

**Multicultural Student Association
CONSTITUTION**

Adopted November 14, 2003

Article I Name

The name of this organization shall be the Multicultural Student Association Club and hereafter shall be referred to as MCSA.

Article II. Purpose

The MCSA exists as a meeting place for all people of all cultures interested in celebrating the diversity of the student population of PWSCC.

Article III. Membership

Section 1. All members of MCSA must be current PWSCC fee-paying students, enrolled in a minimum of three credit hours and in good academic standings at PWSCC.

Section 2. Membership in the MCSA is open to all, and shall be consistent with the UA Board of Regents anti-discrimination policy and be open without regard to race, color, religion, national origin, sex, age Vietnam era or disabled veteran status, sexual orientation, physical and mental ability, changes in marital status, pregnancy or parenthood.

Article IV. Officers

Section 1. The officers of the MCSA are as follows:

- President
- Vice President
- Treasurer
- Secretary
- Club Council Representative(s)

Section 2. Officers shall be elected in the fall of each year for that academic year. Election shall be based on a simple majority, with the candidate with the majority vote being selected for the position.

Section 3. Eligibility of officers shall be standard with that of all members of MCSA Club, and must be able to attend most of the MCSA Club meetings and functions as scheduled.

Section 4. Duties of officers

- a. President
 - Preside over all meetings of the MCSA Club.
 - Ensure members receive notice of meetings, training, and other club functions
 - Serve as alternate Club Council Representative
- c. Vice President
 - Assume role of President in absence
 - Facilitate dissemination of information through campus media
 - Initiate and coordinate all fundraising activities
- d. Treasurer
 - Maintain all funds in a University Account and follow PWSCC fiscal policies and procedures.
 - Keep a ledger tracking all expenditures and revenue
 - Be aware of proper procedures for accessing money in the account
- d. Secretary
 - Keep Minutes of meetings
 - Keep accurate and updated roster of all participants in the club.
 - Notify Club Members of future events including, but not limited to:
 - o Meetings
 - o Other Group Activities
- e. Club Council Representative(s)
 - Attend Club Council Meetings, perform all club council related activities, and report to the club on club council activities.

Section 5. Vacancies in any position will initiate a special election. The vote shall operate as outlined for regular elections. The election to fill the vacancy shall happen at the next scheduled meeting following the announcement to the membership of said vacancy. In the event that the responsibilities of said position are of immediate importance, the President may temporarily appoint another club member to perform those duties until a successful candidate has been elected by the club membership.

Section 6. The term of office for each elected position shall be one academic year. Current officers may run for re-election to the position that they are currently in.

Article V Advisor

Section 1. An advisor will be selected from interested, eligible PWSCC staff or faculty each year by the membership. The advisor must be either a permanent full-time or a permanent part-time (at least 50%) member of the faculty (not on sabbatical) or a staff member at the College.

Section 2. The advisor will be responsible for reviewing and approving all forms and documents of the college. The advisor shall stay informed of the activities of the club and college. The advisor shall also serve as a resource for the club in university processes and resources. Attend meetings and other activities of the club whenever possible.

Article VI. Meetings

Meetings will happen at least once per month with an average duration of one hour, unless the members present approve an extension of the meeting. Quorum will consist of at least two of the officers and four members.

Article VII. Activities

Activities of MCSA Club may include activities such as: Dance practice, cultural awareness, travel, etc. The organization may also be involved in fundraising activities.

Article VIII Amendments

Amendments to this document must be voted on and approved by 2/3 of the club membership during a scheduled meeting. Amendments, after approved by the club, must then be approved by the PWSCC Club Council.

**By-Laws
Multicultural Student Association**

Adopted November 14, 2003

- I. **Membership**
Members are expected to attend meetings and events as possible, and should notify an executive board member should they be unable to attend.
Members will also be asked to provide basic contact information (name, address, phone, e-mail) to aid in dissemination of information.
- II. **Meetings**
Meetings will be held a minimum of once each month. At the first meeting of each semester, the membership will vote on the time for future meetings.
Meetings may be called at other times as needed to discuss club business and issues. It is the responsibility of the Executive board to make a responsible effort to contact and notify all listed members of these dates and times.
All meetings will be advertised throughout the PWSCC Campus area and posted around campus so interested students may attend.
Other activities of the Club (i.e. speakers, training, seminars, etc) are not a required meeting, but attendance is encouraged.
- III. **Officers**
Officers are those listed in the Constitution with duties as outlined in that document.
- IV. **Election Committee**
All members not seeking office of the MCSA Club are eligible to comprise the Election Committee, which will consist of no less than 2 members and the advisor. The current president will solicit nominations for the election of candidates at the meeting before the election meeting. Nominations can also be accepted just prior to the election being held. If voting is done by secret ballot, the election committee will count the ballots and reveal the results at the meeting.
Impeachment or removal of an officer will require a 2/3 vote in favor of the proposal. A proposal of this nature must be presented to the membership at one meeting and then the vote taken at the next regularly scheduled meeting.
- V. **Committees**
Committees will be created as need arises for their development.
- VI. **Amendment Procedures**
If not happening at a regularly scheduled meeting, an officer must call for and schedule such a meeting with a minimum of one weeks notice. It must be posted to the public and all members must be notified in advance. Quorum must be met, and any amendments must be accepted with a 2/3 or higher vote of the membership in favor of the amendment.