

Constitution Guide

GEORGE MASON UNIVERSITY
Office of Student Involvement

F1RST GEN MASON
Drafted on: April 21st 2017

Article One **NAME OF ORGANIZATION**

- F1RST Gen Mason (FGM)

Article Two **PURPOSE OF ORGANIZATION**

- The purpose of F1RST Gen Mason is to equip first generation college students with the knowledge and skills to make a successful transition into and through George Mason University by creating an educational and supportive network that will increase the retention and graduation of first-generation students. This organization will aim to:
 - Provide programs to assist first-generation students in navigating campus policies and procedures.
 - Assist first-generation students in adjusting to college life,
 - Provide academic encouragement and support through study sessions, workshops and advice on academic success.
 - Provide support through mentoring and networking.
 - Promote and encourage social events that foster a sense of community and provide an opportunity to network with other first-generation students, faculty and staff.
 - Provide community service opportunities with the purpose of giving back through volunteering.
 - Promote and encourage community outreach to high schools students by encouraging and nurturing the goal of a college education.
 - To promote and encourage financial literacy.

Article Three **MEMBERSHIP**

- **Membership in this organization will not be restricted on the basis of race, color, ethnicity, national origin, physical or mental disability, sexual orientation, veteran status, gender identity, gender expression, sex, religion or age.**
- This organization's membership is open to any enrolled first-generation student at George Mason University.
- First generation is defined as students whose parents: (a) did not receive any post-secondary education, (b) enrolled at or earned a two-year degree from a community college, and/or (c) earned any level of post-secondary education outside of the United States.
- All active members must be currently enrolled GMU students with a minimum academic achievement record defined as a cumulative grade point average of at least a 2.0.

- All members should be *active*—members who attend at least two meetings and/or events per semester.
- All *active* members may vote on matters (official or not) including amendments, elections, and other motions brought forth in meetings.
- Membership privileges may be revoked if a student falls below the GPA requirement and/or does not meet the minimum requirements to be considered active.

Article Four **OFFICERS**

- President
 - Presides at all meetings
 - Enforces order at meetings
 - Prepares agendas for meetings
 - Conducts the election of new officers
 - Brings before the club any decision made by a standing committee
 - Provides significant support for all Student Run Committees
- Vice President
 - Presides at meetings in the absence of the president
 - Shall be an ex-officio member of all committees
 - In Charge of Philanthropy Student Run Committee
- Secretary
 - Handles correspondence and keeps accurate minutes of all business meetings.
 - Distributes all minutes within one week of meeting
 - Record and maintain all correspondence of the club.
 - Maintain current membership records for all members
 - Responsible for sending all emails to General Body
- Treasurer
 - Keeps an accurate record of all financial accounts
 - Maintains club account records with Student Life Department
 - Provides monthly treasury report at club Meeting
 - Submits proposed budget in consultation of President and Advisor
 - Oversees Funding Student Run Committee
- Multi Media Chair
 - Responsible for maintaining currency of club website
 - Responsible for maintaining Facebook and twitter pages
 - Responsible for all visual presentations for meetings
 - Responsible for monitoring social media to ensure it is the best representation of the organization
 - Provide assistance for all Student Run Committees
- Public Outreach Coordinator
 - Responsible for recruitment of all new members
 - Responsible for creating initiatives to reach out to the community through kiosk, tabling, and word of mouth
 - Mutually in charge of I Am First Student Run Committee with the Event Coordinator
- Event Coordinator
 - Responsible for booking *all* rooms, kiosks, and event spaces
 - Work closely with president to plan all events

- Required to make sure kiosks and tabling events are full staffed and all materials are present
 - In the event of absence all responsibilities must be delegated or taken care of remotely
 - Mutually in charge of I Am First Student Run Committee with the Public Outreach coordinator
- Campus Liaison
 - In charge of creating a strong relationship with all other campus organizations and offices that the organization plans to work with
 - Work with President, Community Outreach Coordinator, and Event Coordinator to plan and follow through with campus collaborations
 - Assist Event Coordinator and Public Outreach Coordinator in the successfulness of all kiosks and tabling events
 - Should act as a notable face of FGM to the student body
- Intern
 - Provide overall support for all executive board members and Student Run Committees
 - In charge of relaying all FGM Information to STEP Scholars
 - IN CHARGE OF REACHING OUT THE FIRST GENERATIONS STUDENTS NOT ASSOCIATED WITH STEP OR EIP
 - Work with President and advisor on the reformation of the first generation Living Learning Community.
- All executive board members must maintain a 2.5 cumulative GPA

ADVISOR

- **The primary advisor shall be a full time member of the faculty or staff at George Mason University.**
- The executive board members will select the advisor.
- Advisor may be removed from duties based on a majority vote by executive board members.
- The advisor may offer guidance and support for the organization, but MAY NOT have a vote.

Article Five ELECTIONS

- Elections will take place by April 15th.
- Nominations of officers can be written submission or from the floor no earlier than one month prior to the scheduled election up to the day of the scheduled election.
- All elections shall be by secret ballot.
- A plurality vote of the members present is entitled to vote and voting shall constitute an official election.
- In event of a tie, a re-vote shall be held within two weeks.
- Each member in good standing shall be entitled to one vote.
- The term of each office shall be for one year. Each term starts with the fall semester. Elections will be held no later than April of each year.
- The club officers will be: President, Vice President, Secretary, Treasurer, Public Outreach Coordinator, Multi Media Chair, Event Coordinator, Campus Liaison, Graphic Design Chair, STEP Representative.

- These officers, along with the faculty advisor, shall comprise the executive board for this club.

Article Six **IMPEACHMENT OR RESIGNATION**

- Should an elected officer fail to perform the responsibilities or abuse the privileges of their elected position, the officer shall be subject to impeachment and removal from their office.
- Should members of the organization have documented reason that the impeachment of an officer is necessary, the members shall draft a petition for the removal of the individual in question which must be signed by a simple majority of the organization's general body and presented at the next scheduled general body meeting. Upon presentation at the general body meeting, the petition will be put to a vote and must pass with a 3/4 vote of the general body to take effect
- Should an officer believe that they are unable to perform the outlined duties of their position, they shall write a formal request to resign from their elected or appointed position which shall be sent to the executive board or highest ranking officer for review.
- Should the resignation or impeachment of an elected officer occur, an emergency election may take place. Nominations may be made from the floor, with nominees either accepting or rejecting the nomination. Members of the general body will vote via ballot, which will be collected and counted. The nominee who receives the most votes will be instated into the vacated position.

Article Seven **MEETINGS**

- The group will meet once a month.
- The president will preside at the meetings.
- The executive board will have separate leadership meetings twice a month.
- The quorum shall constitute a majority of the voting members.
- The president or faculty advisor may call special meetings of the executive board meetings as needed.
- The parliamentary rules of order that will be used are the latest edition of Robert's Rules of Order.

Article Eight **FINANCE**

- \$5 Dollar dues for students looking to be active members.

Article Nine **AMENDMENTS**

- **The Office of Student Involvement must review all amendments in the same manner as a completely new constitution.**
- Any Executive Board leadership members may propose amendments, which are then voted on by the other executive board members.

Article Ten **RATIFICATION**

- **This constitution shall become effective upon approval by a 3/4 vote of the membership, and a Student Involvement staff member.**

Constitution Ratified on April 21st, 2017