

**M.P.A.**  
**Multicultural Psychology Association Constitution**  
(revised November, 1994)

ARTICLE I

Name And Purpose

Section 1 Name. The name of this organization shall be the Multicultural Psychology Association of California State University, Northridge, herein after referred to as the association.

Section 2 Purpose. The purpose of the association shall be:

- A. To consistently inspire students from underrepresented ethnic communities and other interested students to enter and make contributions into the various professional fields of psychology and other related career areas.
- B. To create a family atmosphere among members that will join hands in various outreach programs in the community and unite to support fellow cultural associations and clubs on campus.
- C. To teach strong leadership skills through the association's Organizational structure and strong work ethic.
- D. To make a positive impact on the entire campus community through the association's professional and educational priorities.

ARTICLE II

Membership

Section 1 Membership. In order to guarantee equal human rights for the student body of CSUN, equal opportunities shall be afforded all students without regard to race, color, religion, creed, gender, pregnancy, marital affiliation, sexual or affectional orientation, age, ethnic origin, citizenship, nationality, veteran status, or physical or mental disability.

- 1.1 The membership of the association shall be comprised of all students and alumni who are willing to support and accept the constitution of the association, and who are willing to pay the required membership dues.
- 1.2 Any person duly registered at CSUN in good standing with accounting and register office, and fulfilling the membership requirements of organization may be a member.

Section 2 Classification. Honorary members shall be comprised of all former Executive Board members.

Section 3 Privileges. Members shall enjoy the privilege to vote at association general body meetings, hold office, serve on committees, receive the association's newsletter and other publications, receive discounts at various association functions, and participate in and benefit from any of the association's activities. Voting privileges are restricted to CSUN student members only.

### ARTICLE III

#### Officers and Qualifications, Terms of Office, Duties

Section 1 Officers. The officers of the association shall be the President, Internal Vice-President, External Vice-president, Executive Recording Secretary, General Recording Secretary, Finance Director, Membership Director, Public Relations Director, Activities Director, Marketing Director, Banquet Director, Community Service Director, and Historian. Officer status is restricted to CSUN student members only.

Section 2 Qualifications. In order to qualify for and hold office in the association, and individual must:

- A. Be in good academic standing (G.P.A. 2.0 every semester);
- B. Be a paid member two months prior to elections;
- C. Acquire knowledge and a thorough understanding of the constitution, and standing rules of the association;
- D. Be willing to perform those duties as stated in this constitution for the position sought;
- E. Presidency must be filled by a member who has served at least one academic year on the Executive Board.

Section 3 Term of Office. Each officer shall hold office for a term of one year, to begin during May, and shall hold office until a successor is elected and qualified; or until the officer resigns, is removed, or is otherwise disqualified.

Section 4 Duties. The duties of the officers shall be:

- 4.1.0 President. To develop a working knowledge of Parliamentary procedures and a thorough understanding of this constitution and any other standing rules of order which the association may adopt;
- 4.1.1 To preside at meetings of the association and act as chairperson of the Executive Board;
- 4.1.2 To exercise executive authority on behalf of the associations' constitution;
- 4.1.3 To countersign all checks and requisitions for Disbursements from the associations' treasury.

4.2.0 Internal Vice-President. To perform all the duties of the President in his/her absence or disability;

4.2.1 To act as an advisor over the following committees' directors:

- Membership
- Activities
- Banquet
- Historian

4.2.2 To act as a representative of the association as instructed by the President.

4.3.0 External Vice-President. To perform all the duties of the President in the absence or disability of the President and the Internal Vice-President.

4.3.1 To act as an advisor over the following committees' directors:

- Public Relations
- Marketing
- Community Service
- Finance

4.3.2 To act as a representative of the association as directed By the President.

4.4.0 Executive Recording Secretary. To inform each member of the Executive Board when a special meeting for the Executive Board is being held;

4.4.1 To keep accurate records of the proceedings of the Executive Board meetings and record the same in a minute book.

4.5.0 General Recording Secretary. To send out notices of special meetings of the association;

4.5.1 To keep accurate records of the proceedings of the general association meetings and record the same in a minute book;

4.5.2 To submit reports to the association whenever required by the general body covering the status and activities of the association.

4.6.0 Finance Director. To act as chief financial officer of the association;

4.6.1 To prepare financial reports for the use of the Executive Board and the association periodically or as instructed by the President;

4.6.2 To take all moneys of the association and deposit the same

in the name of the association at an agreed- upon bank;

- 4.6.3 To make authorized disbursements upon requisition signed by the President or, in the absence of the President by the Internal or External Vice-President;
- 4.6.4 To direct the association's corporate fundraising efforts.
- 4.7.0 Membership Director. To keep records of all association members and their fees;
- 4.7.1 To give receipts for all membership fees received and to transmit those monies to an appropriate executive for deposit into the association's treasury.
- 4.7.2 To be in charge of the election meeting:
  - 1. Keep a record of all candidates interested in running for Executive Board officers
  - 2. Compose and distribute all ballots.
- 4.8.0 Public Relations Director. To schedule events that will best assist the membership in its professional development;
- 4.8.1 To enhance the membership's intellectual competence and broaden its scope and understanding of the psychology profession as a whole;
- 4.8.2 To direct and organize panels discussing the association's mission and current events.
- 4.9.0 Activities Director. To direct, supervise, and help arrange all social activities for the association.
- 4.10.0 Marketing Director. To keep the public informed of all events sponsored by the association. This is to be done through various school and association papers, banners, flyers, calendars, and bulletin boards. All means are subject to the approval of the President or External Vice-President.
- 4.11.0 Banquet Director. To direct, supervise, and help arrange all activities for the annual banquet of the association, to be held in the spring semester following elections.
- 4.12.0 Community Service Director. To coordinate and direct activities of the association to the community.
- 4.12.1 To enhance the membership's perspectives on the vital needs of the surrounding community.
- 4.13.0 Historian. To keep historical records of selected programs in the form of reports.
- 4.13.1 To keep photographic history in an album to promote the association's past events and efforts to prospective members.

4.14.0 CSUN Faculty or Staff Advisor(s). To act as liaison between the department faculty and association members.

4.14.1 The Executive Board by majority vote can elect a new advisor(s) or maintain present advisor(s). The faculty or staff advisor(s) cannot vote on association's elections or on association issues.

#### ARTICLE IV

##### Elections and Vacancies

Section 1 Elections. All officers shall be elected by majority vote equaling 50% +1 of the membership at an election meeting, to be held no later than April of each year.

1.1 Elections shall be called for and conducted by the Membership Director who shall be disqualified from the performance of this duty in the event that he/she is a candidate for office.

1.2 Individuals who are members of the membership committee and who are seeking office shall disqualify themselves from service on the committee until the election has been conducted and the votes tabulated.

1.3 Voting during the election shall be conducted by secret ballot.

1.4 In the case of a member who cannot be present at the election meeting, an absentee vote can be cast. The manner in which the absentee ballot is cast is subject to the approval of the Executive Board and shall be instituted by the Membership Director. Measures shall be taken to protect anonymity and ensure integrity of absentee ballot voting.

1.5 Ballots shall be counted under the supervision of the association's advisor(s).

1.6 Nominations are to be submitted to the Executive Board by current members of the association no later than two weeks prior to elections. The names of the various candidates for office shall be announced and clearly posted in a public place prior to elections.

Section 2 Special Elections. Shall be called by the President to fill vacancies in an office, in the event that there are multiple candidates for the position.

2.1 Special elections shall be conducted by the Membership Director, or in the event of a vacancy in this office, a designator of the President.

2.2 In the event that a candidate for a vacant position is

uncontested, the candidate shall be assigned by general consensus of the Executive Board.

Section 3 Vacancies. Vacancies in an office shall occur by reason of resignation, removal, or disqualification.

3.1 Vacancies shall be filled in accordance with the special elections provisions in Section 2 above.

3.2 The qualifications for holding a vacant office shall be as stated in Article III, Section 2.

3.3 Members elected to fill a vacant office shall serve the remaining term of office only.

Section 4 Run-off Elections. In the case of a run-off, the Executive Board shall vote to finalize all officer positions for the following year.

Section 5 Recall Elections. A petition of 2/3 of the total number of members shall be cause for a recall election. The offense must be in writing and submitted by a member. A recall election shall be held at the next general body meeting after presentation of the recall petition and shall be conducted as a social election. Recall will require a favorable vote of two-thirds of the total voting membership.

## ARTICLE V

### Executive Board

Section 1 Executive Board. The association shall retain an Executive Board comprised of the officers of the association.

1.1 The Executive Board shall hold meetings as scheduled by the President and shall serve as a planning body for the association.

1.2 The Executive Board shall exercise those powers as may be granted by this constitution and by the membership of the association.

## ARTICLE VI

### Standing Committees

Section 1 Standing Committees. The standing committees of the association shall be:

- A. Membership
- B. Public Relations
- C. Activities
- D. Marketing
- E. Banquet

- F. Community Services
- G. Finance
- H. Historical

- 1.1 Each standing committee shall be chaired by a director who shall also be an officer of the association.
- 1.2 The membership of each standing committee shall be comprised of association members who volunteer to serve thereon.
- 1.3 Meeting schedules and rules of order for each standing committee shall be determined by majority vote of the committee.
- 1.4 Activities, proposals, program, and ideas generated within each standing committee shall be advisory to the association membership and shall be considered only after they have been reviewed by the Executive Board.

## ARTICLE VII

### Meetings

- Section 1 General Body Meetings. General Body Meetings of the association shall be held every 2 weeks during the academic year, or as deemed necessary by the Executive Board. The time, date, and place of regular meetings shall be determined by the Executive Board.
- Section 2 Special General Body Meetings. Special Meetings may be called by the President or by petition containing the signatures of 2/3 of the membership of the association.
  - 2.1 Special Meetings called by the petition process shall be called within five (5) working (school) days after the required signatures have been secured and presented to the President.
- Section 3 Executive Board Meetings. Executive Board meetings shall be called by the President at least twice each month during the academic year.
- Section 4 Special Executive Board Meetings. Upon receipt of a petition containing the signatures of a majority of the members of the Executive Board, the President shall call a special meeting of the Executive Board. Said meeting is to be conducted within seven (7) days of receipt of the petition.
- Section 5 Standing Committee Meetings. Each standing committee shall meet according to the schedule as determined in ARTICLE VI, Section 1.3.

Section 6 Quorum. Quorum for executive and special executive meetings shall be 45% or more of Executive Board members.

6.1 Quorum for general body and special general body meetings shall be 25% or more of student members.

Section 7 Parliamentary Procedure. Rules of procedure for this organization shall be Robert's Rules of Order.

## ARTICLE VIII

### Expulsion, Suspension, and Removal

Section 1 Expulsion, Suspension, and Removal. Any member or officer of the association may be expelled, suspended, or removed from office when it is determined that that member or officer has failed to uphold the purposes of the association and/or has failed to perform the duties of his/her office as stated herein, and/or has engaged in such other activities or behaviors that would in any way damage the good name of the association.

Section 2 Procedures. All acts of expulsion, suspension, and/or removal shall be based upon the filing of a written complaint signed by a minimum of five members of the association. Such complaints must specifically state the name of the member who is the subject of the complaint; the alleged act; pertinent dates, times, places, and other information which support the allegation(s) contained in the complaint; and shall state the specific action requested (i.e., expulsion, suspension, or removal).

2.1.0 Complaints shall be filed with the President unless this individual is the subject of the complaint; in which event the Internal Vice-President shall receive the complaint. If the Internal Vice-President is unavailable to receive the complaint, it shall be filed with the Executive Recording Secretary. A copy of all complaints shall also be filed with the association's advisor(s).

2.2.0 The President shall announce the filing of any complaint at the next General Body Meeting and shall make a copy of the complaint available for inspection by any member desiring to view the same.

2.3.0 Within fifteen (15) days following receipt of a complaint, the Executive Board shall conduct a hearing and render a decision.

2.3.1 The Executive Board shall determine the validity of all complaints and shall determine the appropriate action to be taken thereupon. Such determination shall be made by a 2/3 vote of the Executive Board. The voting is to occur by secret ballot.

2.3.2 All decisions arrived at by the Executive Board shall be final and shall be announced to the association at the next regularly scheduled General Body Meeting.

Section 3 Hearing. Any officer or member who is the subject of a complaint shall be afforded a hearing during which time he/she shall be allowed to respond to the allegations and other materials embodied within the complaint.

3.1.0 A copy of the submitted complaint must be made available to the subject of the complaint prior to the scheduling of a hearing.

3.2.0 The Executive Board shall arrange for and schedule a hearing which shall be conducted between the fifth and tenth day following the filing of the complaint.

3.3.0 The officer or member who is the subject of the complaint shall be entitled to be represented by another member of the association during the hearing. No other representation shall be allowed.

3.4.0 At the request of the officer or member who is the subject of the complaint, the hearing shall be open to other members of the association.

## ARTICLE IX

### Finances

Section 1 Dues. All members of the association shall be required to pay dues annually or every six months. The specific amount of dues shall be determined by the Executive Board.

Section 2 Collection of Dues. Membership dues shall be collected by the Membership Director who shall transmit these funds to the Finance Director for deposit.

Section 3 Use of Funds. The Executive Board shall determine how collected dues shall be expended in furtherance of the purposes of the association.

Section 4 Fiscal Operating Year. Fiscal operating year begins and ends in Mid-June.

## ARTICLE X

### Parliamentary Authority

Section 1 Amendments to the Constitution. Amendments to this constitution may be proposed by any member of the association.

Section 2 Submission. All proposed amendments shall be submitted to the General Recording Secretary in writing who shall notify the Executive Board of the receipt of the same.

Section 3 Presentation. After notice has been provided to the Executive Board, the General Recording Secretary shall present the proposed amendment for consideration at the next general body meeting.

Section 4 Passage. Approval by 2/3 of the voting members present at a general body meeting shall pass a proposed change. The change shall be put into effect immediately unless otherwise stipulated in the amendment.

Section 5 Filing. A copy of any alteration to this document must be filed in the Campus Activities Office at CSUN.

#### ARTICLE XI

##### Ratification and Enactment

This constitution shall become the official governing document of the organization, upon ratification by a 2/3 majority vote of the membership, and approval and acceptance by the Office of Campus Activities and the Associated Students, Inc.