



# **The Constitution of the Frontier Fiesta Association**

**Amended on May 18<sup>th</sup>, 2018**

## **Preamble**

Frontier Fiesta Association (FFA) creates and executes the University of Houston's oldest and longest standing student programming tradition. We strive to unite the student body, faculty, and staff, alumni, and Houston community over our three-day western themed event. We do so by providing a low to no cost event that embraces our diversity, strives for inclusivity, and provides a place where everyone can come together and feel like they belong.

## **Article I. Name & Purpose**

**Section 1.01** There shall be established a Frontier Fiesta Association (FFA), the purpose of which is to bring together University of Houston students, staff, faculty, and alumni in conjunction with the Houston community for production and participation of the annual Frontier Fiesta at the University of Houston. The Frontier Fiesta Board of Directors shall be the governing body for the production of Frontier Fiesta.

**Section 1.02** The Frontier Fiesta Board of Directors shall provide its members with opportunities for leadership and learning experiences, which shall contribute to their individual development as student leaders and members of the community. The three-day event, Frontier Fiesta, shall promote scholarship, community, diversity, and education.

## **Article II. Membership**

**Section 2.01** The membership of the Frontier Fiesta Association, excluding the Center of Student Involvement assigned Advisor(s), shall consist of currently enrolled University of Houston students.

**Section 2.02** There shall be established a Board of Directors, which shall act as the legislative and policy-making body of Frontier Fiesta Association.

**Clause 1** The membership of the Frontier Fiesta Board of Directors shall consist of all Directors and Assistant Directors.

**Clause 2** Directors shall be student stipend leaders as funds are made available, and will have a 2.5 GPA as well as be in Good Standing, as defined by University Policy, at the time an offer is extended to the student.

**Section 2.03** The Directors shall consist of the following positions:

- **Chair** – Shall serve as the spokesperson, figurehead, and administrator of the Frontier Fiesta Association, providing organizational leadership, direction, and stability.
- **Vice-Chair** – Shall serve as the chair in the absence of their presence while monitoring the Directors, as well as provide structure and direction for the Assistant Director and Volunteer programs of the Frontier Fiesta Association.
- **Director of Development** – Shall be responsible for raising the necessary external funds for scholarships and operations. This includes organizing and structuring the Jail, communicating with Committeemen, and outreaching to local businesses and professional teams.
- **Director of Marketing** – Shall be responsible for promoting the overall and individual activities of the Frontier Fiesta event. This includes designing murals, developing marketable materials, reaching out to Houston community through various mediums, and producing the Gazette.
- **Director of Operations** – Shall be responsible for the planning, design, construction, and implementation of all physical on-site activities at Fiesta City. Responsibilities will

include, but are not limited to designing the site map, site planning, front development and construction, TPAC presentation, building code and safety training/management.

- Director of Performances – Shall be responsible for planning, organizing, scheduling, and implementing performances throughout Fiesta City. Responsibilities include will include, but are not limited to organizing auditions, setting performance schedules including sound checks, contracting performers, and maintaining communication with vendors to ensure proper operation of A/V equipment on-site.
- Director of Productions – Shall be responsible for planning, organizing, preparing, and implementing variety shows and carnival booths. Responsibilities include will include, but are not limited to outreaching to organizations, reviewing applications and scripts, organizing meetings and award ceremonies, and event scheduling.
- Director of Special Events – Shall be responsible for planning, organizing, contracting, and implementing unique one time activities at Frontier Fiesta including amusement rides, Family Fun Day, Fiesta Royalty, and Frontier Fiesta Scholarships. Responsibilities include will include, but are not limited to quoting and contracting vendors, outreaching for student engagement and involvement, organizing application reviews, and creating new opportunities throughout the year for campus and community engagement.

**Section 2.04** The Assistant Directors shall consist of the following positions:

- Assistant Directors of Development – Will help achieve the goals of the Director of Development through participation and engagement with Committeemen, potential sponsors, and other contacts, in order to raise funds for Frontier Fiesta.
- Assistant Directors of Marketing – Will help achieve the goals of the Director of Marketing through assisting in the creation and development of marketing plans, strategies, giveaways, and other activities, in order to broaden the reach of Frontier Fiesta at the University of Houston as well as in the Houston community.
- Assistant Directors of Operations - Will help achieve the goals of the Director of Operations through assisting and creating presentations, documentation, designs, and layouts in order to facilitate warehouse hours, organization, and structure for the events leading up to and following Frontier Fiesta.
- Assistant Directors of Performances - Will help achieve the goals of the Director of Performances through discovering and creating relationships with local talent while scheduling and assisting in the performances at Frontier Fiesta.
- Assistant Directors of Productions - Will help achieve the goals of the Director of Productions through
- Assistant Directors of Special Events - Will help achieve the goals of the Director of Special Events through

**Section 2.05** The Center for Student Involvement will assign an Advisor(s) to the Frontier Fiesta Association.

### **Article III. Membership**

**Article I.** The term of Frontier Fiesta Board of Directors members shall be one year or ten months starting on either May 1<sup>st</sup> or July 1<sup>st</sup> and will end on ending on April 31<sup>st</sup> the following year.

**Article II.** Each Director shall have one vote in decision-making matters of the Frontier Fiesta Association.

**Article III.** The Center for Student Involvement Advisor(s) assigned to the Frontier Fiesta Association shall not have voting privileges in the Association's matters.

**Article IV.** The Chairman of the Frontier Fiesta Association shall refrain from voting except in the case of a tie for which he/she shall have one vote.

**Article V.** Any Assistant Director may be removed from the organization by the Director of their committee with the approval of the Chairman, or by the Chairman with approval of the Campus Activities Advisor. The Chairman, with the approval of the Campus Activities Advisor, may remove any Director of the organization. The Chairman may be removed from the organization with a majority vote from the Directors and the approval from the Director of the Center for Student Involvement.

**Article VI.** Each member of the organization will be required to fulfill work hours at the warehouse and Frontier Fiesta site. During the fall semester, each member will be required to complete at least five hours every week before and after the event until the site is completely clean and all items belonging to the Frontier Fiesta Association are back in the warehouse.

### Article III. Selection

The Board of Directors shall be selected using the following criteria:

All students applying for Chairman and/ or Director of the Frontier Fiesta Association must have a GPA of 2.5 or above to be eligible.

The Chairman of Frontier Fiesta Association shall be selected by a selection committee consisting of, but not limited to, the past Chairman, maximum of three Alumni, the Center for Student Involvement (CSI) Advisor(s), the Director of CSI, and the Dean of Students.

The Board of Directors and Assistant Directors shall be appointed by the Chairman through an impartial selection process accessible to all University of Houston students. Returning Board of Directors must also reapply through this process.

No limit shall be placed on the number of years an individual student may be appointed as a member of the Frontier Fiesta Association.

In the event of a vacancy in any Board of Director's position, the remaining Board of Directors members will publicize the vacancy, interview applicants and nominate an individual to fill the position.

#### Article IV. Meetings

The meetings of the Frontier Fiesta Board of Directors shall meet weekly each semester.

The Board of Directors' meetings shall be presided over and convened by the Chairman of the Frontier Fiesta Association.

If a Board of Directors member is absent from two consecutive meetings and fails to provide an acceptable excuse then they shall automatically be brought up for removal.

As a Registered Student Organization at the University of Houston we adhere to the University of Houston's Non-Discrimination Policy. The University of Houston is an Affirmative Action/Equal Opportunity institution. The university provides equal treatment and opportunity to all persons without regard to race, color, religion, national origin, sex, age, genetic information, disability, or veteran status except where such distinction is required by law. Additionally, the System prohibits discrimination on the basis of sexual orientation, gender identity or gender expression.

This organization will not initiate, participate in, or be witness to any act that inflicts or intends to inflict physical or mental harm or discomfort or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s).