University Life
STUDENT INVOLVEMENT
George Mason University

Constitution Guide

Items to remember when drafting your constitution:

- All sections described below must be included in some form in the organization's constitution and by-laws.
- All bolded/highlighted sections and clauses must be included **verbatim** in the organization's constitution.
- Failure to include any of the points listed will result in the delay and/or rejection of your organization's registration approval.
- If there are any additional articles place them after article IX and before article X.

If you would like to make any changes to the format or language, email the Assistant Director of Registered Student Organizations at rso@gmu.edu.

Be sure to also provide the date the constitution was drafted (at the top) and any dates on which the constitution was updated and ratified (at the end)—This is important for your organization to keep record of when changes to the constitution were made. Please include the dates and details of name changes for record.

**********End Instruction Page **********

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Registered Student Organization Constitution

F1rst Gen @ George Mason University

Drafted on: May 10, 2025

Article I: F1rst Gen @ George Mason University

- F1rst Gen @ Mason (FGM)

Article II: 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.
- Section II: Policy Agreement.
    - We agree to adhere to all applicable policies and procedures of George Mason University and all local, state, and federal laws. Officers and members are expected to be familiar with the George Mason University policies and procedures. Including, but not limited to:
        - https://studentcenters.gmu.edu/policies-procedures-guidelines/
        - https://brand.gmu.edu/events/policies
        - https://universitypolicy.gmu.edu/

        - https://studentconduct.gmu.edu/

Article III: 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 IV: 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
- Social Project Coordinator
    - 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
- Officers must be enrolled at George Mason University during their elected terms.
- 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.

Article V: 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 VI: Elections

- Officer Elections will take place prior to the Student Involvement re-registration process as found on the website: Registered Student Organizations Registration or https://gmuedu.sharepoint.com/sites/SIRSOHub
- Explicitly state details of the nominating procedures; include the length of time allowed for nominations, who can submit nominations, and the method for submitting nominations.
- State how nominees will present their qualifications.
- Explicitly define the method that will be used for voting (usually secret ballot) and who will be responsible for tallying votes (usually a group of members).
- State procedure for runoffs in the event of a tie.
- State the procedure for transitioning of current and new officers (usually involves a short shadow period in which new officers are familiarized with operating procedures and necessary paperwork)

Article VII 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 ¾ 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 VIII: 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 IX: 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 X: 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 XI: 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 10, 2025