

**BYLAWS OF THE  
CHICANO/LATINO STUDIES PROGRAM  
MICHIGAN STATE UNIVERSITY**

**May 12, 2010**

**Amended November 20, 2012**

1. Preamble

The Chicano/Latino Studies (CLS) Program at Michigan State University (MSU) is committed to:

- Advancing world class scholarship and research in the field of Chicano/Latino Studies
- Training scholars committed to academic excellence and social responsibility
- Developing and maintaining strong undergraduate and graduate curricula in Chicano/Latino Studies
- Programming and supporting events that disseminate knowledge and information about the interdisciplinary topics relevant to Chicano/Latino Studies.

The history of Chicano/Latino Studies programs across the nation demonstrates that the field is interdisciplinary with deep roots in diverse communities. The CLS Program at MSU is committed to serving these communities through research, teaching and service. The vitality of these diverse communities can only be accurately addressed by exploring the historical processes of colonial conquest, immigration, and globalization and the intersections of race, ethnicity, gender, sexuality, class and nation in relation to Chicanos/Latinos and their situations.

The Chicano/Latino Studies Program also examines the status of Chicano/Latino communities in the United States, addressing ways to assist those communities in meeting the challenges that they face in contexts of institutional barriers. Finally, Chicano/Latino Studies seeks to increase our understanding of how race and ethnicity are constructed, negotiated, or contested over time and geographical space.

The CLS Program is equally dedicated to building and nurturing an inclusive intellectual community in which the free exchange of ideas and debate is welcome as a stimulus to the production of knowledge. Students are exposed to interdisciplinary theories, methodologies, technologies and research approaches within the field. This education will prepare students to become effective professionals in a global society.

This document outlines the rights, responsibilities, and procedures by which faculty and students participate in the academic governance of the Chicano/Latino Studies Program.

The Program consists of two academic components: a doctoral degree program and an undergraduate specialization. If specifications or omissions place these Bylaws in

conflict, in any manner, with College or University policies, as promulgated in their Bylaws, the latter will take precedence.

## 2. Unit administrator

2.1 The Unit administrator will be a tenured faculty member of MSU, selected in accordance with the Bylaws of the lead college(s) and the University.

2.2 The Unit administrator is the chief administrator, responsible for the overall operation and management of the Chicano/Latino Studies Program. His/her function is to achieve the objectives stated in the mission statement.

2.2.1 Functions and responsibilities of the Unit administrator may include but not be limited to the following:

2.2.1.1 Provide administrative support to the program.

2.2.1.2 Organize and oversee Chicano/Latino Studies Program functions through the Undergraduate and Graduate Coordinators.

2.2.1.3 Lead long range planning for the Chicano/Latino Studies Program and for the pursuit of resources to achieve Program goals.

2.2.1.4 Serve as administrative liaison between the Chicano/Latino Studies Program and the colleges, departments, units, and other graduate programs of Michigan State University.

2.2.1.5 Prepare annual budget requests and supervise budget expenditures according to MSU business policies and practices.

2.2.1.6 Obtain the advice of the Chicano/Latino Studies Advisory Committee and other relevant standing and ad-hoc committees.

2.2.1.7 Appoint the Graduate and Undergraduate Coordinators after an open application and nomination process.

2.2.1.8 Contribute to the annual departmental review of program faculty with an assignment or appointment in Chicano/Latino Studies.

2.2.1.9 Organize a Chicano/Latino Studies Program-wide meeting of the stakeholders to be held once a year. Stakeholders may include MSU faculty, staff and students with a curricular or programmatic focus in Chicano/Latino Studies, and members of the community at large, such as policy makers, community and

educational leaders, state and local officials, and other leaders in the Great Lakes region.

## 2.2.2 Review and Reappointment

2.2.2.1 Performance review and reappointment of the Unit administrator will be conducted in accordance with the Bylaws of Michigan State University at intervals not to exceed five years. The Deans' Leadership Coalition (DLC), or its designees, will review the performance of the Unit administrator to determine reappointment. The review will include consultation with the Chicano/Latino Studies program faculty. The DLC will define the proper procedures for the Director's review.

## 2.3 Undergraduate and Graduate Coordinators

2.3.1 The Chicano/Latino Studies Program Unit administrator will appoint the Undergraduate Coordinator and the Graduate Coordinator in consultation with the CLS Advisory Committee. Both coordinators report to the Unit administrator. The duties of the coordinators may be modified by the Unit Administrator in consultation with the Chicano/Latino Studies Advisory Committee.

2.3.1.1 The Undergraduate Coordinator is responsible for undergraduate student recruitment and admission to the Chicano/Latino Studies Program, coordination of Chicano/Latino Studies Scholars Program, coordination of advising of undergraduate specialization students, coordination of internships and service-learning opportunities for specialization students, and overseeing graduate assistant(s) working with the Chicano/Latino Scholars Program.

2.3.1.2 The Graduate Coordinator is a member of the program faculty and is responsible for graduate student recruitment and admission to the Chicano/Latino Studies doctoral program, assuring adequate communication with graduate students (e.g. orientation sessions, materials development and distribution, and graduate student meetings), administration of fellowship funding, coordination of annual evaluation of the progress of graduate students toward their degrees (in consultation with the Guidance Committee members), staffing Chicano/Latino Studies graduate program courses.

## 3. Membership and Membership Review

### 3.1 Membership

### 3.1.1 Core Faculty

#### 3.1.1.1 The CLS core faculty will consist of:

- 1) MSU tenure stream faculty with formal assignments or academic appointments in Chicano/Latino Studies. These faculty members are, as a matter of course, core faculty; and
- 2) Other MSU tenure stream faculty members holding the rank of professor, associate professor or assistant professor who maintain a research focus and demonstrate active scholarship relevant to the field of Chicano/Latino Studies, and/or teach courses at the undergraduate and/or graduate level relevant to Chicano/Latino Studies. Librarians with continuing appointments in the MSU Libraries and expertise in Chicano/Latino Studies are also eligible for program faculty status.
- 3) Non-tenure stream or fixed-term MSU faculty members who maintain a research focus and demonstrate active scholarship relevant to the field of Chicano/Latino Studies and/or teach courses at the undergraduate and/or graduate level relevant to Chicano/Latino Studies.

Any MSU faculty member with an active research and teaching interest in Chicano/Latino Studies, or librarian with status described above, is encouraged to apply for Chicano/Latino Studies Program faculty status.

#### 3.1.1.2 A prospective Chicano/Latino Studies Program faculty member should send a copy of their full *curriculum vitae* along with a brief letter of interest to the Unit administrator.

These materials will be distributed by the Chicano/Latino Studies Program Unit administrator to the CLS Advisory Committee. A meeting of the CLS Advisory Committee may be called at that time to discuss the candidate and make a recommendation to the Unit administrator. The Unit administrator will consider the recommendation and will notify the candidate of the final decision and outline the rights and responsibilities of CLS Program faculty members, as summarized in subsection 3.1.2 below.

### 3.1.2 Core Faculty Rights and Responsibilities

3.1.2.1 Chicano/Latino Studies Program core faculty members have the right to vote in Chicano/Latino Studies Program elections and at Chicano/Latino Studies Program faculty meetings.

3.1.2.2 In accordance with Michigan State University Guidelines, Chicano/Latino Studies Program core faculty members have the right to supervise, mentor, and advise Chicano/Latino Studies Program undergraduate specialization students. They must ensure compliance with the policies of the Chicano/Latino Studies Program and the *Academic Freedom for Students at Michigan State University*.

3.1.2.3 In accordance with Michigan State University Guidelines, Chicano/Latino Studies Program core faculty members have the right to chair Chicano/Latino Studies Dissertation and Guidance Committees. In accordance with MSU policy, non-tenure-stream faculty may serve on guidance and dissertation committees only after approval by the Graduate School. Faculty must ensure compliance with the policies of the Chicano/Latino Studies Program, the *MSU Graduate Student Rights and Responsibilities*, and the *Academic Freedom for Students at Michigan State University*.

3.1.2.4 Chicano/Latino Studies Program core faculty members, with the exception of librarians and those on administrative appointments in other units, are expected to teach Chicano/Latino Studies Program courses and/or courses relevant to Chicano/Latino Studies. Faculty members are also expected regularly to attend faculty meetings and other Program activities, and contribute to the governance of the Chicano/Latino Studies Program by serving on standing and/or ad hoc committees.

### 3.1.3 Affiliated Faculty

3.1.3.1 The affiliated faculty will consist of persons holding the rank of professor, associate professor, assistant professor, instructor, librarian or specialist at MSU, who have a professional interest in Chicano/Latino Studies. Affiliated Faculty members will receive Chicano/Latino Studies Program mailings and notifications. Affiliated faculty members do not have voting rights on CLS governance and administrative issues, but may participate in teaching approved courses and/or serve on Guidance Committees.

### 3.1.4 Students

#### 3.1.4.1 Student Constituency

Any student currently enrolled at MSU and the Chicano/Latino Studies undergraduate specialization or the Chicano/Latino Studies Doctoral Program may participate in all Chicano/Latino Studies Program sponsored activities, including seminars and meetings, and is eligible to serve on standing and ad hoc committees, with the exception of those related to faculty review, tenure and promotion and program faculty status.

#### 3.1.4.2 Student Representatives

Student representatives to CLS Program committees are nominated by their respective cohort and/or by faculty members and are then selected annually by the Unit administrator. Student representatives will be voting and/or non-voting ex-officio members of committees. The selection process usually takes place in early Fall semester of the academic year. No student may serve on more than one committee at any given time, and no student may serve more than two consecutive years on any given committee.

### 3.2 Faculty Meetings

3.2.1 The Chicano/Latino Studies Program Unit administrator will notify all faculty members of the time, place, and agenda of the proposed meetings at least 72 hours prior to the meeting, except in the case of an emergency. Full faculty meetings will be held at least once per semester in the Academic Year. The Unit administrator or designee will chair the faculty meetings.

3.2.2 Actions requiring a vote may be taken if a quorum of 50% of the Chicano/Latino Studies Program core faculty are in attendance. If less than 50% of the core faculty are in attendance, no quorum will be established and actions requiring a vote will be decided by mail or electronic ballot.

### 4. Chicano/Latino Studies Program Committees

4.1 The Unit administrator, in consultation with the CLS Advisory Committee, may appoint standing and ad hoc committees necessary to advance the goals of the Chicano/Latino Studies Program. The Unit administrator is an ex-officio member of each committee.

4.1.1 The Unit administrator is authorized to appoint to committees any person necessary to achieve the purpose of the committee.

4.1.2 Committees will employ formal, fair, collegial and expeditious procedures.

4.1.3 Where possible, committees will make decisions by consensus. Where this proves unsatisfactory, decisions will be made by majority vote of committee members in attendance, provided a quorum has been established.

## 4.2 Standing Committees

### 4.2.1 Chicano/Latino Studies Advisory Committee

4.2.1.1 The CLS Advisory Committee will consist of the Chicano/Latino Studies Program Unit administrator, the Undergraduate and Graduate Coordinators as ex-officio members, and five (5) other Chicano/Latino Studies core faculty members representing a minimum of three (3) different departments. The five faculty members will be elected by the Chicano/Latino Studies core faculty to serve three-year terms arranged so that one new member is elected every year. No member will serve consecutive terms. The elections will be held in the Spring Semester, according to the procedures described below, and members will take office on August 15.

4.2.1.2 The election may take place by mail or electronic ballot. Nominations, including self nominations, will be solicited from the Chicano/Latino Studies core faculty, and the willingness of nominees to serve if elected will be confirmed before the ballots are distributed. A ballot of candidates will be sent to all faculty members, and the candidates receiving the most votes will be elected, as long as the criterion above related to department representation is upheld.

4.2.1.3 In the event of an impending absence greater than six months by a Chicano/Latino Studies Advisory Committee member, a replacement will be selected by the Unit administrator to fill the remainder of the term in accordance with the departmental representation set forth in 4.2.1.1.

### 4.2.2 Functions of the Chicano/Latino Studies Advisory Committee

4.2.2.1 At the first meeting following the election, the CLS Advisory Committee will select a chairperson who will serve a one-year term. The chairperson may serve an unlimited number of one-year terms

4.2.2.2 The Chicano/Latino Studies Advisory Committee will advise the Unit administrator on any matter on which s/he seeks advice and/or matters that the Committee deems appropriate. The Committee will represent the faculty when providing advice to the Unit administrator and Coordinators on: (1) appointment of new program and affiliated faculty, (2) reviews and reappointment of existing program faculty, and (3) other major policy matters relating to the Chicano/Latino Studies Program including design and regular review of the specialization curriculum and distribution of graduate and post-doctoral fellowships.

4.2.2.3 Regular meetings of the Chicano/Latino Studies Advisory Committee will be called by the Chairperson of the Committee, a majority of the Committee, or at the request of the Unit administrator to discuss matters as defined above.

4.2.2.4 The Chicano/Latino Studies Advisory Committee will make recommendations to the faculty for changes to the Bylaws when the committee deems it appropriate.

4.2.2.5 Minutes of Chicano/Latino Studies Advisory Committee meetings will be distributed prior to the next meeting, kept on file in the Chicano/Latino Studies Program office, and made available to Chicano/Latino Studies faculty members.

#### 4.2.3 Graduate Committee

4.2.3.1 The Graduate Committee will consist of the Graduate Coordinator and Chicano/Latino Studies core faculty selected by the Unit administrator in consultation with the CLS Advisory Committee. Graduate Committee members will represent different departments and will serve renewable two-year terms. The Graduate Coordinator will serve as chair.

#### 4.2.4. Functions of the Graduate Committee

4.2.4.1 The Graduate Committee will be responsible for the initiation and performance of periodic reviews, at intervals not exceeding four years, of course offerings and requirements in the Chicano/Latino Studies Graduate Program and advise the Unit administrator and program faculty of needed changes. Any member of the Chicano/Latino Studies Program faculty may initiate requests for new courses or changes in existing courses.

4.2.4.2 The Graduate Committee will evaluate applications for admission to the Chicano/Latino Studies Graduate Program and



make recommendations to the Unit administrator and the program faculty as to whether or not an applicant should be admitted.

4.2.4.3 The Graduate Committee will conduct an annual review of academic performance and progress of all Chicano/Latino Studies Program graduate students. The Graduate Committee will evaluate each graduate student's record to assess progress toward the degree and whether or not the student remains in good standing in the program.

#### 4.2.5 Community Advisory Board

4.2.5.1 The Community Advisory Board will consist of 10 community members from across the State of Michigan appointed by the Unit administrator in consultation with the Chicano/Latino Studies Advisory Committee.

4.2.5.2 The Board will meet once a year to establish linkages for shared programming initiatives, explore resource development, and advocate for the Program.

4.2.5.3 The Unit administrator will chair the Community Board meetings.

## 5. Bylaws

### 5.1 Interpretation

5.2.1 The Unit administrator, with the Chicano/Latino Studies Advisory Committee, will be the final authority with regard to the interpretation of these bylaws.

### 5.2 Amendments or Revisions

5.3.1. Amendments or revisions to the bylaws are a shared responsibility of the Unit Administrator and core faculty and require shared agreement. If agreement is not achieved, then final approval of the changes to the bylaws rests with the Provost's designee (dean or deans).

5.3.2 CLS faculty may request in writing that the Chicano/Latino Studies Advisory Committee initiate procedures to amend or annul any part of these Bylaws. The Chicano/Latino Studies Advisory Committee will research and discuss the proposed amendment and will forward the request, together with its recommendation, to the faculty at a regular or special meeting so that it can be considered further, and amended if necessary. Following passage of a motion for approval of the request, or

its amended version, the amendment will be submitted to the voting faculty. Upon approval by a 2/3 majority of the voting faculty, the amendment becomes a part of the Bylaws, or the section whose annulment was desired, will become void. If, in any manner, these processes are in conflict with College or University policies, as promulgated in their Bylaws, the latter will take precedence.

### 5.3 Review of Bylaws

5.3.1 In accordance with the provisions of the University Bylaws for Academic Governance, the membership of the Chicano/Latino Studies Program will review the Chicano/Latino Studies Program Bylaws at regular intervals not to exceed five years. The Chicano/Latino Studies Advisory Committee will have the responsibility of ensuring that these reviews are carried out and will have the delegated authority conferred by the Deans' Leadership Coalition and the Provost to establish the procedures for the review and amendment of these Bylaws.

Provisionally approved by Dean's Leadership Coalition, May 3, 2010, endorsed by Provost Kim Wilcox and in effect May 27, 2010. Amended November 20, 2012.