**Mexican American Student Alliance (MASA)**

**Constitution**

**Article I: Name**

The organization will be known as the Mexican American Student Alliance (MASA).

# Article II: Mission Statement

The Mexican American Student Alliance (MASA) at Lone Star College-CyFair is committed to fostering learning, cultural exploration, and academic curiosity surrounding the Mexican American experience. Our mission is to provide students with opportunities to engage in meaningful discussions, educational events, and collaborative projects that deepen their understanding of Mexican American history, identity, and contributions. Through a supportive and inclusive environment, MASA aims to inspire cultural pride, promote critical thinking and empower students to explore the intersection of heritage and higher education.

# Article III: Membership

Section 1 Students currently registered at Lone Star College-CyFair who are in good standing with the college and attend six scheduled meetings during one semester are eligible for membership. To make their membership official, they must submit a membership request form upon meeting the attendance requirements. Once the form is submitted and its information verified, the officers and advisor(s) will approve their membership at the next scheduled officer’s meeting and will introduce them as official members at the following general meeting. If a registered member misses nine consecutive scheduled meetings, their membership is void and the student must re-initiate the membership process to enjoy membership privileges. A student may submit an exemption request if membership inactivity is due to unforeseen difficulties. The officers and advisor(s) will review the exemption request. Approval or denial of an exemption request will be determined on a case-by-case basis.

Section 2 Membership privileges include the right to participate in the planning of campus events, vote in elections, and hold an officer position. Voting privileges are restricted to Lone Star College-CyFair students who meet all membership requirements.

Section 3 To guarantee equal rights for all members of the Lone Star College-CyFair student body, MASA does not discriminate on the basis of race, color, sex, age, sexual orientation, gender identity, genetic information, gender expression, religion, ethnic or national origin, disability, veteran status, language or any other protected status listed in the LSC Board Policy Manual.

**Article IV: Officers, Officer Qualifications, Elections, and Transition to New Leadership**

Section 1 List of officers:

* President
* Vice-President
* Director of Administration
* Treasurer
* Historian
* Event Coordinator
* Director of Graphic Design & Social Media
* Director of Community Outreach

Section 2 Qualifications for Holding Office:

* Members interested in becoming officers must be currently enrolled at Lone Star College-CyFair and be in good standing with the college.
* Members interested in becoming officers must be active members of MASA who have attended eight scheduled meetings.
* Members interested in becoming officers must commit to attending a minimum of 80% of all meetings and events.

Section 3 Elections:

* Elections will take place three weeks before the end of the spring semester. Plurality voting will determine the organization’s new leadership.
* Members interested in running for an officer position must email the organization’s Advisor(s) expressing their interest and the position they plan to run for. The intent to run for an officer position must be submitted three weeks before the election to allow the Advisor(s) to verify eligibility. Once eligibility is confirmed, they will be notified, and their name will be added to the ballot if eligible.
* On election day, MASA will host an open forum where members running for an officer position will provide information about their qualifications and future contributions to the organization. Current members and candidates may use this time to ask questions before casting their final vote.
* Newly elected officers will work with the current officers for the rest of the semester to ensure an efficient transition into the next leadership. During this time, current officers will train newly elected officers. If problems arise, newly elected officers must notify the advisor(s).

Section 4 Length of Service & Re-Elections:

* Officers will serve for one academic year and are expected to fulfil their duties throughout the academic year. Hispanic Heritage Month Celebrations will require that officers have meetings and conversations during the summer months to help plan special events.
* Officers can run for re-election as long as they continue to fulfill the qualifications for holding office.

Section 5 Removal of Officers:

* If an officer fails to fulfill their obligations, a removal process may be initiated.
* The first action will include a meeting between the Advisor(s), President, and the officer in question, in hopes of finding a suitable resolution.
* If the problem continues, the organization’s leadership may put their removal up for a vote. If ¾ of the officers support the removal, the officer in question will be removed from their position.

Section 6 Officer Vacancies:

• Officer vacancies may be filled by appointing a new officer

• Officers will present the Advisor(s) with three potential candidates for a position and the Advisor(s) will select from the list of candidates presented by the officers.

# Article V: Officer Duties

Section 1 **President** - The President is responsible for preparing the agenda for each meeting. The agenda must include an official roll call, summary of the organization’s finances, and updates on campus events. Copies of the agenda will be sent to the Advisor(s) no later than 24 hours before the scheduled meeting. Once approved by the Advisor(s), the President will share a copy with the Director of Administration, who will then print or share them with the rest of the organization. The President will also preside over all meetings in a manner that is efficient, productive, and transparent. They will also ensure that officers understand their responsibilities and are fulfilling their duties.

Along with these responsibilities, the President is responsible for the following:

* RSO Annual Registration Form, in collaboration with the Advisor(s)
* Facility & Equipment Use Agreement Form, in collaboration with the Advisor(s)
* RSO Membership Roster Form, in collaboration with the Director of Administration and Advisor(s)
* Prepare the organization’s academic calendar and share it with the members, officers, and Advisor(s)
* Introduce events & collaborations to the rest of the organization
* Ensure that officers are fulfilling their duties
* Notify the Advisor(s) of any problems
* Train a newly elected President

Section 2 **Vice-President** - The Vice-President will assume the role of President when the President is unavailable for scheduled meetings and/or events. They will work closely with the President to make sure that all official documents are completed correctly and on time and will make sure that the President adheres to meeting agendas. They will need to be familiar with the responsibilities associated with each officer’s position. If the President can no longer serve, the Vice-President may assume the role of President if they have the approval from 3/4of the current officers. If the Vice-President fails to receive their approval, the officer vacancy process in Article IV, Section 6 will be followed. Along with these responsibilities, the Vice-President is responsible for the following:

* Ensure that officers complete the RSO Officer Agreement Form
* Ensure that officers complete the Risk Management Training
* Give all members a briefing on the Risk Management Training
* Ensure that all documents required by LSC-CyFair are submitted on time
* Train a newly elected Vice-President

Section 3 **Director of Administration** - The Director of Administration is responsible for keeping accurate membership records by taking attendance at the start of every meeting. The names of new attendees will be recorded and when they attend six different meetings, a membership request form will be issued for the attendee to fill out. During elections, the Director of Administration will work with the Advisor(s) to verify the eligibility of members interested in running for an officer position. Accurate membership records are vital. The Director of Administration is also responsible for scheduling room reservations for each meeting and for printing/sharing meeting agendas. If printed copies are needed, they may work with the Advisor(s) to ensure that paper copies are available at each meeting. During meetings, the Director of Administration is expected to keep notes of the meeting and will share them with the Historian for future reference. Along with these responsibilities, the Director of Administration is responsible for the following:

* Manage membership rosters and forms
* Submit updated copies of the membership roster to the President
* Assist the Advisor(s) with planning the elections
* Train a newly elected Director of Administration

Section 4 **Treasurer** - The Treasurer is responsible for managing the organization’s finances. They will work closely with the President and Event Coordinator to fulfill and submit orders for supplies in a timely manner. The Treasurer is also responsible for submitting a summary of the organization’s finances at every scheduled meeting. If needed, officers may request information about the organization’s finances and the Treasurer will provide that information in a timely manner. During fundraising events, the Treasurer will be responsible for managing, safekeeping, and depositing any funds collected. Along with these responsibilities, the Treasurer is responsible for the following:

* Set a goal for the Fund 50 account and introduce ideas on how to meet the goal
* Use of Fund 50 will require approval from the Advisors. The Treasurer must submit requests to the Advisors and notify the rest of the officers if the request was approved or denied.
* Complete and submit budget requests, in collaboration with the President and Advisor(s)
* Complete and submit orders for supplies, in collaboration with the President and Event Coordinator(s)
* Train a newly elected Treasurer

Section 5 **Historian** - The Historian is responsible for collecting and storing copies of event advertisements, photos, and videos of events and/or meetings, and meeting minutes for future reference. The Historian will work closely with the Director of Graphic Design and Social Media to supply photos and videos. The Historian is also responsible for putting together an end of semester presentation depicting the organization’s accomplishments and highlights. Along with these responsibilities, the Historian is responsible for the following:

* Relinquish physical and digital items belonging to the organization
* Choose a digital platform for storing videos and photos. If the current digital platform meets the organization’s needs, the officer may continue to use the current account.
* Train a newly elected Historian

Section 6 **Event Coordinator** - The Event Coordinator will work closely with the President and Vice-President in the planning of events. The Event Coordinator is responsible for forming committees and identifying committee chairs to ensure that events are successful. Committee chairs will report directly to the Event Coordinator and the Event Coordinator will report directly to the President and Vice-President. When needed, the Event Coordinator will work with the Treasurer to ensure that supplies for an event are ordered and acquired in a timely manner. During regular scheduled meetings, the Event Coordinator will share information on the progress of an event and the work being carried out by all committees. Along with these responsibilities, the Event Coordinator is responsible for the following:

* Schedule room/area reservations for special events
* Train newly elected Event Coordinator(s)

Section 7 **Director of Graphic Design and Social Media** - The Director of Graphic Design and Social Media is responsible for creating, sharing, and posting event flyers (digital and/or paper copies). If needed, they will work with Student Life to make sure that advertisements are printed and shared. Event advertisements used on campus will require the President and Vice-President’s approval. The Director of Graphic Design and Social Media may be asked to work on special projects for the organization. The Director of Graphic Design and Social Media is also responsible for maintaining a social media presence. They are responsible for shared content or posted on digital platforms. It is important for the Director of Graphic Design and Social Media to be familiar with and follow all Lone Star College Board Policies. To ensure that the organization’s social media accounts are not subject to outside manipulation, passwords will be reset when a new officer takes office. The only people with access to these passwords will be the Director, the Advisor(s), and Student Life. Along with these responsibilities, the Director of Graphic Design and Social Media is responsible for the following:

* Relinquish physical and digital items belonging to the organization upon the completion of their service
* Protect any social media passwords belonging to the organization
* Pledge never to attempt to log onto the organization’s social media accounts once out of office.
* Train a newly elected Director of Graphic Design and Social Media

Section 8 **Director of Community Outreach** - The Director of Community Outreach is responsible for attending on-campus events sponsored by other organizations to help foster partnerships and collaborations. They will submit regular reports to the President and Vice-President about upcoming campus events and the President will share that information during scheduled meetings. The Director of Community Outreach will also be responsible for attending all SGA meetings and sharing important information at the next scheduled meeting. If the Director of Community Outreach cannot attend an event or an SGA meeting, they must work with the President to find a suitable replacement. The Director of Community Outreach will also serve as the point of contact for potential members and will help the Director of Administration with membership requests forms. Along with these responsibilities, the Director of Community Outreach is responsible for the following:

* Present a goal and plan to increase membership at the start of their term (must be shared with the President, Vice-President, and Advisor(s)
* Send mass emails to members about future events and to ensure member persistence throughout their term
* Train a newly elected Directors of Community Outreach

Section 9 **Advisor(s) -** The Advisor(s) is/are responsible for assisting this organization with fulfilling its mission. The Advisor(s) will attend events and will assist when needed. The Advisor(s) will also attend campus wide events pertaining to student organizations and will promote and advocate on behalf of this organization. When needed, Advisor(s) will organize off-campus trips and will serve as the point of contact between the organization, Student Life, and the college administration. The Advisor(s) is/are also responsible for keeping an inventory of all club related supplies. Along with these responsibilities, the Advisor(s) is/are responsible for the following:

* Assist in the completion and submission of RSO documents
* Submit nominations for Student Excellence Awards
* Organize officer elections
* Train a newly selected/appointed Advisor(s)

# Article VI: Meetings

Section 1 Location

* MASA meetings will be held at Lone Star College-CyFair. Special meetings may be occasionally scheduled by MASA leadership.
* If the Falcon Room is unavailable, a different room on campus may be reserved by the organization’s Director of Administration with approval and help from the Advisor(s)

Section 2 Frequency of Meetings

• Meeting frequency will be decided by the officers at the beginning of each term.

Section 3 Officer Meetings

• If needed, the President or Advisor(s) may call for an officer meeting to discuss events, progress, or concerns.

# Article VII: Ratification and Amendments

Section 1 The constitution is the current governing document for this organization. Amendments to this constitution may be introduced with a 3/4 majority vote of the current officers. Officers will have two weeks to prepare the amendments and present the changes to the rest of the members for a formal vote.

Section 2 The ratification of amendments will require a 2/3majority vote of the current members. Eligible voters must meet membership requirements and the Advisor(s) and the Director of Administration will review voting eligibility. If approved, the amendments to the constitution will go into effect once they are approved by the appropriate recognizing body of Lone Star College-CyFair.