

Louis Stokes Mississippi Alliance for Minority Participation

at

USM Chapter Constitution

Preamble

We the members of the Louis Stokes Mississippi Alliance for Minority Participation at USM (LSMAMP-USM), a recognized student organization at the University of Southern Mississippi, in order that we maintain the benefits of constitutional liberty, create an association through which each member can participate actively in this organization and promote and encourage new members while enhancing our organization's campus status.

We believe in respect and cohesiveness among the LSMAMP-USM undergraduate, graduate, faculty, and administrative members and associates. We do hereby establish this constitution for LSMAMP-USM at the University of Southern Mississippi.

Article I—Organization

Section I: Organization Name

The name of this organization shall be the Louis Stokes Mississippi Alliance for Minority Participation at USM. The organization may also refer to itself as “LSMAMP-USM” or “LSMAMP at FSU” when the context is understood (and there does not need to be a distinction between local and regional offices).

Section II: Location

LSMAMP-USM is housed within the School of Computer Science and Computer Engineering (CSCE), a unit of the Division of Arts and Sciences. The CSCE is lead by Dr. Sara Lee, director and other full-time staff and employees.

Article II—Purpose

The purpose of LSMAMP-USM is to:

1. Increase the number of baccalaureate degrees granted to underrepresented students' in the STEM disciplines
2. Foster a supportive community of undergraduate and graduate students from STEM
1. programs
2. Provide members with key tools and opportunities that encourage research and present graduate school pathways
3. Promote improved student relationships among students and faculty

All activities and functions of LSMAMP-USM shall be legal under university, local, state, and federal laws. All activities will also follow the University of Southern Mississippi Student Body Statutes and the guidelines provided by The Student Activities Center.

Article III—Membership

Section 1: Membership Statement, Non-hazing Statement, Non-discrimination statement

Membership is limited to all students who are enrolled with the University of Southern Mississippi who complete the required application, meet the university's standard for enrollment, and participate in all required events or activities. No hazing or discrimination will be used as a condition of membership into this

organization. This organization agrees to adhere to the University non-discrimination statement: No university student may be denied membership on the basis of race, creed, color, sex, religion, national origin, age, disability, veterans' or marital status, sexual orientation, gender identity, gender expression, age, sexual orientation, national origin, marital status, parental status, disability, or the inability to pay dues.

All members must adhere to all federal, local, university, Student Government of the University of Southern Mississippi laws and statutes. As well, all members must abide by the rules and regulations set forth by the national Louis Stokes Alliance for Minority Participation (LSAMP) office, the Louis Stokes Mississippi Alliance for Minority Participation (LSMAMP) office, and the local LSMAMP-USM constitution: the LSMAMP-USM constitution will not contradict the operation and function of the Center for Undergraduate Research and Academic Engagement.

Section 2: Recruitment

Application cycles will begin in the spring with intake occurring during the Fall semester. Recruitment will occur during the spring and summer semesters and during the first two weeks of the fall.

Section 3: Active Membership

There are three active membership types: undergraduate members, (graduate) mentors, and assistants.

Undergraduate:

Active undergraduate members will be defined as those members who have met all requirements nationally, regionally, and locally, while maintaining undergraduate status at the University of Southern Mississippi:

National (LSAMP)

- Have a STEM major with a stated interest in attending graduate school in a STEM field

Regional (LSMAMP)

- Pursue the completion of the global milestones
- Respond to requests to gather data for reporting

Local (LSMAMP-USM)

- Create personal milestones
- Sign the FGLSAMP-FSU student contract and return to the CRE

Mentors:

Active graduate mentors will be defined as those members who are in good standing (according to their academic department and to the Graduate School at the University of Southern Mississippi) who have met all of the following requirements:

- Be a graduate student in good standing at FSU within a STEM graduate program.
- Chosen by the advisor (see Article VIII)
- Maintain a vested interest in the pursuit of STEM-degree completion and STEM field

achievement by the undergraduates illustrated by mentorship

Assistants:

The CSCE may hire graduate assistants and other staff/faculty to assist in the function of LSMAMP-USM. These persons will be considered members of LSMAMP-USM as to the discretion of the director of the CSCE, assuming valid student status.

Section 4: Membership Privileges

All active undergraduate members of LSMAMP-USM shall be entitled to vote on the establishment of leaders and on body decisions and be eligible to receive available stipend. Stipend amounts depends on level of involvement and availability of funds as to the discretion of the CSCE and its staff, including, primarily, the advisor of LSMAMP-USM.

All active graduate members are eligible to receive a stipend. Stipend amounts depend on level of involvement and availability of funds as to the discretion of the CSCE and its staff, including, primarily, the advisor of LSMAMP-USM.

Section 5: Revocation of Membership

Membership may be revoked without mutual agreement for non-participation, misconduct, or violations of any provisions of the Constitution. The member will be notified in writing of the possible revocation at least 72 hours prior to the decision.

Revocation of membership may be rendered by the CSCE and its staff.

Section 6: Appeal Process

Any student whose membership is revoked will have seven (7) calendar days to appeal the revocation. The appeal must be submitted in writing to the President and Secretary (see Article IV), and must include any relevant information that has not already been presented. The President will then submit the appeal to the membership. The membership will then render a decision by absolute majority (greater than 50 percent of the membership vote in favor or against the revocation) at the next general body meeting or in seven (7) calendar days, whichever occurs first.

Article IV—Officers

Section 1: Eligibility

All officers of LSMAMP-USM shall be active members enrolled at least part-time at the University of Southern Mississippi and possess at least a 3.0 grade point average.

Section 2: Titles and Duties

The offices of this organization shall include the President, Vice-President, Secretary, and Treasurer. Officers will not be permitted to hold more than one officer position. All officers shall retain voting rights; however, the president shall only vote in the case of a tie. Any officer may be re-elected: officers may not be re-elected for more than two consecutive terms. Officers cannot reappoint themselves for a second term. Moreover, they must be reelected as described in Article V.

Officers are responsible for specific duties and tasks that support the function of LSMAMP-FSU and will be collectively known as the Executive Board (E-Board).

The President shall:

- Oversee the daily business affairs of the organization
- Serve as the primary contact person for the organization
- Preside over all meetings that are pertaining to business of the RSO
- Be one of two signers on financial documents
- Ensure all officers are performing their duties as defined in this Constitution
- Keep close ties with other chapters of LSMAMP
- Approve budgeting/spending by the organization
- Work with national, regional, and local offices and with mentors to guide and direct the organization
- Serve as the official representative at any functions hosted or attended by

LSMAMP-USM

The Vice President shall:

- Assist the President in all aspects of the organization
- Assumes the President's responsibilities in his/her absence
- Keep accurate records of all meetings in the Secretary's absence

- Plan and be responsible for all RSO information within the organization
- Serve as the SGA liaison

The Secretary shall:

- Notify members of meetings via e-mail, telephone, and/or Facebook at least 48

hours in advance

- Keep accurate records of all meetings
- Maintain accurate list of members and their contact information
- Prepare ballots for elections.
- Keep copy of the constitution and make available for members
- Keep important documents and information organized
- Plan social events or membership bonding activities (socials, ice-breakers, etc.)
- Be responsible for working with officers on planning and executing events
- Serve as the default chair for any committees formed by membership

The Treasurer

- Keep an accurate account of all funds received and expended
- Be one of two signers on financial documents
- Be responsible for creating budget reports at the beginning of each Fall and

Spring semester and as requested by the President and/or Secretary

- Work with Vice-President in serving as the SGA liaison

Article V—Selection of Officers

Section 1: Eligibility to Vote and Hold Office

Voting membership will be limited to all active undergraduate members. Only active voting members who meet the requirements stated in Article IV, Section 1, are eligible to hold offices.

Section 2: Nomination Process

Undergraduate members interested in any executive board positions should contact the advisor with a written statement at a minimum 30 days prior to election day. Each undergraduate member may run for a maximum of two positions. If running for multiple positions, then there must be candidates running in each of those positions. The Secretary and advisor will publicize (for membership) all eligible candidates 25 days prior to election day.

Section 3: Campaigning

Each candidate has the right to submit a video or print ad to the advisor for publicizing. Videos must be a maximum of two minutes in length. The President and Secretary may not approve any ad used for campaigning. Only the advisor will approve such ads.

Section 4: Election Process

The candidates will be presented on election day before a ballot will be passed to all eligible voting members, including candidates.

Section 5: Term of Office

The length of term will be from the last meeting in the spring to the last meeting during the following spring (from publication of voting results to publication of voting results).

Article VI—Officer Vacancies

Section 1: Removal of Officers

Any officer may be removed from office upon a 2/3 majority vote of eligible voting members. The officer will be notified in writing of the possible termination or removal at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal.

Section 2: Resignation

Officers no longer wishing to serve on the board must submit their resignation to the Advisor at least two (2) weeks in advance. Prior to the officers final day he/she shall provide all documents relating to the organization and brief his/her replacement of current projects in his/her care.

Section 3: Filling Vacant Officer Positions

In the event that an officer resigns or is removed from office, then a special E-Board meeting will be called by the President. The President will appoint a willing member to fill the vacancy. The appointee must be confirmed by the E-Board by simple majority. The President will only vote in an event of a tie. The appointed may not violate any term

restrictions specified in Article V, and his or her term will end in the manner as all other elected officers.

Article VII—Meetings

The President will be in charge of calling meetings unless says otherwise. Members must be notified of meetings at least 48 hours in advance and shall be notified (at a minimum) via e-mail and/or telephone. The President shall preside over all meetings. In the event that an emergency meeting is called, only 24 hours advance notice is required.

Section 1: General Meetings

General meetings open to full membership will be held no less than once every 31 days.

General meetings will be organized by the E-Board with assistance from mentors, committees, and the advisor. Speakers and engaging guests are encouraged to interact with membership during general meetings when invited by membership and approved by the E-Board. Minutes of each general meeting will be kept by the Secretary and publicized (for membership) by the Secretary.

Section 2: Executive Board Meetings

The E-Board shall convene no less than once every 15 days in order to secure the execution of events, plans, and requests critical and/or beneficial to the operation and success of LSMAMP-USM. E-Board meetings will be open partially or in-full to mentors as determined by any individual member of the E-Board, unless the President and one

other E-Board member object. Each E-Board meeting will include representation from the CSCE in the presence of the advisor, assistant/s, the director of the CSCE, and/or other full-time staff of the CSCE. Presence will include live correspondence such as video chat or phone conferencing. Receipt of minutes from E-Board meetings may suffice when CSCE representation is unavailable.

Article VIII—Advisor

Section 1: Nomination and Role

The advisor will always be a current full-time staff/faculty member of the CSCE working with LSMAMP-USM selected by the director of the CSCE. The advisor does not hold voting rights.

Section 2: Removal and Replacement of Advisor

Any active member may bring a formal complaint to the director of the CSCE concerning the removal and replacement of the advisor. The director of the CSCE may allow the President to bring the issue to membership to decide by vote.

The advisor will be notified in writing of possible removal at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Upon a 2/3 majority vote of eligible voting members, the advisor will be removed from his/her duties. In the event that an advisor is removed or resigns, a new advisor shall be selected by the director of the CSCE within 14 calendar days.

Article IX—Finances

Section 1: Membership Dues

There are no membership dues. LSMAMP-FSU is funded by the National Science Foundation. No university student may be denied membership due to inability to pay dues. If a member is not able to pay dues; then other arrangements will be made.

Section 2: Spending Organization's Money

For the protection of the organization and its officers, it is required that two authorized signatures sign all monetary transactions. Only the President and Treasurer can be signers on the organization's account. Organizational funds may be spent on items such as office supplies, events/activities, publicity, travel expenses, conference fees, etc., but will not be used for anything illegal under university, local, state, and federal laws.

Section 3: Officer Transition

It shall be the responsibility of all account signers to change contact information as well as assist in the update of new account signatures after each election with the organizations financial institution. In addition, the Treasurer will be responsible to pass along all information from previous year's budget and current budget. The transition period will commence on election day, which is held in the spring, and continue throughout the following summer.

Section 4: Dissolution of Organization

In the event that the organization ceases to exist, any funds remaining in the organization's account shall be remitted back to the Student Government Association or donated to LSMAMP-USM (the program of the CSCE) at the University of Southern Mississippi.

Article X—Publications

Section 1: Compliance

All advertisements of the organization must comply with the University Posting Policy.

Section 2: Approval

The advisor or the joint combination of President and Secretary must approve all publications, shirts, flyers, etc. prior to duplication and distribution.

Article XI—Amendments

Amendments to the constitution must be proposed in writing to the President. The amendment must then be presented to the organization during a scheduled meeting and should include a full explanation and/or rationale for the amendment. The amendment must be voted on at the next scheduled meeting. The amendment shall not take effect until approved by a 2/3 majority vote of eligible voting members of the organization.

Amendments must not contradict the guidelines of the CSCE or of any overseeing offices, including but not limited to, LSAMP and LSMAMP.

Article XII—Special Elections

Section 1: Special Elections

If determined to be necessary by the President, then a special election may take place in order to fulfill a vacant or newly created position. In the case of a newly created position, membership may decide to hold a special election in lieu of a presidential appointment by a simple majority vote. Special elections may take place at the nearest general body meeting, allowing for special elections to be called for and to take place during a single general body meeting.

Section 2: Spring 2022

Spring 2022 will feature a special election in which all officer positions will be filled from vacancy during an election held during the March 24, 2022, general meeting.

History of Constitution

Formed: 7th day of April in the year 2022.