F1rst Gen @ Mason

Drafted on: May 11, 2021

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 school 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, religion, national origin, sex, disability, veteran status, sexual orientation, gender identity, gender expression, age, marital status, pregnancy status or genetic information.**
* 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
  + Oversee all FGM-related events
  + Enforces order at meetings
  + Prepares agendas for meetings
  + Manages work plans from executive board members and holds them accountable
  + Conducts the election of new officers
* Vice President
  + Assume the duties of the President in their absence (e.g. lead meetings)
  + Shall be an ex-officio member of all committees
    - * Create a strong relationship with all other campus organizations and offices that the organization plans to work with for collaborations
      * In charge of coordinating with other executive board members to ensure task execution
      * Facilitate group-bonding initiatives to build e-board rapport
    - Secretary
  + Handles correspondence and keeps accurate minutes of all business meetings.
  + Create sign-in sheet for every event and imports attendance information after every event
  + Responsible for sending all emails to General Body
    - * Review incoming emails within the F1rst Gen email account
      * Responsible for booking all rooms, kiosks, and event spaces
* Treasurer
  + Keeps an accurate record of all financial accounts
  + Maintain club account records with Student Involvement
  + Provide monthly treasury report at e-board meetings
  + Submits proposed budget in consultation of President and Advisor
    - * Oversees fundraising initiatives and the collection of possible

membership dues

* + - * Contact the Student Funding Board (SFB) and fill SFB forms for funding
    - Social Chair
  + Responsible for recruitment of new members
    - * Responsible for maintaining all social media platforms regularly
  + Responsible for monitoring social media to ensure it is the best representation of the organization
  + Take pictures and record footage at events and service projects
  + Facilitate the design and branding of F1rst Gen t-shirts and promotional items
    - Graphic Designer
  + Responsible for maintaining currency of club website
    - * Create flyers to promote events hosted by F1rst Gen @ Mason
      * Update website regularly (e.g. post F1rst Gen Friday, calendar)
      * Post planned events on Mason360
      * Maintain a detailed record of accounts and passwords used for any social media account opened, which will be passed down to the future executive boards
    - Special Project Coordinators
      * Provide overall support for all executive board members and Student Run Committees
      * Work on specific projects created by FGM
      * Shadow and be mentored by an e-board member
      * Complete specific assignments and tasks assigned by an e-board member
      * Will meet weekly with designated eBoard Member to track progress
    - All executive board members must maintain a 2.5 cumulative GPA
    - The term of each office shall be for one year. Each term starts with the fall semester.

**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 must take place each second week of April (must take place before the next RSO re-registration period).**
* Those who are interested in becoming an executive board member will apply through a Google Form
* Depending on if voting is online or in person, nominees will prepare a speech
* Voting shall be conducted by a ballot on Mason360
* Members will have a chance to vote for the upcoming executive board, but will not guarantee them the position
* The current executive board will have an open floor discussing the results and will make final decisions on the elections
* The club officers will be: President, Vice President, Secretary, Treasurer, Graphic Designer, Social Chair, and Special Project Coordinators
* 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 officers of the organization have documented reason that the impeachment of an officer is necessary, they shall draft a petition for the removal of the individual in question which must be signed by a simple majority of the organization’s executive board and presented at the next scheduled executive board meeting. Upon presentation at the meeting, the petition will be put to a vote and must pass with a 3⁄4 vote of the executive board 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, a Special Project Coordinator shall take on their role or an eboard member shall take on the vacant role in addition to their already appointed role.

## Article Seven Meetings

* The group will meet at least once a month.
* The president and other officers will preside at the meetings.
* The executive board will have separate leadership meetings weekly.
* 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**

* The upcoming executive board will decide whether a fee will be required to be a member of the organization.
* The fee will be no larger than $10

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 ¾ vote of the membership, and a Student Involvement staff member.**

Constitution ratified on May 11, 2021