

# Constitution of the Mexican Student Association

## Article I - Name, Purpose, and Non-Discrimination Policy of the Organization.

- Section Ia** This organization shall be known as The Mexican Student Association (MXSA) at The Ohio State University.
- Section Ib** The Mexican Student Association (MXSA) aims to educate, celebrate, and embrace Mexican culture in the broader OSU community. MXSA is designed to welcome not just students of Mexican-descent, but also anyone interested in immersing in Mexican culture. Through social, educational, political, and heritage-based activities and events, MXSA intends to foster friendships and pride for Mexican culture among its diverse members.
- Section Ic** This organization does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, nationality/origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.
- Section Id** As a student organization at The Ohio State University, MXSA expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here: <https://hr.osu.edu/public/documents/policy/policy115.pdf>. If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleIX.osu.edu> or by contacting the Ohio State Title IX Coordinator at [titleIX@osu.edu](mailto:titleIX@osu.edu).

## Article II - Membership: Qualifications and categories of membership.

- Section IIa** General membership to this organization is available to:
- All currently enrolled at any of The Ohio State University's undergraduate or graduate programs.
  - Membership shall be open to any person who supports and is willing to work to attain the objectives of Article I.
  - Members must be willing to abide by the rules and regulations of this organization, as set forth in this constitution.
- Section IIb** The organization's voting membership should be limited to currently enrolled Ohio State students. Others non- student members, such as faculty, alumni, professionals, etc., may become members, but only as non-voting associate or honorary members.
- Section IIc** Meetings and events shall be open to all students, faculty, staff, and the community. All members are expected to conduct themselves in a professional manner during all organizational events. Conduct detrimental to the organization or its brand will not be tolerated and may result in a member's dismissal from the organization.
- Section IId** As required by the Guidelines for Student Organizations, 90% of the membership of a student organization must include current Ohio State University students. Active members and Executive Committee are able to make decisions regarding the membership of community and other non-student members of an organization. Community or other nonstudent members may be temporarily suspended with a majority vote of the Executive Committee.
- Section IIe** Active membership status is obtained by attending three general body meetings or (attendance of community service or program events hosted/collaborated) per semester held by the Mexican Student Association.
- Section IIIf** Only active members have the right to vote during elections and during the year when issues arise that require a general body vote. The secretary will keep records of active members

### **Article III – Methods for Removing Members and Executive Officers**

**Section III.a.** If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization’s constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, or another reason(s) as described and justified by the Executive Committee not listed here, the member may be removed through a majority vote of the officers in consultation with the organization’s advisor.

**Section III.b.** Any elected officer of the chapter may be removed from their position for cause. Cause for removal includes, but is not limited to: violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws, or another reason(s) as described and justified by the Executive Committee not listed here. The Executive Committee may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization’s advisor.

**Section III.c.** In the event that the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), the executive board, in consultation with the organization’s advisor, may vote to temporarily suspend a member or executive officer.

### **Article IV - Organization Leadership:**

**Section IVa** The required leadership positions of the Mexican Student Association consist of:

- a. Primary Leader and Secondary Leader (Co-Presidents)
- b. Treasurer (VP of Finance)
- c. Advisor

**Section IVb** Additionally the executive officers shall consist of a VP of Marketing, VP of Community Outreach and Engagement, Executive Ambassador, Secretary, Social Media Officer and VP of Social Events,

**Section IVc** The term of office for all Executive Board members shall be one year. Incumbent Executive Board members must be elected to continue their offices after their term has expired.

### **Article V- Election / Selection of Organization Leadership**

**Section Va** Elections shall take place in Spring Semester, and shall be called by the Co-President, beginning with nominations during the month of march.

**Section Vb** The officers shall be elected in the order of the President or Co-Presidents, VP of Finance, VP of Marketing, VP of Outreach and Engagement, VP of Social Events, Secretary, Executive Ambassador and Social Media Officer.

**Section Vc** Elections shall be conducted as follows:

- a. Any active member will fill out an application for the desired position of their choice or nominate a candidate. If he/she is unable to attend elections, an absentee ballot from an active member not running for office will only be counted if given unanimous approval by the current officers.
- b. Executive board will meet and vote on the applicants. A simple majority of the votes will grant the applicant the eligibility to run for office.
- c. Eligible candidates will then propose their platforms at the elections meeting. This meeting shall have an open forum format where the general members in attendance may ask questions to the candidates before casting their vote.
- d. A simple majority of votes from the active members in the elections meeting will grant the candidate a position.

- e. In the case of a tie, the position will be decided upon by the executive office members.

## **Article VI - Executive Committee: Size and composition of the Committee.**

### **Section VIa: The Executive Board Committee**

- 1) The Executive Board shall consist of the following officer positions, with the remaining positions optional:
  - i) Two Co-Presidents
  - ii) VP of Finance
  - iii) VP of Marketing
  - iv) VP of Outreach and Engagement
  - v) VP of Special Events
  - vi) Social Media Officer
  - vii) Executive ambassador
  - viii) Secretary
- 2) The Executive Board shall meet on a weekly basis to aid in the fulfillment of their duties as described in general, the organization's overall policies and goals in Article III, Section II.
- 3) The Executive Board meetings shall be reserved for members of the Executive Board; however, the Co-Presidents have the right to invite general body members if it is deemed necessary.
- 4) The Co-Presidents shall serve as chairperson of the Executive Board and shall report on any action recommended or taken by said Board.
- 5) The Co-Presidents each have the authority to call a special meeting of the Executive Board.
- 6) Potential officers must meet the minimum eligibility requirements of active membership and hold a GPA of 3.0.
- 7) Non-voting members of the Executive Board shall include any other appointed persons deemed necessary by the Executive Board.

### **Section VIb: Duties of the Executive Board**

- 1) The Executive Board shall be responsible for planning the organization's activities and establishing, in general, the organization's overall policies and goals.
- 2) The Executive Board shall oversee the operation of the organization and shall be responsible for achieving organizational goals.
- 3) The Executive Board shall set the deadline for the acceptance of membership applications.
- 4) The Executive Board shall be responsible for upholding and enforcing MXSA policies.

### **Section VIc: Eligibility for the Executive Board**

- 1) Officers must be full-time students at The Ohio State University.
- 2) Officers must be members of the organization for at least one semester before running.
- 3) Officers must attend a minimum of 3 general body meetings per semester and be a current paid active member of MXSA.
- 4) Officers must meet the active status requirements as set forth by the Executive Board.
- 5) Officers must have at least a cumulative 3.0 GPA, on a 4.0 scale.

### **Section VIId: Responsibilities of the Executive Board Positions**

#### **1) Co-Presidents**

- a) The Co-Presidents are the Chief Executive Officers and shall be held responsible for the organization's efficient and inefficient operations.
- b) The Co-Presidents will preside over chapter meetings and other related activities, as appropriate.
- c) The Co-Presidents must facilitate the involvement of the other officers and members of the organization.

- d) The Co-Presidents shall instruct the officers, and periodically review with them their duties and responsibilities.
- e) The Co-Presidents shall be responsible for the organization's progress, development, standards, purpose, and responsibilities.
- f) Subject to Board approval, the Co-Presidents shall be two of three signers on financial documents and be responsible for creating a budget at the beginning of each fall and spring semester, in conjunction with the VP of Finance.
- g) The Co-Presidents shall be responsible for the analysis of the organization's position standing, and progress, definite or potential problems, as well as the establishment of new goals and priorities.
- h) The Co-Presidents shall have the authority to create new ad-hoc committees to serve a specific purpose.
- i) The Co-Presidents shall serve as liaison between the organization, ALPFA, Inc.
- j) The Co-Presidents shall be responsible for establishing a calendar of events for their semesters and communicating that calendar to all members of the organization.
- k) The Co-Presidents shall provide all documents and records pertaining to his/her responsibilities to the newly elected Co-Presidents.
- l) The Co-Presidents shall serve as liaisons between the organization and the Council of Presidents.
- m) The Co-Presidents shall be responsible for organizing and planning the schedule of MXSA activities to comply with Student Organizations' guidelines in conjunction with the Board.
- n) The Co-Presidents shall be responsible for contacting other firms to organize the collaborative functions. They shall work with other student organizations to coordinate the function dates.
- o) The Co-Presidents shall collaborate with the targeted student organization when organizing joint events. Organizing activities include but are not limited to contacting the participating companies, government agencies, and firms; ensuring proper set up of selected venue; and communicating needs to the rest of the Executive Board.
- p) To expedite matters, the Co-Presidents may assign tasks to any individual member.
- q) In the absence of one of the Co-Presidents, the other Co-President shall be responsible for assuming the duties of both Co-Presidents with the attentive support of the rest of the Board
- r) The Co-Presidents, in conjunction with the Co-Presidents, shall be responsible for establishing and maintaining yearly relationships with Mexican-owned businesses in the Greater Columbus area
- s) The Co-Presidents, in conjunction with the VP of Finance, shall be responsible for keeping detailed records of sponsorships and partnerships with local businesses.

## **2) VP of Finance**

- a) The VP of Finance shall be responsible for the inflow and outflow of cash from the organization's banking account.
  - i. The VP of Finance and the Co-Presidents are the only officers authorized to sign checks.
  - ii. Collections and disbursements are to be consistent with the requirements of good business practices, fiscal procedure, organization policy and resources.
  - iii. Disbursements require the authorization of both the Co-Presidents and VP of Finance.
- b) The VP of Finance shall prepare a budget at the start of the semester in conjunction with the Co-Presidents and present it to the Executive Board for approval.
- c) The VP of Finance shall be responsible for communicating and ensuring awareness of the organization's financial position to the Executive Board and preparing financial statements.
- d) The VP of Finance shall be responsible for keeping the organization's accounting records up to date.

- e) The VP of Finance shall be responsible for reporting the financial status of the organization on a weekly basis during the Executive Board meetings or as requested by the Co-Presidents
- f) The VP of Finance shall review all proposed projects and financial requests.
- g) The VP of Finance shall be responsible for coordinating and creating 1-2 fundraising events per semester.
- h) The VP of Finance shall provide all documents and records pertaining to his/her responsibilities to the newly-elected VP of Finance.
- i) The VP of Finance shall assume the responsibilities of a Co-President in the other CoPresident's absence.

### **3) VP of Marketing .**

- a) The VP of Marketing shall be responsible for keeping the constitution and by-laws and shall amend them as required by the organization upon authorization of the Executive Board
- b) The VP of Marketing shall be responsible for all outgoing and incoming correspondence of the organization, including notifying members of meetings via e-mail and/or telephone at least 48 hours in advance.
- c) The VP of Marketing shall maintain an accurate list of all members and their contact information.
- d) The VP of Marketing shall maintain an attendance record of all meetings.
- e) The VP of Marketing shall prepare ballots for elections.
- f) The VP of Marketing shall provide all documents and records pertaining to his/her responsibilities to the newly-elected VP of Marketing.
- g) The VP of Marketing, in conjunction with the VP of Special Events, shall be responsible for organizing 1-2 community service event per semester.
- h) The VP of Marketing shall ensure the proper recording of all documents.
- i) The VP of Marketing shall be responsible for courtesy cards of the organization.
- j) The VP of Marketing shall send reports of the various committees/chair positions to the Executive Board.
- k) The VP of Marketing shall be responding of the binding of the entire year's information and documents
- l) The VP of Marketing shall allocate all office work to be done.
- m) The VP of Marketing shall be responsible for the preparation and publishing of the organization's biweekly newsletters
- n) The VP of Marketing shall be responsible for taking pictures of every event.
- o) The VP of Marketing shall assist the organization in being at the forefront of technological change.
- p) The VP of Marketing shall perform those other functions as directed by the Co-Presidents and as are deemed necessary and proper by the organization at large.

### **4) VP of Outreach and Engagement**

- a) The VP of Outreach and Engagement shall be responsible for establishing and maintaining a quarterly recruitment and training budget and events in conjunction with the Co-Presidents and VP of Finance.
- b) The VP of Outreach and Engagement shall be for proposing and implementing recruiting efforts for each academic semester.
- c) The VP of Outreach and Engagement shall be responsible for keeping updated the membership status about each member of the organization.
- d) The VP of Outreach and Engagement shall be responsible for designing or developing any literature or materials to be officially distributed by the organization for promotional and recruiting purposes, in conjunction with the VP of Marketing.

- e) The VP of Outreach and Engagement shall be responsible for implementing and assisting new members through the active membership process.
- f) The VP of Outreach and Engagement shall oversee the development and establishment of the Mexican Language Mentorship Program, in conjunction with the CoPresidents.
- g) The VP of Outreach and Engagement shall be responsible for recording and researching for professional events and opportunities that can be offered to our members.
- h) The VP of Outreach and Engagement shall promote professional development opportunities on a weekly/bi-weekly basis, consulting partner businesses as deemed necessary for both professional and volunteer opportunities.
- i) The VP of Outreach and Engagement shall ensure that all MXSA missions and purposes are being fulfilled.
- j) The VP of Outreach and Engagement shall encourage communication between other student organizations and similar organizations at other universities across the United States.
- k) The VP of Outreach and Engagement shall perform those other functions as directed by the Co-Presidents and as are deemed necessary and proper by the organization at large.
- l) The VP of Outreach and Engagement shall be responsible for liaising with Mexicanidentifying Ohio State faculty to promote awareness and support for MXSA among the university at large.
- m) The VP of Outreach and Engagement shall be responsible for researching companies in the region for possible speakers and sponsors.
- n) The VP of Outreach and Engagement shall be responsible for maintaining an updated list of companies and guests with their respective point of contact and event.

#### **5) VP of Special Events**

- a) The VP of Special Events shall be responsible for organizing at least two events outside of general body meetings to build community and promote social relationships among the members of MXSA.
- b) The VP of Special Events shall work in conjunction with the VP of Outreach and Engagements to survey interest for event themes and ideas from general body members.
- c) The VP of Special Events shall incorporate sponsors as deemed necessary in the planning and execution of special events.
- d) The VP of Special Events, in conjunction with the VP of Marketing, shall be responsible for designing merchandise to represent MXSA.
- e) The VP of Special Events shall be responsible for confirming the date(s), availability, costs, and details of a venue for the two semesterly events within the first month of each semester and report this information to the Executive Committee at large.
- f) The VP of Special Events shall proactively communicate with the VP of Marketing and VP of Outreach and Engagement to successfully promote the event to general body members with ample time in advance.

#### **6) Executive Ambassador**

- a) The Executive Ambassador shall serve as ambassador and liaison between MXSA, UCLO, and Latinx student organizations at broad by attending every UCLO meeting throughout their elected term.
- b) If pressing information that pertains to MXSA or relevant affairs is discussed at the UCLO meeting, the Executive Ambassador shall brief the Executive Board as soon as possible through writing.

- c) The Executive Ambassador shall debrief the Executive Board on other, nonpressing information at the following Executive Board meeting in detail.
- d) The Executive Ambassador shall report to MXSA co-presidents and MXSA eboard at large.
- e) Should the Executive Ambassador be unable to attend a scheduled UCLO meeting, the Executive Ambassador shall communicate a valid excuse to the Co-Presidents. Valid excuses should be determined by the discretion of the Co-Presidents and should be communicated by the Executive Ambassador at least a week in advance, if possible. Failure to do so will result in a warning to the Executive Ambassador, and a repeated offense will result in a permanent dismissal from the Executive Ambassador's position.

**7) Secretary**

- a) The Secretary shall be responsible for keeping record of member attendance to meetings and events.
- b) The Secretary must prepare meeting agendas and keep records, reports, and minutes of the Executive Board's and General Body's meetings
- c) The Secretary shall be responsible for reserving any event or e-board weekly meeting room/classroom.
- d) The Secretary shall maintain a file of all of the past information and documents of the chapter, bound in permanent fashion within the offices of this chapter and send a duplicate of the same to be recorded with the University Archives.
- e) The Secretary shall aid the Co-Presidents in any. structure based responsibilities.

**8) Social Media Officer**

- a) Finds ways to use technology to improve organization's operations (e.g., communications and outreach)
- b) Develops and maintains club website and social media sites.
- c) Publicizes club activities through email, social media and the club website
- d) Works closely with the VP of Marketing in developing strategies to increase student engagement through social media

**Article VII – Advisor(s) or Advisory Board: Qualification Criteria.**

**Section VIIIa** Advisors of the Mexican Student Association must be full-time members of the University faculty or Administrative & Professional staff. If a person is serving as an advisor who is not a member of the above classifications, a co-advisor must be chosen who is a member of these University classifications.

**Section VIIIb** The advisor shall meet with the executive board within the first two weeks of the scholar semester to help set clear expectations and goals of the association.

**Section VIIIc** There must be provided ample warning time if the advisor needs to transition out of their role.

**Section VIId** The Co-Presidents and the advisor should meet on a regular basis to help discuss the growth and retention of members, goals and plans of the organization.

**Article VIII – Meetings and events of the Organization: Required meetings and their frequency.**

**Section VIIIa** Executive officers shall meet every week and general body meetings shall be held every other week to provide the best quality events.

**Section VIIIb** Active membership will be considered by attending three or more events as stated in Article II.

**Article IX – Attendees of Events of the Organization: Required events and their frequency.**

**Section IXa** The organization reserves the right to address member or event attendee behavior where the member or event attendee's behavior is disruptive or otherwise not in alignment with the organization's constitution.

**Article X – Method of Amending Constitution: Proposals, notice, and voting requirements.**

**Section Xa** Any proposed amendments should be presented to the organization in writing and should not be acted upon when initially introduced. Upon initial introduction, the proposed amendments should be read in the general body meeting, then read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken, and should either require a two-third or three-quarter majority of voting members (a quorum being present) or a majority or two-thirds of the entire voting membership of the organization to pass, present or not. The constitution should not be amended easily or frequently.

**By-Laws**

**Section i** Robert's Rules of Order shall govern The Mexican Student Association executive Board Meetings, except in matters specifically provided for by The Mexican Student Association Constitution and By-Laws.

**Section ii** A simple majority of the voting members of the Executive Board shall constitute a quorum for voting purposes at The Mexican Student Association Executive Board Meeting. In the event of a tie, the President will be the deciding vote.

**Section iii** The Constitution shall be amended by a majority vote of MXSA's Executive Board and the approval of the primary advisor.

**Section iv** Any proposed amendments should be presented to the organization in writing and should not be acted upon when initially introduced. Upon initial introduction, the proposed amendments should be read in the general meeting, then read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken, and should either require a two-third or three-quarter majority of voting members (a quorum being present) or a majority of two-thirds of the entire voting membership of the organization, present or not. The constitution should not be amended easily or frequently