

Constitution¹ of El Movimiento Estudiantil Chican@ de Aztlán (M.E.Ch.A.) University of California, San Diego

MC0078 UCSD 9500 Gilman Dr., La Jolla Ca. 92093-0078_

M.E.Ch.A.: *El Movimiento Estudiantil Chican@ de Aztlán* is a Raza² student advocacy non-profit organization. The primary goal of M.E.Ch.A is to create a consciousness, one in which to incorporate the political, the cultural, and the educational aspects of our communities to those of the University.

Section I: *Goals*

It is the goal of M.E.Ch.A to form a support system that deals with the specific needs and problems of Raza students at this University. M.E.Ch.A. provides an opportunity for all Raza to work together for common goals; to collectively help each other with problems one encounters at this University and to develop leadership qualities among its members.

M.E.Ch.A is a campus based community organization, integrating the academic community with the larger community. M.E.Ch.A sponsors and co-sponsors University events such as Raza Awareness week and community events such as Chicano Park Day. M.E.Ch.A believes that student involvement in the social political and cultural areas of the Raza experience will contribute to the academic educational process as well as the greater Raza community.

Section II: *Mesa Directiva Structure*

A. Currently, the Mesa Directive Structure consists of :

1. Co-Responsible(s)
2. Internal Responsible
3. External Responsible
4. Operations/Publicity
5. Finance
6. Raza Graduation Co-Responsibles
7. Raza Youth Empowerment Co-Responsibles
8. Raza Awareness Co- Responsibles
9. Retention Responsibles
10. SAAC Responsible
11. Trabajadores/ Trabajadoras Responsible
12. Chicana y Chicano Studies Responsible
13. Gender and Sexuality Responsible
14. Male and Female MEChA Interns
15. Community Liaison (in progress for 12-13)
16. Resource Center Co-Responsible(s) (in progress for 12-13)

B. All of the above mentioned positions are elected by the general body members in the spring quarter of the previous year or can be appointed by the Mesa Directiva if there is a position vacant.

C. It is the responsibility of the Mesa Directiva to coordinate the work of the organization. It meets at least three (3) days prior to each general body meeting to prepare the agenda, which is a list of items of discussion and committee reports.

D. All Mesa Directiva Members must be full – time students at UCSD.

E. All members must commit for one full year and be available as a resource for one full quarter after the termination of their term in office. Especially for the first two weeks after elections.

¹ Updated 2012

² “La Raza” refers to all Chicanos and Latinos, regardless of particular nationality.

- F. All Mesa Directiva members are responsible in facilitating and maintaining a committee and having consistent meetings.
- G. Mesa Directiva will allocate time during the GBMs to promote and check-in with committees
- H. All the Mesa Directiva must alternate the position of Sergeant of Arms/Facil³.
- I. All the Mesa Directiva must help recruit students to become MEChistAs.

Section III: Mesa Directiva Functions and Responsibilities:

The following are descriptions of the Mesa Directiva positions and related committees that are currently working on issues that affect Raza.

A. Functions of the Mesa Directiva

1. Coordinate information between committees within M.E.Ch.A. and organizations which address themselves to the needs of the Raza community at large.
2. Generate an agenda for all meetings

B. Committee Chairs:

1. Each committee chair will be responsible for executing their designated duties.
2. All Mesa Directiva members are responsible for maintaining and updating a position binder throughout the year and passing it down for the incoming members. The contents of the binder can include but is not limited to a digital copy, flashdrive, and words of wisdom.

C. Detailed description of the Mesa Directiva Positions

1. Co-Responsible(s):
 - a. To coordinate the meetings of the Mesa Directiva and the GBMs
 - b. To oversee the activities of the organization and to take full responsibility for its position.
 - c. To see that the policies of the organization are carried out, within the philosophies of M.E.Ch.A.
 - d. To work closely with the External Representative and Internal Coordinator.
 - e. To organize retreats for the general body and the mesa directiva.
 - f. To be the official voice of M.E.Ch.A. de UCSD.
 - g. To serve as the student representative at the Chicano Alumni Federation
 - h. To serve as a M.E.Ch.A. liaison at all mandatory meetings/retreats including, but not limited to: SPACES Board of Directors, Student Affirmative Action Committee, Administration meetings (ex. Campus Climate), etc.
 - i. To maintain communication and accountability between both co-chairs
 - j. To maintain consistent weekly meetings with Co-Chair(s), External, and Internal
2. Internal Responsible:
 - a. To work along with Chair organizing GBM, meetings of the Mesa Directiva and the Retreats.
 - b. During the first quarter to organize a committee to work on the annual Posada.
 - c. To work along with Youth Outreach Coordinators in organizing the annual HS Conference.
 - d. To organize committee to plan an end of the year cross over event (M.E.Ch.A.'s semi-formal).
 - e. To work with Operations/Publicity and share some of the responsibilities. (i.e. Minutes and flyers)
 - f. To organize old and new files in the M.E.Ch.A. office.
 - g. To compile an Alumni/ Ex- MEChista list as a resource to future generations of M.E.Ch.A de UCSD.
3. External Responsible:
 - a. To address the issues of the San Diego community as well as those that arises outside of San Diego, as well as to inform the Mesa and the General Body about these issues.
 - b. Along with the Internal Chair to be the contact for Statewide and National Conferences.

³ According to Robert's Rules of Order, Sergeant of Arms is facilitator appointed by legislative body. The external chair and coordinator should know about Roberts Rules of Order.

- c. To attend out of town conferences and meetings that pertain to those issues.
 - 1. "Required to go to both M.E.Ch.A Statewide conferences and Annual M.E.Ch.A National Conference"
 - 2 External is responsible for organizing the UCSD delegation for these conferences and securing funding (e.g. SPACES budget proposal)
- d. Required to attend every Alta Califas Sur regional meeting every month and be prepared to report back on chapter issues. If External cannot attend, then she or he is responsible for finding a M.E.Ch.A de UCSD representative to attend. Not satisfying is grounds for losing Chapter voting rights after 3 missed meetings.
- e. To serve as the communications base for the UCSD campus in the body of M.E.Ch.A central.
- f. To work closely with internal chair and co-chairs.

4. Operations/Publicity:

- a. To keep record in the form of minutes of General Body Meetings and Mesa Directiva.
- b. To ensure that correspondence to and from the organization goes through the proper channels.
- c. To keep files on all activities related to the organization.
- d. To establish communication between all Raza Students here at UCSD.
- e. To help recruit student to become MEChistAs.
- f. To publicize M.E.Ch.A. and its events through all modes of communication (i.e. e-mails, flyers, webpage, social networks etc.)
- g. Work closely with External Representative to publicize MEChA de UCSD events to external chapters and the San Diego Community.
- h. Work closely with Trabajadores to Coordinate Parent Component/ Conference that will run parallel to Raza Youth Empowerment Conference in which:
 - 1. Conference will outreach to parents from the community
 - 2. Conference will include (but is not limited to) workshops about A-G Requirements, college Life, Financial Aid, Anti-Military recruitment, and Support Methods from home.
 - 3. Encourage parents to motivate students to go into higher education.
- i. Responsible for maintaining and compiling a scrapbook for the year and updating it each quarter.

5. Finance

- a. To monitor M.E.Ch.A.'s Bank and AS accounts, including operational funds
- b. To keep record of all monies given or dispersed to M.E.Ch.A.
- c. Create and turn in a budget for the following school term.
- d. Help organize and create at least two fundraising events per quarter."
- e. Is authorized to sign checks that will be deposited in the off-campus account and is authorized to sign checks that will withdraw funds.
- f. Report a weekly finance status of the MEChA account
- g. Document every reimbursement and be responsible for following through with following through

* In the case that this position is vacant the Chair will be authorized to be the signer on the off campus MEChA account.

6. Raza Graduation Co-Responsible(s)

- a. To organize the Raza Graduation ceremony.
- b. To create and oversee task committees for the event that will include:
 - Fundraising and endorsements
 - Printing and duplication
 - Reservations
 - Decorations
 - Security
- c. To keep communication with M.E.Ch.A. Board and general body.
- d. Authorized to be on the MEChA de UCSD off campus account and authorized to sign checks that will withdraw funds from the off campus account.
- e. Co-Chairs must renounce bank account responsibility within one month after the Raza Grad ceremony.
- f. Report a weekly finance status of the MEChA account.

- g. Document every reimbursement and be responsible for following through with them.
7. Raza Youth Empowerment Co-Responsables
- a. To motivate and encourage raza into higher education.
 - b. To establish relations with the local high schools
 - c. To organize the annual Raza Youth Empowerment Conference. This entails responsibility for the event's speakers, workshops, and entertainment, and for contacting staff, faculty, and/or community for financial donations.
 - d. To outreach to students and encourage them to attend the annual Raza Youth Empowerment Conference.
 - e. To organize regular visitations to local schools and inform students about the possibilities of higher education.
 - f. To encourage students to apply to any/all higher education institutions.
 - g. To be responsible to create a subcommittee within MEChA to coordinate year long outreach efforts to local Raza Youth (including but not limited to workshops, SAT prep, A-G requirements, college life, college applications, high school exit exam, and anti-military recruitment).
 - 1. The youth outreach subcommittee will work in conjunction with SPACES to organize community outreach programs throughout the year.
 - h. To collaborate and support the outreach efforts of the Xoxotlani program.
 - i. To be the liaison between SIAPS and MEChA de UCSD as well as weekly meeting with the SPACES / MEChA Intern.
8. Raza Awareness Co-Responsible(s)
- a. To make MEChAs aware of both M.E.Ch.A.'s history in general as well as that of M.E.Ch.A de UCSD.
 - b. To organize a weeklong series of events that focus on the political, the cultural, and the social background of the Raza community.
 - c. To promote activities and events which have been determined on a collective basis.
 - d. To organize a committee that will carry out the decision making process of the week's events and delegate authority within this committee.
 - e. Create a budget for the week's events.
9. Retention Responsible
- a. To create a program where upper division chicanas y chicanos (3rd, 4th and 5th) serve as guidance and support: socially, culturally, politically and emotionally, for lower division chicanas y chicanos (1st and 2nd). The pairs will be called Chicahuas, the Nahuatl word used by the Aztecs meaning both to become stronger and to strengthen, or to grow.
 - b. To open Chicahua application process and organize the Unveiling event during the first couple weeks of each quarter.
 - c. Two events must be organized in the Fall quarter and at least one event per quarter after that in order to insure mentor/mentee interaction.
 - d. To coordinate with OASIS and ally Resource Centers for Study Jams that should take place 2-3x per quarter.
 - e. To serve as the liaison between MEChA and the Academic Success Program (ie. attend meetings and promote ASP events).
 - f. To meet weekly with the SPACES SIGUE intern.
 - g. To promote other committee's events to the Chicahua program (Facebook, text messages, emails, word of mouth)
10. SAAC Responsible
- a. To attend regular SAAC meetings, representing the organization of M.E.Ch.A
 - b. Keep open line of communication with the general body and the mesa directiva.
 - c. To keep a contact list of key SAAC members.
 - d. To work with the SAAC Board to coordinate one all SAAC GBM per year about a **political** issue.
11. Trabajadores/Trabajadoras Responsible
- a. To inform M.E.Ch.A (General Body and Board Members) of latest information on activities done with Trabajador@s

- b. To work closely with campus workers and advocate for their rights through UCSD institutions such as Associated Students, with the formation of resolutions and petitions when ever necessary
- c. To keep a close connection with other economic and worker justice organizations on campus by attending and organizing meetings, events, and actions (i.e. The Student Worker Collective)
- d. To maintain a close connection with local labor unions (i.e. AFSCME, SEIU)
- e. To invite and confirm workers attendance to M.E.Ch.A. events (i.e. Raza Awareness, M.E.Ch.A. Formal)
- f. To create awareness about workers issues on campus
- g. To coordinate weekly luncheons with the trabajador@s.
- h. Work closely with Operations/Publicity Coordinantor to Coordinate Parent Component/ Conference that will run parallel to Raza Youth Empowerment Conference in which:
 - 1. Conference will outreach to parents from the community
 - 2. Conference will include (but is not limited to) workshops about A-G Requirements, college Life, Financial Aid, Anti-Military recruitment, and Support Methods from home.
 - 3. Encourage parents to motivate students to go into higher education.

12. Chicana y Chicano Studies Responsible

- a. Maintain Chicana/o Studies objective as one of the top priorities of M.E.Ch.A
- b. To work closely with the CLAH coordinator (i.e. on a weekly basis) in creating a Chicana/o Studies major by first promoting and establishing substantial support and enrollment in the CLAH minor.
- c. Actively seek classes (i.e. student led special studies classes) and recruit progressive faculty and staff for the Chicana/o Studies major and minor.
- d. Assist and support the CLAH program on events, and attend event planning meetings (i.e. Admit Day, Cesar Chavez celebration, Major/ Minor Fairs, CLAH info sessions, Concilio Mtgs, etc.)
- e. To provide handouts of CLAH classes and syllabus at GBM meetings (especially before quarterly enrollments), fundraisers, MEChA tablings and events, etc.
- f. To outreach to all campus student organizations about the minor with specific focus on SAAC organizations about the minor with focus on SAAC organizations and all Raza organizations.)
- g. To attend central and regional forums, conferences, and meetings that discuss the conditions of Chicana/o studies.
- h. To have a mandatory annual trip to a different campus to learn about their Chicano and Chicana studies programs and department to reflect or expand on within the UCSD campus.

13. Gender and Sexuality Reponsable

- a. To raise awareness and create dialogues around gender and sexuality by coordinating at least 1 general body meeting per quarter or event per quarter, bridging understandings of the Chican@ queer, mujer, hombre and third space identities.
- b. To empower general body members through consistent healing circulo committee meetings, to both serve as an open or closed space to support the coordinator logistically and process media as a group.
- c. Responsible to oversee and support the annual Monologues of the People community show
- d. To keep open communication with the Queer people of Color organization.
- e. This position shall be held by a self-identified mujer, LGBT individual, or ally to these communities to ensure the integrity safe space.

14. M.E.Ch.A Interns (Female and Male)

- a. To work closely with the Mesa Directiva and gain leadership skills.
 - b. The interns will be nominated and elected by the Mesa Directiva annually
 - c. The two interns will be responsible for the 9th weeks meeting of each quarter.
 - d. Will coordinate weekly committee meetings for AB540 Scholarships. This committee will be initiated by fresh people (first years, transfers, etc.)
 - e. This committee will coordinate the process of choosing scholarship recipients.
 - f. Will be responsible for keeping a "Suggestion Notebook"
- (Note: The interns should preferably be first year or transfer students.)

15. Community Liaison (in progress 12-13)

- a. Uniting, mobilizing, outreaching between the the greater San Diego Community and Mecha de UCSD

16. Resource Center Co-Responsable(s) (in progress 12-13)

- a. Facilitate the establishment of Resource Center with Latin@ organizations

Section IV: *Principles of Unity*

The general body has approved the following Principles of Unity. Through out work and activities, M.E.Ch.A is fully committed to carrying out these principles.

- A. To defend and promote the welfare of the Raza Community within the University of California.
 - B. To expose and carry on work against:
 - Racism, sexism, homophobia, ableism and all other forms of oppression.
 - Inequality in the University of California.
- This work is to be fulfilled by taking an active stand on regional, national and international issues.
- C. To establish communication and build relations between all segments of Raza Society.
 - D. To work with and support progressive struggles, particularly those in the third world and working class people.
 - E. To strive to promote the development of a race and class consciousness among Raza students, staff and faculty, in cooperation with other progressive groups in the community.
 - F. To keep objectivity at all time and encourage the practice of criticism and self –criticism.
 - G. To refrain from obstructive elements which impede the principles of unity.
 - H. To promote and develop diverse views, whether they be political, religious, cultural, social, etc., in order to create true unity.

Section V: *Guidelines for General Body M.E.Ch.A. members*

- A. *Voting members* shall be active members of the organization and current undergraduates of UCSD . This is not meant to exclude, rather to encourage an active participation. People are encouraged to attend because we believe that through regular attendance, people will become more involved.
- B. *Active members* of the organization are those people involved in either organizing or carrying out the policy of the organization through work in a committee or representation in one of the campus committees.
- C. Active members who participate in the policy decisions of the organization will be held accountable for their decisions and, furthermore, may be questioned by other active members in terms of their right to vote.
- D. We must be cautious of outside intrusions into M.E.Ch.A. and, therefore, demand that every member be a UCSD student.
- E. Students elected for Mesa Directiva positions must be active members and current undergraduates of UCSD.

Section VI: *Reasons for Dismissal*

- A. M.E.Ch.A. reserves the rights to dismiss any member that:
 1. Causes dissension and threatens the unity of M.E.Ch.A.
 2. Goes against the guidelines of El Plan de Santa Barbara.
- B. M.E.Ch.A. reserves the right to dismiss any mesa Directiva member that:
 1. Fails to comply with the officer's duties.
 2. Does not attend three-fourths (3/4) of all meetings without prior notification to the mesa directiva.

Section VII: *Dismissal Procedures*

- A. In the event of a dismissal, the following steps will be carried out respectively:

1. An informal warning from the internal chairperson.
2. A written ultimatum.
3. A meeting with the Mesa Directiva, at which point the individual will have the opportunity to state their case.
4. M.E.Ch.A. will then determine the final outcome with a two thirds (2/3) secret ballot vote.

Section VIII: *Guidelines for M.E.Ch.A. Elections*

- A. Elections shall be held in the Spring quarter of the school year.
 1. Two (2) weeks following the elections, the incumbent Mesa Directiva will remain in office and work closely with the new Mesa Directiva members. This is to facilitate a smooth transition.
 2. After this (2) week period the new Mesa Directiva will begin their terms.
- B. Terms are for one-year duration until the next Spring quarter.

Section IX: *M.E.Ch.A Election Voting Procedures*

- A. Each voting member must be an active member.
 1. An active member is one described to have attended three (3) of the past four (4) meetings or as described in section V. article B.
- B. Fifty (50) percent plus one (1) of the voting members shall constitute a simple majority.

Section X: *Annual Events*

- A. Orientate
- B. Pachanga de Bienvenida
- C. Posada
- D. High School Conference
- E. Raza Awareness Week
- F. M.E.Ch.A's semi-formal
- G. Scholarship Dinner/ Dance
- H. Raza Graduation

Section XI: *Other Campus Services and Organizations that Serve Raza*

- A. Voz Fronteriza – Chican@ newspaper at UCSD
- B. CCM – Chicanos for Community Medicine
- C. SHPE – Society of Hispanic Professional Engineers
- D. CWD-Committee for World Democracy
- E. CARAS – Central Americans Raising Awareness in Solidarity
- F. Student Promoted Access Center for Education and Service (SPACES)
- G. Office of Academic Support and Instructional Services (OASIS)
- H. Campus Community Centers

Section XII: *Community Service Organizations*

- A. M.E.Ch.A Central
- B. Barrio Youth Center
- C. Frente Nacional de Accion Popular
- D. Centro Cultural de La Raza
- E. Committee on Chicano Rights
- F. Otras Opciones
- G. Logan Heights family Health Center
- H. S.O.F.A. (Strongly Oriented for Action)
- I. Chicano Federation
- J. Project Yano
- K. Border Angels

Section XIII: General Body Meetings

- A. All M.E.Ch.A. General Body Meetings are held every Monday at 5p.m. at the Cross Cultural Center to promote the ideals and goals of M.E.Ch.A. (see our Principals of Unity)
- B. M.E.Ch.A. board Meetings are held every Monday after the General Body Meetings.

Updated 09/08

Updates 05/12