**UNIVERSITY OF FLORIDA**

**DIVISION OF STUDENT AFFAIRS**

**J. WAYNE REITZ UNION/CENTER FOR STUDENT ACTIVITIES AND**

**INVOLVEMENT**

**STUDENT ORGANIZATION CONSTITUTION GUIDELINES**

**ARTICLE I. NAME OF ORGANIZATION**

Mexican American Student Association

The Mexican American Student Association is affiliated with the Hispanic Student Association in Gainesville, Florida.

**ARTICLE II. PURPOSE STATEMENT**

The purpose of the organization must be clearly stated.

*The Mexican American Student Association is established for the purpose to promote Mexican cultural awareness, provide a network and support system for Mexican-American students, academic and personal development, promote multicultural awareness through the incorporation of all students, regardless of ethnicity, in presenting programs to aid tolerance and the interaction with other Hispanic and other multicultural organizations.*

***ARTICLE III. COMPLIANCE STATEMENT***

*Upon approval by the Department of Student Activities and Involvement, [Mexican American Student Association] shall be a registered student organization at the University of Florida. [Mexican American Student Association] shall comply with all local, state and federal laws, as well as all University of Florida regulations, policies, and procedures. Such compliance includes but is not limited to the University’s regulations related to Non-Discrimination, Sexual Harassment (including sexual misconduct, dating violence, domestic violence, and stalking), Hazing, Commercial Activity, and Student Leader Eligibility.*

***ARTICLE IV. UNIVERSITY REGULATIONS***

*Section A. Non-Discrimination*

*[Mexican American Student Association] agrees that it will not discriminate on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act.*

*Section B. Sexual Harassment*

*[Mexican American Student Association] agrees that it will not engage in any activity that is unwelcome conduct of sexual nature that creates a hostile environment.*

*Section C. Hazing*

*[Mexican American Student Association] agrees that it will not initiate, support, or encourage any events or situations that recklessly, by design, or intentionally endanger the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization.*

*Section D. Responsibility to Report*

*If this organization becomes aware of any such conduct described in this article, [Mexican American Student Association] will report it immediately to Student Activities and Involvement, the Director of Student Conduct and Conflict Resolution, or the University’s Title IX Coordinator.*

**ARTICLE V. MEMBERSHIP**

*Membership in this organization is open to all enrolled students at the University of Florida. Non-enrolled students, spouses, faculty, and staff may be associate members; however, they may not vote or hold office. All members and associate members are free to leave and disassociate without fear of retribution, retaliation, or harassment.*

**ARTICLE VI. OFFICERS**

Registered student organizations are required to have a minimum of a President and Treasurer as elected officers. The titles of organization officers, term of office, specification as to which officers are elected or appointed and by whom, the general duties of each position must be clearly specified, and the procedures to cover special circumstances (e.g. resignations, officer ineligibility, impeachments, or similar occurrences.

*The elected officers of the Mexican American Student Association shall be President, Vice-President, Secretary, Community Service Chair, Public Relations Officer, Historian, and Treasurer.*

*Part 1: The President- As chief officer of MASA, the President oversees all aspects of the organization’s operations. It is the responsibility of the President to appoint a cabinet to assist in the affairs of the organization. The President will work cooperatively with the cabinet to achieve the organizations overall goals. The President shall preside at all meetings of the organization and shall coordinate the work of all the officers and committees.*

*Part 2: The Vice-President- It is the responsibility of the Vice President to assist the President in the workings of the coordination of activities sponsored by MASA. It the event that the president is unable to execute the responsibilities of his or her office, the VP will assume the office of the President until the elected President of that term returns to his or her post or a new election for the office of the President is held. The Vice President shall serve as an aide to the President.*

*Part 3- The Treasurer shall receive all monies of the Mexican American Student Association; shall keep an accurate record of receipts and expenditures; shall pay out local funds in accordance with the approved budget as authorized by the organization. The Treasurer shall present a financial statement to every meeting of the Mexican American Student Association and at other times when requested by the President or Vice President.*

*Part 4- The Secretary- it is the responsibility of the secretary to maintain a complete and accurate record of all meetings and activities of the organization. Other responsibilities of the secretary include, but are nor limits to, compilation and maintained by an officer, elected or appointed.*

*Part 5: Historian- Will keep a visual and/or written account of all the organization’s activities and events. At the end of the academic year, the Historian will present a summation of the year’s activities.*

*Part 6: Public Relations Officer- The Public Relations Officer shall:*

1. *Represent the organization by attending Hispanic-Latino Student Council meetings.*
2. *Maintain good working liaison with all organizations.*
3. *Serve as the official spokesperson of the organization on any public affairs.*
4. *Consult and obtain consent of the organization prior to making any public statements concerning the organization.*
5. *Promote the organization in a positive manner with creation/production of flyers, pamphlets, and or ads for organizational event.*

*Part 7: Community Service Chair- The Community Service Chair officer shall:*

1. *Take the responsibility to oversee any community service projects.*
2. *Serve as the liaison between other community service organizations.*
3. *Consult and obtain the consent of the organization of any service projects that the organization may take part in.*

*Section B: The appointed officer of the Mexican American Student Association shall be the Web Designer*

*Part 1: The Web Designer’s duties include maintaining and updating the Mexican American Students Association’s website as needed, as well as updating the organization on any changes or activities on the web page.*

*Section C: Officer shall assume their official duties at the close of the last general meeting of the academic year and shall serve for a term of one academic year and/or until their successors are elected/appointed.*

*Part D: Any officer of the Mexican American Student Association may be removed from office through the following process:*

*Part 1: A written request by at least three voting members of the organization shall be submitted to either the President, Vice President, or Treasurer. Written notifications shall be sent to the office in question asking that officer to be present at the next meeting and prepared to respond to the removal request.*

*Part 2: A two thirds majority vote of members present is necessary to remove the officer.*

*Part 3: In the event of the removal of an officer, a special provision may be granted to the remaining officers to appoint an interim replacement until an election may be held.*

*Part 4: If any officer resigns or is no longer able to assume office, an immediate election will be held within three weeks. A majority of the votes cast is the necessary to replace the previous officer.*

**ARTICLE VII. ELECTIONS**

Election rules and procedures, appointment and ratification procedures, and other procedure and guidelines including eligibility for officers, the nomination process, balloting procedures, and similar guidelines must be specified. The month of elections must be specified.

*Part 1: Nominations for all officers will take place annually from the members at the last general meeting in December. Any active member who has attended at least three meetings in one semester may nominate any other voting member, including himself or herself. Nominations may also be made during the election meeting prior to closing of nominations.*

*Part 2: Voting will occur by secret ballot and a simple majority vote is required to elect an officer. If there are more than two candidates running and no candidate receives a majority vote, there shall be a run-off vote between the top two vote recipients at the next general meeting. No person shall be eligible to serve more than two consecutive terms in the same office.*

**ARTICLE VIII. FACULTY ADVISOR**

Each registered organization must have a faculty adviser. The faculty adviser shall serve as a resource person and provide advisory support for the officers and members of the organization. The faculty adviser should attend executive and general meetings of the organization. The faculty adviser must be a faculty or staff member employed at the University of Florida. The selection method, term, duties, responsibilities, and process of replacement of the adviser must be clearly stated.

*The faculty advisor for the Mexican American Student Association will be selected through a consensus of the members. The advisor will advise the organization on anything he/she deems relevant. The faculty advisor will be able to help the students of the organization when necessary.*

*If the faculty advisor needs to be replaced or he/she can no longer fulfill his/her duties, the new faculty advisor shall be nominated by the officers and confirmed by a majority vote of the Mexican American Student Association.*

**ARTICLE IX. FINANCE**

If an organization requires a membership fee, the maximum fee and/or other financial obligations of members must be clearly stated. If an organization does not require membership fees or other financial obligations, a statement to that effect should be included in this article. NOTE: In accordance with Student Government guidelines, any organization seeking or receiving funding form Student Government is precluded from collecting membership dues. Registered student organizations seeking funding from Student Government must apply each year, and funding is not guaranteed.

*The Mexican American Student Association will not require membership dues; however, it will raise funds through carwashes and similar activities, for community service projects and other materials needed for meetings that are not covered in its yearly budget. Members are expected to participate in these fundraising activities. The Mexican American Student Association will also apply for Student Government funding.*

**ARTICLE X. DISSOLUTION OF ORGANIZATION**

*In the event this organization dissolves, all monies left in the treasury, after outstanding debts and claims*

*have been paid, shall be donated to “Harvest of Hope Foundation.”*

**ARTICLE (XI): AMENDMENTS TO CONSTITUTION**

*Part 1: All amendments to this constitution must be submitted in typed, draft format at a regular meeting for approval by the general membership. Before the actual vote, discussion on the submitted amendment will be conducted as follows:*

1. *The amendment will be read aloud and typed copies will be circulated to the general membership.*
2. *A maximum of three affirmative speeches and three negative speeches will be recognized by the President.*
3. *Voting will be then take place on a secret ballot basis, with two-thirds majority required for passage of the amendment.*