

## **Minority Student Science Association**

### **(MSSA) Constitution**

**Mission:** *“Bringing Excellence & Diversity Within The Sciences While Retaining Minorities and Bridging Them To The Future”*

### **ARTICLE I | NAME OF ORGANIZATION**

**Section 1:** The name of this association shall be known as the Minority Student Science Association.

### **ARTICLE II | PURPOSE**

**Section 1:** The purpose of MSSA shall be to serve minority students as a resource that concerns all aspects of the science-based disciplines. The organization will provide accessible resources and guidance to help students prepare for an academic and professional career in pre-health pathways and/or science-based disciplines.

### **ARTICLE III | MEMBERSHIP**

**Section 1:** Membership shall be limited to any regularly enrolled University of Georgia student who upholds the mission statement and purpose of the MSSA. Dues of \$12 will be acquired for membership throughout the academic school year.

### **ARTICLE IV | NON-DISCRIMINATION**

**Section 1:** Membership and all privileges, including voting and officer positions, must be extended to all students without regard to race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, or veteran status.

**Section 2:** Membership and all privileges, including voting and officer positions, must be extended to all students as stated in the University of Georgia Non-Discrimination and Anti-Harassment Policy. Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color or national origin in programs or activities that receive Federal financial assistance. Title IX states that: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal

financial assistance.

## **ARTICLE V | DUES AND PAYMENT**

**Section 1:** Dues will be paid by executive members and general body members.

Executive Board members will determine membership fees at the beginning of each Fall semester. The Treasure will deposit these dues into the organizations' Tate and Petty Cash accounts.

## **ARTICLE VI | OFFICERS**

**Section 1:** The Executive Board will consist of the President, the Vice President, the Secretary, the Treasurer/Acting Secretary, the Public Relations Chair of Development, the Public Relations Chair of Outreach, the Community Service Co-Chairs, the Financial Co-Chairs of Development, the External Relations Chair, the Pre-Health Liaison Co-Chairs, and the Historian.

**Section 2:** The Executive Board will be led by the President, who shall administer all executive powers in planning, decisions, and coordination.

**Section 3:** The Executive Board shall attend all regularly scheduled Executive and General Body meetings. The Executive Board will determine the schedule and the intent for all programs and meetings at the beginning of each semester.

**Section 4:** Each Executive Board member must obtain a GPA of 3.0, pay their Student activity Fee, and be recognized as an active member of MSSA.

## **ARTICLE VII | DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE BOARD MEMBERS**

**Section 1:** The **President** shall be responsible for overseeing all Executive and General Body meetings. The President shall represent MSSA at any required functions. He/She shall serve as an ex-officer member of each committee. The President shall serve the right to petition for the removal of members of the Executive Board (2/3 vote). The President is responsible for registering MSSA as a student organization through the UGA Center for Student Organizations, located in Tate Student Center. They shall stay up today with every outside communication between other members of the Executive Board. He or she should

appoint executive members as programming heads for each program. The President should build relations with members and make an effort to learn their names. The President should also midpoint reviews of executive members; anonymous forms/documents (strengths and weakness) and everybody meets to discuss changes and improvements. He/She shall coordinate and communicate with alumni, advisors and faculty supporters. The President is responsible for creating and/or updating MSSA google files with changes made throughout the semester and reviews of each program. It is also the primary responsibility of the President to come up with the focus of each meeting and maintain contact with science professionals throughout the Athens/Atlanta/UGA community. The President must know and abide by the Constitution of MSSA.

**Section 2:** The **Vice-President** shall be responsible for overseeing all committee chairpersons according to MSSA. He/ or she shall oversee the follow-thru of any designated duties to executive board members. If the President is unable to fulfill his/her duties, then the Vice-president shall assume the position of President. The Vice-president shall reserve the right to petition for the removal of members of the Executive Board (2/3). He/She shall create PowerPoint for every program The Vice President is responsible for reserving rooms for all meetings, in addition, to picking up food for all events – (it is important to note that Conner Hall 103 can be reserved for meetings by contacting the assistant in Conner Hall 102.) The Vice President is also responsible for keeping in contact with the presenters and sending a thank you email to each presenter following the program. The Vice-President should build relations with members; make an effort to learn their names. The Vice-President should also midpoint reviews of executive members to identify strengths and weaknesses. The Vice President should coordinate and oversee mentor/mentee relationships within the organization. He/She shall work with the President to delegate collaborations with other organizations. The Vice President should maintain relations with alumni, encouraging them to donate and coordinating with the treasurer to collect donations. The Vice-president must know and abide by the Constitution of MSSA.

**Section 3:** The **Secretary** shall be responsible for keeping accurate minutes and records of attendance of the Executive Board and General Body meetings. They shall reach out to other organizations and talk to them about MSSA and tell them what we are doing so they can send it to other listservs. It is his/her responsibility to bring sign-in sheets to each

meeting. The Secretary must maintain a record of the members: (majors, future aspirations, age, grade level etc) as well as the number of meetings each member attends. The Secretary will also maintain an electronic binder, where he/ or she can place meeting notes and the contact information of all science professionals connected to MSSA. This electronic binder should be also used to document all opportunities for members including summer programs and research opportunities. The secretary is responsible for creating and/or updating MSSA google files with changes made throughout the semester and reviews of each program. He/She shall maintain all correspondence of the organization, including maintaining the listserv and emailing announcements. The Secretary must know and abide by the Constitution of MSSA.

**Section 4:** The **Treasurer/ Acting Secretary** shall be responsible for keeping accurate budgetary data for the organization's established business accounts. The Treasurer will serve as the Acting Secretary in the Secretary's absence to record business statements and organization's meeting minutes. He/or she shall also be responsible for collecting and recording any dues. The Treasurer shall know all financial procedures of Student Activities. He/She shall document all financial activity, including keeping receipts from all purchases. It is the responsibility of the Treasurer to create a budget for every program at the beginning of each semester. He/She shall be responsible for working with the fundraising committee. This committee shall be responsible for organizing and executing all fundraisers for MSSA: Percentage nights and working games (football, basketball, baseball etc.) The Treasurer must know and abide by the Constitution of MSSA.

**Section 5:** The **Public Relations Chair of Development** shall be responsible for publicizing meetings & functions of MSSA. This officer will work with the secretary to update the electronic binder. Each meeting flyer can be placed in the binder along with the meeting notes. The Public Relations Chairs of Development & Outreach shall monitor the organizations Social Media Presence: MCAT Question of the Day on Facebook or MSSA website, Twitter, Remind101? The Public Relations Chair of Development shall create/distribute flyers. They shall create a newsletter that spotlights what MSSA has done and will be doing in order to inform supporters of what we are doing as an organization and to encourage and inform members. They shall be responsible for recruiting members from the freshman dorms, Tate time, and encourage friends and MSSA members to publicize and also recruit for the organization. He/She shall be able to maintain the website, take pictures

of events, and create any displays or presentations as needed. The Public Relation Chairperson must know and abide by the Constitution of MSSA.

**Section 6: The Public Relations Chair of Outreach** shall be responsible for recruiting members from the freshman dorms, Tate Time, and encourages friends and MSSA members to publicize and also recruit for the organization. They shall reach out to different departments, all of the science departments, departments for student and diversity affairs, LSAMP coordinators. They shall create spotlights that recognize MSSA's accomplishments, so supporters are well-informed with regards to our student success. The Public Relations Chair of Outreach shall speak to various community organizations, attending meetings and building relations with their executive board. They and the Vice-President maintain relations with alumni, encouraging them to donate and coordinating with the treasurer to collect donations. Keep in contact with alumni and update contact information on google drive/ website. The Public Relation Chair of Outreach must know and abide by the Constitution of MSSA.

**Section 7: The Community Service Chair** is responsible for orchestrating all community service events. He/She should have a community service activity planned each month. It is their responsibility for maintaining contact with the Thomas Lay After School Program. He/She will keep track of all volunteer hours of members and report this information to the Secretary. The Community service chair must coordinate at least one collaboration service event with another organization or service organization each semester. It is their responsibility to also try to find shadowing opportunities for students. He/She should support other executive members as needed. He/She is responsible for mandating the "Member Spotlight" section of the website at least once a month to inform supporters of what we are doing as an organization and to encourage and inform members. The Community Service Chair must know and abide by the Constitution of MSSA

**Section 8: The Financial Development Chair** is responsible for maintaining relations with alumni, encouraging them to donate and coordinating with the treasurer to collect donations. He/She is responsible for overseeing the fundraising committee. This committee shall be responsible for organizing and executing all fundraisers for MSSA: Percentage nights and working games (football, basketball, baseball etc.) He/She shall be responsible for remaining in direct contact with donors and adhering to their requests. He/She shall be

responsible for replenishing the account each semester. He/She must work alongside the treasurer to create an annual budget. He/She is in charge of mandating football games (and possibly basketball games). The Financial Development Chair must know and abide by the Constitution of MSSA.

**Section 9:** The **External Relations Chair** serves as the liaison between the executive board and the alumni class. He/She/They shall be responsible for informing alumni about upcoming meetings and programs. This representative is responsible for figuring out test and review dates of their class to avoid program conflicts and helping the secretary update the MSSA calendar to inform the executive board. He/She shall be responsible for voicing any concerns their class may. This person must be willing to take on additional tasks as needed. The External Relations Chair must know and abide by the Constitution of MSSA.

**Section 10:** The **Pre-Health Liaison** shall be responsible for organizing a committee consisting of upperclassmen; each representative will be responsible for voicing any concerns or needs of members pursuing careers in Vet, Nursing, Pharm, Public Health, Opt, etc. This person, along with his/her representatives, will assist general body members by finding opportunities for their career path. He/she is responsible for figuring out ways to better incorporate MSSA's pre-health mission by providing more resources for its members. This person must be willing to take on additional tasks as needed

**Section 11:** The **Historian** shall be responsible for documenting photos/videos at all MSSA events ( all organized under folder in MSSA drive). He/She shall work alongside the Secretary to keep accurate minutes and records of attendance of the Executive Board and General Body meetings. He/She should ensure that presentations are prepared prior to meetings/programs. This person must be willing to take on additional tasks as needed. He/She shall be responsible for making video/slideshow for End-of-Year Banquet and promo videos throughout the year. The Historian must know and abide by the Constitution of MSSA.

## **ARTICLE VIII | COMMUNITY SERVICE REQUIREMENT**

**Section 1:** Executive members are required to commit to at least 20 hours of community service per academic year. Any volunteer work done during that semester can be counted towards required hours.

**Section 2:** General Body members are required to commit at least 10 hours of community service events per academic year. Any volunteer work done during that semester can be counted towards required hours.

## **ARTICLE IX | SELECTION OF OFFICERS**

**Section 1:** All members of the Executive Board except the First Year Representatives shall be selected in the spring semester of each academic year. First-Year Representatives shall be selected during the second meeting in the Fall Semester of each academic year

**Section 2:** The election process should be held during March to ensure enough time for training new executive members

**Section 3:** The Executive board members will nominate candidates for executive board positions. Candidates may also nominate themselves. Current executive members will also have to apply for a position of interest every year. After accepting the nomination, the candidates will complete an online application, and will send in their resumes. After reading all the candidates' applications and resumes, the executive board will vote on which candidate is best for the position in the candidate's absence. Past executive board members who would like to run for a position on the new e-board are prohibited from taking part in the voting process during the Fall semesters; in addition to an interview.

**Section 4:** The candidate who receives the most number of votes will then assume the role of the specific position.

## **ARTICLE X | VACANCIES IN AN EXECUTIVE OFFICE**

**Section 1:** If the President is unable to fulfill his/her duties, then the Vice--president shall assume the position of President

**Section 2:** If an Executive board member other than President is unable to fulfill his/her duties, the President shall appoint a General Body member to assume an interim position

**Section 3:** Upon approval by 2/3 majority of the Executive Board, the appointed individual can serve in the specific position

## **ARTICLE XI | REMOVAL FROM OFFICE**

**Section 1:** Upon approval by 2/3 majority of the Executive Board, an officer can be

removed from office. However, justification of the removal should be provided.

## **ARTICLE XII | MEETINGS**

**Section 1:** The scheduled Executive Board meetings will be determined by the President at the beginning of each Semester.

**Section 2:** The scheduled General Body meetings will be determined by the executive board at the beginning of each Semester.

**Section 3:** In order for official business to be conducted, the quorum for our organization is that 40% of the members of the General Body should be present at a meeting.

## **ARTICLE XIII | AMENDMENTS**

**Section 1:** Any General Body members may introduce an amendment to the Constitution.

**Section 2:** After a review of the amendment by the Executive Board, the amendment will be proposed to the General Body for ratification.

**Section 3:** Upon ratification by 2/3 majority of the General Body, the amendment shall become part of the constitution.