicant and will then act on the application.
 - c. The Steering Committee shall determine membership eligibility of all individuals, institutions and organizations seeking membership.
- C. Termination of Membership
- a. Any member may be expelled by majority vote of the Steering Committee at a regularly scheduled meeting for:
 - i. Any conduct that causes injury to CoCEAL or adversely affects its stated purposes; or
 - ii. Any conduct that is contrary to the Bylaws of CoCEAL.

ARTICLE V: ELECTIONS

Section 1: Nominations And Elections Process

The Nominations and Elections Process shall be organized and coordinated by the immediate Past-President and supported by the Secretary. The process shall occur as follows:

- A. Call for nominations at Spring Membership Meeting
- B. Recruit prospective nominees for the elective offices of CoCEAL and prepare an election slate;
 - a. The election slate shall be presented electronically via Noticias and emailed to all eligible voting members (verified by the Treasurer) prior to the Summer Membership Meeting;
- C. Provide each organizational representative with their current membership lists in order to facilitate the elections process. For organizations with unlimited membership, the Past President will provide both current and past membership lists.
- D. Instruct organizational representatives to hold a CoCEAL Organizational Caucus to meet, discuss, and determine a single organizational vote for each elected office on the slate;
 - a. A CoCEAL Organizational Caucus will be defined as a space for members in each organization to express their support for the eligible candidates on the slate
 - i. For organizations holding a three or ten person membership with CoCEAL, the Organizational Caucus should only occur with the current members listed on your organization's membership registration.
 - ii. For organizations holding an unlimited person membership with CoCEAL, the Organizational Caucus should be made available to current and past CoCEAL members from your organization.

- iii. For individuals holding membership with CoCEAL, the Past President will convene an Individual Member Caucus to submit the single Caucus vote per elected office on the slate
 - b. The caucus can occur through an email thread, in-person meeting, phone conference or other desired mediums
 - c. The organizational representative will participate in their Organizational Caucus as a voting member
 - d. In the case of a tie with the Organizational Caucus, the organizational representative will make the final decision
 - e. In the event the organizational representative is on the voting slate, the organizational representative will:
 - i. Notify the Past President of the potential conflict of interest
 - ii. Identify a replacement organizational representative to host the Organizational Caucus and submit the vote
- E. Conduct vote count of all eligible voting members and determine winner by majority rule in advance of Summer Membership Meeting;
- F. Share results with the Executive Leadership Team 1-week prior to the Summer Membership Meeting.
- G. Announce winner of elections at Summer Membership Meeting
 - a. In election processes where a draw exists, the Past President will lead a run-off election and ask the voting membership present at the Summer Membership Meeting to recast their votes
 - i. In the case of a second draw, the Presidential Leadership Team (President-Elect, President, and Past President) will make the final decision
 - b. Elected Officers will begin their term starting July 1

Section 2: Election Timeline

The timeline below outlines the annual election process:

- A. Call for Nominations- March/April/May
 - a. Call for Nominations will be announced at the Spring Membership Meeting and remain open for a period of one month
- B. Slate Review & Verification: May
 - a. Nominees are reviewed for eligibility and acceptance of their nomination

- b. Upon acceptance, nominees will submit a bio description and headshot for voting consideration
- c. President and Secretary identify electronic system to disseminate the slate to all members
- d. If there is a single candidate nominated for a vacant position, eligibility and acceptance will be confirmed; bios will be collected; and the candidate will be appointed.
 - i. Communication about rationale for appointment will be provided to the Membership along with newly elected officer bios prior to or at the Summer Membership Meeting.

C. Voting: May/June

- a. Voting Eligibility
 - i. Approved and paid Organizational Members for the academic year of the presiding election shall be eligible to vote
 - ii. Voting will remain open for a period of one month

D. Results: June

- a. Results will be announced at the Summer Membership Meeting

ARTICLE VI: ELECTED OFFICERS

Elected officers shall be members of the Board of Directors, which will be referred to as the Executive Leadership Team.

Section 1: Terms of Office

- A. The President shall serve for 3 years, the first as President-Elect, the second as President, and the third as Past President.
- B. The Secretary and Communications Director shall serve for two years
- C. The Treasurer shall serve for three years.

Section 2: Vacancies

- A. In the event of a vacancy in the office of the President, the President-Elect shall hold office for the balance of the year and be entitled to continue as President for the following year.
- B. In the event of a vacancy in the office of the President-Elect, the Steering Committee shall fill the vacancy. The President-Elect so appointed may not succeed automatically to the office of the President, but shall be eligible for election to that office the following term.

- C. In the event of a vacancy in the office of the Treasurer or Secretary, the Steering Committee shall fill the vacancy for the duration of the term.
- D. In the event of a vacancy of a Committee Chair, the Steering Committee shall fill the vacancy for the duration of the term.

Section 3: Qualifications for Holding Office

- A. Duly appointed personnel from member institutions in good standing are eligible for holding office.
- B. The Nominating Committee shall attempt to nominate at least two individuals for each vacated position.
- C. Elected officers shall be determined by an annual vote held prior to or at the annual June meeting each year.
- D. Unless running unopposed, successful elected officers must receive more votes by eligible voters than any other nominee.
- E. Successful officers shall hold office from July 1 to June 30.

Section 4: Duties of Officers

- A. President:
 - a. President shall preside at the executive board, steering committee, and general membership meetings. They will create the agenda for these meetings which will be disseminated one week prior to monthly steering committee meeting;
 - b. Perform the duties appropriate to their office and enforce all rules and regulations relating to the administration of the executive board and steering committee;
 - c. Shall delegate responsibilities and duties not subject to an entire membership vote to Standing Committee Chairpersons;
 - d. Shall have the responsibility to provide the entire membership a CoCEAL Annual Report that describes the past year's CoCEAL activities. This report will be presented (both orally and in writing) at the annual meeting in June;
 - e. Serve as an ex-officio member of all standing or special committees;
 - f. Forward all procedures and documents relevant to this position to the succeeding President.
- B. President-Elect:
 - a. In the absence of the President, shall have all of the powers of the President;
 - b. President-Elect shall conduct annual review of bylaws and provide to executive and steering committees prior to spring membership meeting

- c. Shall perform other duties as delegated by the President;
- d. Forward all procedures and documents relevant to this position to the succeeding President-Elect.
- e. Shall attend both fall and spring Steering Committee retreats

C. Past-President

- a. In the absence of the President and President-elect, shall have all of the powers of the President;
- b. Facilitate the CoCEAL Elections process annually. This includes: communication to membership about open positions and the expectations of each position, contact with each nominated party to confirm acceptance/denial of nomination, work alongside the communications director to provide information to the membership about the candidates prior to voting at the summer membership meeting, and facilitate voting process at summer membership meeting.
- c. Forward all procedures and documents relevant to this position to the next Past-President.
- d. Shall attend both fall and spring Steering Committee retreats

D. Secretary

- a. Shall keep the official written records of the activities of CoCEAL, including the minutes of regularly-scheduled Executive Board, Steering Committee and membership meetings and maintain an accurate record of all motions, resolutions and decisions of the Steering Committee;
- b. Shall provide past minutes to Executive Board and Steering Committee members, one week prior to the monthly Executive Board and Steering Committee meetings;
- c. Shall maintain a register of all current institutional and affiliate members;
- d. Shall be responsible for maintaining historical records of the organization and copies of relevant correspondence sent to constituents;
- e. Shall attend both fall and spring Steering Committee retreats
- f. Shall perform other duties as delegated by the President, and
- g. Forward all procedures and documents relevant to this position to the succeeding Secretary.

E. Treasurer

- a. Shall be responsible for all financial matters of CoCEAL and shall receive and distribute funds as authorized by the President and President-elect;

- b. Shall prepare quarterly financial reports to the Executive Board and Steering Committee;
 - c. Shall maintain accurate records of credits, debits, dues and or other collected monies;
 - d. Shall maintain accurate and current records of members in good standing (paid members) for the purpose of voting;
 - e. Shall report the CoCEAL Annual Financial Report within the CoCEAL Annual Report;
 - f. Shall attend both fall and spring Steering Committee retreats
 - g. Perform other duties as delegated by the President, and
 - h. Forward all procedures and documents relevant to this position to the next Treasurer.
- F. Communications Director
- a. Shall notify the membership of meetings including tentative agenda, and past meeting minutes, three weeks prior to regularly-scheduled meetings;
 - b. Shall maintain and update website and social media accounts
 - c. Create and distribute the monthly newsletter, Noticias, to members and partners;
 - d. Support the drafting of any written communication from CoCEAL to institutional partners, community organizations, government officials etc. This may include formal letters, press releases etc.
 - e. Shall be responsible for maintaining CoCEAL distributions lists/listserves etc.

ARTICLE VII: SUB-COMMITTEES

Section 1: Sub-Committees

The Committees of CoCEAL shall be as follows:

- A. **Policy/Data Committee:** charged with gathering research related to Latinx student achievement across the state, invite faculty from our membership who are conducting research on Latinxs in Higher Education
- B. **Communications Committee:** charged with developing a strategy to grow membership, review and update CoCEAL website
- C. **Best Practices Committee:** charged with cultivating our own talent, to identify research questions to post and get teams of students from various institutions to conduct the research and present to CoCEAL

- D. **Partnership and Innovation Committee:** charged with identifying partner organizations doing similar work and research to support the Educational Advancement of Latinxs, professional development of Latinx Higher Education Professionals, explore the role with CoCEAL of our faculty on campuses and what would encourage more to engage
- E. **Impact Awards Committee:** charged with identifying and promoting practices that center and advance the academic and social success for Latinx students in higher education in Colorado. There are four impact areas for the CIP Awards: Students, Faculty, Staff, and Community.

Section 2: Committee Membership

All CoCEAL members are expected to participate actively in at least one standing committee. This is the mechanism that moves CoCEAL to achieve its stated purposes.

Section 3: Committee Chairpersons

- A. Co-chairs will be selected by executive committee for each standing committee;
- B. Chairpersons of Committees shall serve for a period of one year;
- C. Chairpersons of Committees shall serve on CoCEAL's Steering Committee for a period of one year from July 1 to June 30;
- D. Chairpersons of Committees shall provide the entire membership with both a written and oral report (to be adapted into the official minutes) at the regularly scheduled membership meetings, with a final report submitted to President for inclusion in Annual Report;
- E. Each chairperson is responsible for keeping track of members of their committee and will maintain active membership rosters. They will work with the Secretary to maintain these committee lists;
- F. At least one co-chair attend monthly Steering Committee meetings;
- G. Chairpersons are expected to attend both fall and spring retreats
- H. Represent their committee in the deliberations and work of the Steering Committee;
- I. Prepare and submit an annual budget request.

Section 4: Ad hoc Committee Selection

- A. Ad hoc committees may be appointed by the President or authorized by a majority vote of the eligible voting members.
- B. Ad hoc committee chairs are non-voting members of the Steering Committee.

ARTICLE VIII: STEERING COMMITTEE

Section 1: Composition

- A. The Steering Committee shall include elected officers (6) and chairs of standing subcommittees (4). Up to (2) members-at-large identified by the Board of Directors for a one year term.
- B. The Officers of the Steering Committee shall be officers of the organization and shall consist of a President, President-Elect, Past-President, Secretary and Treasurer.

Section 2: Duties of Steering Committee

- A. Advise the President on issues for which existing CoCEAL policy guidelines are either vague or have not been addressed by CoCEAL;
- B. Assist in the direction of the CoCEAL, in accordance with the mission and core values of CoCEAL and the entire membership; and
- C. Propose amendments to these Bylaws as the Steering Committee judges that such amendments will be in the best interest of CoCEAL and be presented to the entire membership.

Section 3: Meeting Requirements of the Steering Committee

- A. No voting actions for the Steering Committee shall be conducted unless 2/3 of members of the Steering Committee are present;
- B. The Steering Committee shall meet monthly;
- C. Steering committee members are expected to attend all steering committee meetings and all general membership meetings;
- D. Any member of the Steering Committee who fails to attend three (3) consecutive meetings, except for excused reasons of health or business, shall be considered inactive. The Secretary shall thereupon advise the President, who shall notify the member of this status and request their presence at the following meeting. Failure to attend the following meeting without an excused absence shall be deemed to constitute resignation. Upon a majority vote of the Steering Committee at that meeting, a vacancy will be declared.
- E. Remote synchronous participation (e.g., via telephone conference or webcast) can constitute attendance, including emails or proxies.
- F. Any member of the Steering Committee or any Committee Chairperson who fails to carry out any of the duties of their position shall, upon approval of the majority of the Steering Committee Members, be warned in writing and placed on a thirty (30) day probation period. At the conclusion of this probation, by majority vote of the Steering Committee Members, the member will either be asked to resign or restored to normal standing.

ARTICLE X: CoCEAL MEETINGS

Section 1: Steering Committee Meetings

- A. The President shall have the responsibility for calling regular and special meetings of the Executive Board and Steering Committee. In the absence of the President, the President-Elect shall preside over regular and special meetings of the Executive Board and Steering Committee.
- B. Officers shall have the responsibility to call special meetings of the Executive Board and Steering Committee if necessary.
- C. The rules for parliamentary procedure as defined by "Robert's Rules of Order" shall govern all meetings of the Steering Committee with the following exceptions:
 - a. Elected officers and one appointed chairperson of each standing committee are eligible to make motions and vote on motions. Others in attendance are welcome to participate in discussions on motions, but are not eligible to cast votes on motions.
 - b. In order to streamline voting processes, the Steering Committee formally and continuously suspends the Robert's Rules of Order that mandates that all votes be held first by asking for 'ayes'/'nays' votes and then only if it is unclear followed by a roll-call vote or secret ballot vote. Instead, the Steering Committee reserves the right to hold secret ballot votes or roll-call votes without first casting and aye/nay vote or officially suspending the rules.
- D. A quorum is required to vote on motions whether in person or via synchronous participation.
- E. The President is a non-voting member of the Steering Committee except in the event of a tie vote. In the event of a tie, the President shall cast the deciding vote.

Section 2: Membership Meetings

- A. Regular meetings shall be held at least twice per year or as determined by CoCEAL Steering Committee. CoCEAL will meet on the fiscal year calendar (July 1-June 30).
- B. The Steering Committee shall set the time and place of each membership meeting. Thereafter, the Communications Director , via Noticias two months prior to the regularly scheduled meetings shall notify the entire membership.

Section 3: Special Meetings

The Steering Committee shall determine special meetings. The Communications Director must notify all Steering Committee members at least one week prior to holding any special meeting.

Section 4: Committee Meetings

- A. Committee meetings do not constitute regular or special meetings nor are members of any committee authorized to vote on any policy matters affecting CoCEAL, unless otherwise authorized by CoCEAL Steering Committee.
- B. Committees shall meet on a regularly scheduled basis during each regular membership meeting and as necessary as scheduled outside the regular membership meetings.

Section 5: Ad hoc Committee

Ad hoc committees shall meet on a regular basis as needed to accomplish the task of said committee

ARTICLE XI: FISCAL MATTERS

Section 1: Fiscal Year

The fiscal year of the organization shall be July 1 through June 30.

Section 2: Dues and Fees

- A. Annual membership dues and the number of Organizational members will be determined by the Steering Committee.
- B. Membership is from July 1 through June 30. Each July the Past-President shall send out membership renewal notices for the following year.

ARTICLE XII: PUBLICATIONS

All print or electronic publications, including the logo, or correspondence distributed under the name of the Colorado Coalition for the Educational Advancement of Latinxs (CoCEAL) must be officially sanctioned by the Executive Board.

ARTICLE XIV: AMENDMENTS TO THE BYLAWS

Section 1: Amendments

The Bylaws of CoCEAL may be amended by the concurring votes of two-thirds (2/3) majority vote of the Steering Committee.

Section 2: Amendment Presentation

- A. Amendments must be presented to the entire CoCEAL membership within thirty (30) days of change.
- B. The Secretary of CoCEAL must enter the text of the proposed amendment(s) in the minutes.

APPENDIX

Section 1: Current Executive Board Members

A. As of July 1, 2023 and until June 30, 2024

President	Manuel Del Real	manuel@coceal.org
Past-President	Andrea Rascon	andrea@coceal.org
President-Elect	Efren Herrera Hurtado	efren@coceal.org
Secretary	Stephanie Roberts	stephanie@coceal.org
Treasurer	Sherie Munoz	sherie@coceal.org
Communications Director	Marcey Flores	marcey@coceal.org

Section 2: Mailing Address

Colorado Coalition of Educational Advancement of Latinx
17101 E. Baltic Drive
D
Aurora, CO 80013

Section 3: Entity ID number

EIN: 20191407899