

**The Undergraduate Communication Society at UC San Diego**  
**2020-2021 Constitution**

- I. The organization shall be called The Undergraduate Communication Society at UCSD.
- II. The Undergraduate Communication Society (UCS) at UC San Diego acts as the liaison between the UC San Diego Communication Department and students interested in the communication field. UCS is a pre-professional organization that holds communication-related events for its members, which include career panels, networking mixers with industry professionals and alumni, field trips, tours and social events for members.
- III. The Undergraduate Communication Society at UCSD is a non-profit student organization.
- IV. UCS is open to all majors, though our target members are Communication, Media, Economics and/or Management Science majors. Any student is welcome to attend our panels and events. UCS offers an incentivized active membership program in which students must demonstrate current activity within UCS through attending our General Body Meetings, events, and participating in our online community.
  - UCS active membership requirements *per academic quarter* of active membership.
    1. Attend at least 3 events
    2. Attend at least 1 COMMunity meeting
    3. Volunteer for 1 hour at any event or meetingThese three requirements must be completed in *two non-consecutive quarters* in order to be eligible for a free Communication stole upon the active members' graduation.

In any given quarter where events are virtual (ie, COVID-19 pandemic), the UCS active membership requirements will shift.

    4. Attend at least 3 Virtual Events
    5. Attend at least 1 COMMunity meeting
- V. General Body Meetings (GBMs) will occur at least once a quarter. Specific events, panels, and field trips (if permitted) are planned in between GBMs.
  - These events will take place solely on a virtual platform in any given quarter where it is required (ie, Spring 2020, Fall 2020).

- VI. Only registered UCSD students may hold office in the organization. Only registered UCSD students may vote in elections for the selection of the organization's officers.
- The Undergraduate Communication Society at UC San Diego will have an Executive Board, which consists of a President, Vice President, Finance Chair, Journalism Chair, PR Chair, Marketing Chair, Social Media Chair, Graphic Design Chair and Entertainment/Media Chair. The Executive Board members collaborate on all events and meetings. All Executive Board members are required to attend weekly board meetings.
  - Officers will be appointed at the end of each school year for the following year through a process of application and interview conducted by the next year's President and Vice President. Anyone is eligible for an Executive Board position as long as they submit application materials (resume and cover letter), and have at least a 2.5 GPA by the assigned deadline. A description of each of the positions can be found at the close of this document.
  - Officers assume and transition into their position after being accepted to the Executive Board.
  - Officers are expected to attend every event hosted by the Undergraduate Communication Society, unless personal circumstances do not permit. In this case, the officer must inform the President and Vice President of their absence.
  - Officers may be replaced or removed if they are not attending weekly Executive Board meetings or lack commitment to position. Replacement will result in a new recruitment period for the open position.
  - Co-Chairs: In special circumstances of needing to divide a position between two people, each co-chair will uphold their own responsibilities of being on the UCS executive board and are in charge of staying in touch with their counterpart regarding weekly board meeting updates, event updates, etc. Co-chair positions are permitted for the following positions: PR, Marketing, Entertainment/Media and Journalism. For the sake of event planning, one executive board member will plan one event for Fall quarter, the other will plan one for Winter quarter, and both can plan a joint event for Spring quarter.

- VII. The Undergraduate Communication Society at UCSD is a registered student organization at the University of California, San Diego, but not part of the University itself. The Undergraduate Communication Society at UCSD understands that the University does not assume legal liability for the actions of the organization.

- VIII. The Undergraduate Communication Society at UCSD will have a Community Advisor affiliated within The Communication Department. Our organization's advisor will be the Department of Communication's Undergraduate Advisor. Their role will include but is not limited to: supporting our organization, providing important information to our executive board and members, acting as a resource, and helping when needed.
- IX. The Undergraduate Communication Society will finance its activities through coordination with Associated Students, fundraisers, and the Communication Department. The Finance Chair is responsible for all monetary transactions with the overseeing President and Communication Undergraduate Advisor ensuring finances are handled responsibly.
- X. Affiliation with Other Groups may occur with other student organizations or campus offices, if joint events occur. The affiliation will allow for partnership of academic and professional opportunities and will be utilized to enhance events and open to a wider group of students.

### **Executive Board Positions**

All Executive Board members are expected to attend and assist in presenting at each UCS General Body Meeting. Executive Board members must attend weekly executive team meetings and will assist other Executive Board members with any events scheduled for the organization. Should an Executive Board member need to miss any scheduled events or meetings, a 24-hour notice must be given (with the exception of emergencies). In addition to these responsibilities, each individual board member will have responsibilities unique to their individual role.

**President** - The President of the Undergraduate Communication Society will serve as the singular contact between the Communication Department faculty, staff, alumni and students, as well as build and maintain relationships with other organizations on and off campus. The President will facilitate all weekly Executive Board meetings and General Body Meetings, collaborate with each of the chairs to plan events as well as attend all events hosted by the organization. The President is also responsible for responding to email on the [ucsducs@gmail.com](mailto:ucsducs@gmail.com) email account.

**Vice President** - The Vice President's main duty is to assist the President, with tasks including meeting organization, internal affairs and aiding in publicizing UCS meetings and events. In addition, the Vice President will be responsible for recording and posting the minutes for each Executive Board meeting, maintaining all UCS documents, communications with members and

serving as a student representative for the Communication Department alongside the current President. The Vice President co-manages the [ucsducs@gmail.com](mailto:ucsducs@gmail.com) email account as necessary.

**Finance Chair** - The Finance Chair will work with the Executive Board to establish a quarterly budget for Undergraduate Communication Society. The Finance Chair's main responsibility is to be the liaison and head contact between AS Finance and UCS. The Finance Chair will also collaborate with UCSD Associated Students to petition and receive funding. The Finance Chair is also responsible for reserving rooms and UCSD Catering Services for UCS events through TAP, as well as executing at least one fundraiser and one social event each quarter to raise money for the organization. In the case of a remote quarter, the finance chair may also put on UCS events.

**PR Chair** - The PR Chair will work with the executive team to plan at least one PR-related panel or networking event per quarter. The PR Chair will also be required to lead at least one tour or workshop event per quarter.

**Marketing Chair** - The Marketing Chair will work with the executive team to plan at least one marketing-related panel or networking event per quarter. The Marketing Chair will also be required to lead at least one tour or workshop event per quarter.

**Social Media Chair** - The Social Media Chair is in charge of UCS's Facebook group, Twitter, Instagram and LinkedIn accounts. The Social Media Chair must actively create and publicize Facebook events, and promote UCS's meetings, field trips and tours on UCS's social media networks. Additionally, the Social Media Chair will share communication major specific articles, topics, posts, financial aid and internship opportunities on to the UCS Facebook group. The Social Media Chair also photographs events for social media purposes.

**Journalism Chair** - The Journalism Chair will work with the executive team to plan an industry related field trip or event at least once per quarter. This may include newsroom tours, print and broadcast journalism panels and networking events, workshops and more.

**Graphic Design Chair** - Visual content is essential to publicizing UCS's events. The Graphic Design Chair must be familiar with InDesign, Illustrator and/or Photoshop and must have access to these programs on his or her personal computer. In a timely fashion, the Graphic Design Chair must create all promotional collateral for UCS, including flyers, programs, brochures, T-shirts and recruitment materials. The Graphic Design Chair is also responsible for printing material.

**Entertainment/Media Chair** - The Entertainment/Media Chair will plan at least two industry related field trip or event per quarter. This may include entertainment or film panels, networking events, workshops and more.

### **UCS Programs**

**COMMunity** - This program is designed to create a sense of community amongst UCS members and its executive board to enhance the benefits of having a social feature of UCS and to maintain communication about important events and dates to its members. Each executive board position (either single chair or co-chairs) will lead a small number of members who have filled out the COMMunity intake form prior to the start of the academic year, stating who their top three choices are and why. Next, these members will be matched with their respective executive board member(s). In order for UCS members to earn their “active member status” and their complementary Communication stole for graduation, they must attend at least 1 COMMunity meeting during their two active quarters, while they are fulfilling the other requirements.

It is the responsibility of each executive board member to take charge of their COMMunity group by doing the following during their entire term on the board for all three quarters:

1. Make sure that every COMMunity member in their group has joined the UCS Facebook group and has “Liked” the page as well.
2. Create, facilitate and update a group chat on Facebook Messenger with every COMMunity member in their group to keep open communication within the group.
3. Plan *at least one* meeting that includes all COMMunity members in the executive board member’s group. These meetings can be one of many things, just as long as they facilitate a stimulating conversation and enjoyable experiences for all of those present. Some examples of things to do are: coffee, lunch, dinner, daytime outings, personal and/or professional development workshops (resume, cover letter, interview skills, seeking an internship), etc.
4. The executive board member(s) must take initiative for their group and make major decisions for the meetings. Follow-up about 1 week prior to the meeting to remind the group of the details. Lastly, message the group 1-2 days prior to the meeting to reconfirm.

5. During or after the meeting, send each member the digital COMMunity sign-in sheet to record their attendance and gather data from the members' feedback about the meeting they just attended.
6. All UCS executive board members must accommodate student members in a respectful manner and abide by UC San Diego's Principles of Community Guidelines:  
<https://ucsd.edu/about/principles.html>.