

ARTICLE I. NAME OF ORGANIZATION

The name of the association shall be the Mexican-American Student Association. Hereafter referred to in this constitution as MASA.

MASA is affiliated as a sub-organization with the Hispanic Student Association, a registered University of Florida “service special interest organization”, in Gainesville, Florida.

ARTICLE II. PURPOSE STATEMENT

The purpose of MASA is as follows:

The Mexican-American Student Association is established to provide a network and support system for any student interested in Mexican culture. MASA works to preserve and promote inclusivity, social awareness, and cultural celebration for all.

ARTICLE III. COMPLIANCE STATEMENT

Upon approval by the Department of Student Activities and Involvement, MASA shall be a registered student organization at the University of Florida. MASA 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

MASA 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

MASA agrees that it will not engage in any activity that is unwelcome conduct of sexual nature that creates a hostile environment. Behaviors that could create a hostile environment include sexual harassment (which could include inappropriate sexual comments), sexual misconduct, dating violence, domestic violence, and stalking.

Section C. Hazing

MASA 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, MASA 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

Section 1: Executive Board

The officers of the MASA Executive Board shall be comprised of President, Vice-President, Treasurer, VIVA Board Director, Secretary, Public Relations Director, Social Chair, Community Service Director, Fundraising Director, and Historian, and Chief of Staff.

The elected officers of MASA shall be President, Vice-President, Treasurer, VIVA Board Director, Secretary, Public Relations Director, Social Chair, Community Service Director, Fundraising Director, and Historian.

Appointed officers of MASA shall be the Chief of Staff and VIVA Board Director. Appointed positions of the Executive board shall be nominated by the President and approved by a 2/3rds vote of the current members of the Executive Board.

Section 2: Terms of Office

- A. One term for the elected officials: President, Vice-President, Treasurer, Secretary, Public Relations Director, Social Chair, Community Service Director, Fundraising Director, and Historian, shall be defined as the time from the date of election to the end of the following academic year.*
- B. All other positions created by a MASA Executive board shall have terms from the day of appointment until the end of that MASA Executive board's term.*

Section 3: Responsibilities of the Executive Board

The Executive Board shall be responsible for the duties and authority as pertains to such offices, except that such duties may be varied or expanded by the Executive Board. In addition, the duties of the officers are itemized as follows:

- A. The President:
 - a. Shall oversee all aspects of the organization's operations.*
 - b. Shall serve as the chief representative of the MASA as needed.*
 - c. Shall work cooperatively with the executive board to achieve the organization's overall goals.**

- d. Shall preside at and lead all internal meetings and general body meetings.*
- e. Shall coordinate work delegation of all the officers and committees.*
- f. Shall be responsible for all financial affairs of the organization and review all SAR's for approval before submission.*
- g. Shall be in constant contact with the Faculty Advisor and Executive Board.*
- h. Shall maintain active and good relations with the executive board of the Hispanic Student Association.*
- i. Shall be responsible for reserving all rooms/spaces for events.*
- j. Shall hold final approval for all social media posts, statements, emails, and event programming decisions.*
- k. Shall be responsible for establishing and maintaining team morale.*
- l. Shall make sure the organization is a registered organization of the University of Florida and that all forms are properly submitted per the Student Government Handbook on time during the registration cycle.*
- m. Shall ensure programming, meetings, social media, and all MASA efforts work towards mission and exemplifies inclusivity.*

B. The Vice-President:

- a. Shall, in the absence of the President, have all authority and responsibilities vested in the President.*
- b. Shall become President of MASA should the President resign or be removed from office.*
- c. Shall assist the President in the coordination of activities sponsored by MASA.*
- d. Shall be responsible for planning in full an opening retreat for the current executive board at the beginning of both the Fall and Spring academic semesters.*
- e. Shall be responsible for setting up tabling hours for MASA E-Board throughout the semester at their discretion.*

C. The Treasurer:

- a. Shall keep all financial records of the organization.*
- b. Shall report the financial status of the organization to the Executive Board.*
- c. Shall oversee the budget for MASA.*
- d. Shall, in the absence of the President and Vice-President, have all authority and responsibilities vested in the President.*
- e. Shall maintain records of monies, fundraising, and expenditures on the budget sheet.*
- f. Shall work with the president to complete and submit all SARs to Student Government minimum two (2) weeks prior to events.*
- g. Shall aid in the completing of all Student Government Finance reimbursements.*

D. The VIVA Board Chair:

- a. Shall work with VIVA Board to connect the MASA Board with the general body members at general body meetings.*
- b. Shall promote MASA events and recruit students to attend.*
- c. Shall establish constant contact with and between Viva Board and Executive Board.*
- d. Shall communicate with the Executive Board to organize and promote volunteers from the VIVA Board Committee and general body members.*
- e. Shall organize VIVA Board to set up and break down events.*
- f. Shall create sign up sheets for tabling, Community Service, fundraisers, and events when needed to know how many people attend, providing date, time, location, etc.*
- g. Shall attend MASA Board meetings and general body meetings.*

E. The Secretary:

- a. Shall, in the absence of the President and Vice-President, Treasurer, have all authority and responsibilities vested in the President.*
- b. Shall be responsible for the taking of the minutes of the Executive Board meetings, as well as maintaining those records.*
- c. Shall be responsible for maintaining a current membership list, attendance list, and master listserv directory.*
- d. Shall be responsible for drafting all emails with graphics from the Public Relations Director as well as keeping the President notified of important emails.*
- e. Shall be responsible for creating and overseeing a text reminder system or groupme.*
- f. Shall attend MASA Board meetings and general body meetings.*

F. The Public Relations Director:

- a. Shall promote the organization in a positive manner with the creation/production of graphics for social media, flyers, pamphlets, and/or ads for all MASA sponsored events.*
- b. Shall maintain all social media accounts and have regular postings prior to and during events after approval from President.*
- c. Shall work with the Secretary to have graphics ready for emails.*
- d. Shall work with Historian to create innovative social media postings during event such as, but not limited to, "TikToks", "Boomerangs".*
- e. Shall be responsible for having prints of all flyers printed/present/available in time for tabling as well as available in spaces on campus such as Hispanic Latino Affairs.*
- f. Shall attend MASA Board meetings and general body meetings.*

G. The Social Chair:

- a. *Shall oversee the planning of all MASA sponsored programming and signature events.*
- b. *Shall produce and maintain the social calendar for MASA.*
- c. *Shall ensure the set-up of all MASA sponsored events is complete and of quality.*
- d. *Shall coordinate in clean-up/breakdown of events as well.*
- e. *Shall ensure all programming is inclusive and open to all students.*
- f. *Shall coordinate with VIVA Board Director and VIVA Board to get assistance for events.*
- g. *Shall attend MASA Board meetings and general body meetings.*

H. The Community Service Director:

- a. *Shall take the responsibility to select one (1) non-profit or local organization to collaborate/aid as chosen community service effort for school year.*
- b. *Shall serve as liaison and communicate/maintain relationship with selected service organization's representatives. This includes consulting and obtaining the consent of the organization of any service projects that MASA may take part in.*
- c. *Shall organize minimum two (2) community service efforts with chosen service project per semester and ensure are scheduled early into semester.*
- d. *Shall coordinate with VIVA Board Director and VIVA Board to get assistance from them for events.*
- e. *Shall work with fundraising director and treasurer to work towards potential donation to selected organization.*
- f. *Shall coordinate all community service to be inclusive as well as aligned with goals of MASA and community issues/values.*
- g. *Shall attend MASA Board meetings and general body meetings.*

I. The Fundraising Director:

- a. *Shall coordinate fundraising events throughout semester with local companies in Gainesville area or separate MASA sponsored events to raise funds.*
- b. *Shall coordinate with VIVA Board Director and VIVA Board to get assistance from them for events.*
- c. *Shall be responsible for monitoring procurement of funds from said companies.*
- d. *Shall work to establish and maintain MASA outside revenue account with SG Finance.*
- e. *Shall attend MASA Board meetings and general body meetings.*

J. The Historian:

- a. *Shall keep a visual and/or written account of all the organization's activities and events.*
- b. *Shall prepare all powerpoints/visual media for general body meetings, with some selected theme, two (2) days prior to event.*
- c. *Shall maintain photograph collection of all events throughout year on google drive.*
- d. *Shall work with Public Relations Director to create innovative social media postings during event such as, but not limited to, "TikToks", "Boomerangs".*
- e. *Shall attend MASA Board meetings and general body meetings.*

K. Chief of Staff:

- a. *The appointment of the Chief of Staff is up to the discretion of the President. If a Chief of Staff is selected, the candidate must be approved by the Executive Board with 2/3rd of the vote.*
- b. *Duties and responsibilities will be up to the discretion of the President and approved by the Executive Board.*

L. The VIVA Board

- a. *Shall be directed by the VIVA Board Chair and overseen by the President.*
- b. *Shall be volunteers for community service events*
- c. *Shall help with setup and break down of events,*
- d. *Shall work together to connect the MASA Board with the general body members at general body meetings.*
- e. *Shall promote MASA events and recruit students to attend.*
- f. *Shall be active in VIVA Board chat and communicate with members about events that they are able to volunteer in.*
- g. *Shall attend MASA Board meetings and general body meetings.*

Section 4: Dissolution and Creation of Positions

Committees, Cabinet Positions and Executive Board positions shall be created or dissolved as deemed necessary by the Executive Board, with a majority vote of the executive board and the President's approval.

Section 5: Vacancies

If the President of the Executive Board is unable to complete his/her/their term, the Vice-President will take their place. All other positions of the Executive Board are open to the membership, except that the candidate for either Vice-President or treasurer must meet the requirement of having been an active member of the Executive Board for at least one semester. If

any officer resigns or is no longer able to assume office, an immediate search will be held within two (2) weeks. A clear majority of the votes cast is the necessary to replace the previous officer.

The process for filling Executive Board vacancies shall be:

- 1. The Executive Board shall release applications to all members.*
- 2. The Executive Board shall interview all applicants.*
- 3. The Executive Board shall elect top candidate by a clear majority vote.*

Section 6: Removal/Impeachment

A member of the Executive Board shall be removed from the Executive Board for conduct consisting of: non-performance of the responsibilities as stated in this constitution and/or signed executive board contract.

Part 1: A written request by at least three (3) executive board 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 executive-board meeting and prepared to respond to the removal request.

Part 2: A (2/3) majority vote of the Executive Board 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/search may be held.

ARTICLE VII. ELECTIONS

Section 1: Officer Eligibility

- A. Eligibility for Executive Board: Any University of Florida student shall be eligible to run for office provided that the individual meets the requirements specified by the leader eligibility regulation at the university as well as requirements defined in this constitution.*
- B. No person shall be eligible to serve more than two consecutive terms in the same office.*
- C. The candidates for President must have held a previous position on the MASA Executive Board.
 - a. If no candidate with previous executive board experience runs, then nominees who have held an executive board position for at least one semester shall qualify to run for President.**
- D. The candidates for Vice President must have held a previous position on the MASA Board for at least one semester.*
- E. The candidates for Treasurer must have held a previous position on the MASA Board or the position of Treasurer on any other Executive Board for at least one semester.*

Section 2: Nomination Timeline and Process

Part 1: Nominations

The Nominations process may only begin to take place a month before the day of elections. Nominations shall be taken from the general membership in two (2) rounds (separate days) during the month of March, prior to the elections meeting, after which the nomination period will close. The results after each nomination round will be recorded as well as made public to all. After two (2) nomination rounds, the candidates will be publicly announced on all social media. Only members with active status shall be able to nominate as defined in article 11. Nominations may also be made during the election day meeting prior to the closing of nominations. Elections will occur the following month of April.

Part 2: Candidate Interest Form

Candidates must submit a completed "MASA Executive Board Interest Form" to the current executive board for demographic/eligibility review prior to the day of elections. This form must be provided to all candidates in a timely manner, collected, and maintained on file. This form shall clearly outline date of elections, remind candidates to prepare a 1-minute minimum speech, notify to record and submit a video speech if unable to attend elections, and present position qualifications/descriptions to candidates.

Section 3: Balloting and Voting Procedures

Ballots shall be conducted as follows:

- A. Advanced notice for the elections shall be given as stated in the constitution.
 - a. NO ABSENTEE VOTING WILL BE ALLOWED.**
- B. Ballots shall be obtained by a designated member of the Executive Board who is not running for office. There shall be two (2) other proctors to assist with the voting process selected/appointed by the MASA Advisor. The Advisor may fill one of those roles.*
- C. The number of ballots printed shall be sufficient for all in attendance.*
- D. Ballots shall be blank and allow for solely one (1) write-in vote per office. The ballots shall also be numbered to provide accountability.*

Voting shall be conducted as follows:

- A. The member will come forward to pick-up a ballot and verify his/her identity with their U.F. student I.D. and prove his/her/their voting membership as indicated in Article 11.*
- B. Positions up for election shall be voted in order of President, Vice President, Treasurer, Secretary, Public Relations Director, Social Chair, Community Service Director, Fundraising Director, and Historian.*
- C. Voting will occur by secret ballot and a simple majority vote is required to elect an officer. After voting, the member shall place ballot in designated box.*
- D. After all eligible members have voted, two of the proctors will count all ballots and final count for each position thereby declaring the winners.*
- E. Number results shall not be available to general members but winner outcome results must.*

- F. *ANY runoffs shall be the same day of elections for the top two candidates if 51% of the votes are not held by one candidate.*

Section 4: Election Rules and Procedures

In the specified order of Article VII, Section 3, the candidates for each office will be allowed five (5) minutes maximum for their speech. All candidates must provide a one (1) minute speech at minimum. If unable to be present, a video speech must be submitted prior to election day.

Shall be carried out once an academic year and shall take place in April before the end of the spring semester. The Executive Board shall be responsible for specifying the exact date of the Elections. Advanced notice of elections shall be given to the all of the voting members and candidates.

ARTICLE VIII. STUDENT ORGANIZATION ADVISOR

The Student Organization Advisor:

- a. *Shall serve as consultant to the executive board and the association in general.*
- b. *Shall attend and speak at 1st general body meeting of both Fall and Spring semesters.*
- c. *Shall outline role and availability as resource to both the executive board and MASA membership.*
- d. *Shall be present at Spring elections and welcome new executive board.*
- e. *Shall be present at 1st executive board meeting of both Fall and Spring semesters.*
- f. *Shall attend minimum 1 other executive board meeting per semester.*
- g. *Shall be present at minimum 1 programming event per semester.*
- h. *Shall serve as a communication liaison between the MASA and University of Florida administration.*
- i. *Shall intentionally meet with president of MASA about state of MASA three (3) times per semester.*
- j. *The faculty advisor for the Mexican American Student Association will be selected through a consensus of the executive board and MASA members.*
- k. *The advisor's term shall be from June to May of an academic year.*
- l. *Should the advisor no longer be able to fulfill their responsibilities, the Executive Board will find a replacement who is a UF faculty or staff through the nomination of the president and approved by 51% or more of the general members of MASA.*

ARTICLE IX. FINANCE

The Mexican American Student Association will not require membership dues; however, it will raise funds through fundraising 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

The association may be dissolved at any time by vote of two-third (2/3) of voting members at a meeting called for that purpose with the overseeing of the executive board of the Hispanic Student Association.

In the event this organization dissolves, all monies left in the treasury, after outstanding debts and claims have been paid, shall be donated to “Coalition of Immokalee Workers” of Immokalee, FL.

ARTICLE XI: VOTING MEMBERSHIP/ACTIVE STATUS

Section 1: Definition of Voting Membership

Any active member who has attended at least three (3) MASA sponsored events in one academic year may nominate any other voting member, including himself or herself, and will from then on be considered “active status”.*

**MASA sponsored events shall be defined as all regularly scheduled general body meetings, including the nomination and election meetings for that particular election, community service events, fundraising events, signature events, socials.*

Attendance will be recorded at all MASA sponsored events and eligibility will be determined from review by President, Vice President, and Secretary.

There shall be no appeals accepted to obtain voting eligibility.

Section 2: Membership Responsibilities

The MASA voting membership will elect the Executive Board in compliance with the provisions of this constitution. The MASA general membership will be by academic year. Members are free to leave or dissociate without fear of retribution or harassment. At the end of each membership term all membership tally totals shall be reset.

ARTICLE XII: AMENDMENTS TO CONSTITUTION

Section 1: Amendments to Constitution

This constitution may be altered or amended after a committee of interested members has drafted the desired revisions. These revisions would then be presented to the general membership at a regularly scheduled general body meeting for approval.

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) Approval would be determined by a raise of hands of the majority of voting members in attendance*

The amended constitution must immediately be submitted to the Department of Student Activities and Involvement for review and approval. The amendments will not go into effect until approval is received from Department of Student Activities and Involvement.

THE MEXICAN-AMERICAN STUDENT ASSOCIATION AGREES TO ADHERE TO LAWS LISTED IN THE STUDENT GUIDE AND OTHER LAWS OF THE UNIVERSITY OF FLORIDA.

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