



Voiz at UCSD

Constitution

Last Revised [July 2021]

Article I - Organization Name

Section 1. The organization shall be called Voiz at UCSD.

Article II - Statement of Purpose

Section 1. The purpose of Voiz at UCSD shall be to accelerate Sustainable Development Goal (SDG) 12 of responsible consumption and production by promoting conscious consumerism while acknowledging it is not entirely the consumers' responsibility. Holding corporations accountable and educating consumers through our reviews after a thorough training is what we hope to accomplish and is our main priority. This in itself encourages environmental advocacy.

Section 2. The goals of this organization are to educate and empower Gen Zs to shift the global economy onto a sustainable path.

Section 3. This organization is associated with the following international organization: Voiz Reviews.

Article III - Nonprofit Statement

Voiz at UCSD is a non-profit student organization.

Article IV – Requirements for Membership

Section 1. Membership eligibility.

- a. The organization shall consist of students & faculty of UCSD who are interested in the purpose of Voiz at UCSD and who shall be approved by the Officers.
- b. Members of this organization can be selected by the officers and the officers are selected in partnership with the central organization. Ultimately, officer elections will be held by UCSD students.

Section 2. General membership expectations.

- a. Members are expected to attend all regular meetings and give prior notice if they are unable to attend.
- b. Members are expected to assist with the planning, advertising, and implementation of events hosted by the organization.
- c. Members are expected to undergo the 8 week sustainability analyst program held by Voiz Reviews within the first year of becoming a member.
- d. Members are invited to all social events hosted by the organization.

Section 3. New member recruitment.

- a. Recruitment for Voiz at UCSD occurs at the beginning of each quarter or at the discretion of Voiz Reviews.
- b. The organization recruits through Shoreline, Handshake, social media, and

- outreach through members of Voiz Reviews.
- c. Membership is granted based on approval from the Officer(s) of Voiz at UCSD and an authorized representative of Voiz Reviews.

Section 4. The Officers and Voiz Reviews representatives reserve the right to remove any member and or revoke their role's responsibilities (as long as all Officers are in favor) through the following grounds:

- a. Violation of rules and regulations set forth in the UCSD [Student Conduct Procedures](#).
- b. Failure to uphold the provisions of the constitution and bylaws.
- c. Does not act in the best interests of the organization and/or is engaged in activity jeopardizing the existence of the organization.

Article V - Statement of Non-discrimination

Section 1. Statement of Non-discrimination

- a. All University of California, San Diego students will be eligible for membership regardless of race, color, national origin, creed, gender, religion, sex, disability, gender identity, age, medical condition, ancestry, ethnicity, marital status, citizenship, sexual orientation, military status, or socioeconomic status.

Article VI – Frequency of Organization Meetings

Section 1. Officers.

- b. Hold officer meetings as often as necessary, outside of the regular meeting schedule, called by the President and/or Vice-President.

Section 2. All members.

- a. Hold general meetings once a week as decided by the organization members each semester based on academic obligations.

Section 3. Meeting structure.

- a. Meeting format will be determined by the President and fellow officers based on their agenda in collaboration with Voiz Reviews.

Article VII - Qualifications for Holding Office and Methods of Selecting and Replacing Officers

Section 1. Officers.

- a. 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.

- b. The elected officers in Voiz at UCSD shall be the President, Vice President, Secretary, Treasurer, and any other officers listed in Voiz at UCSD's Standing Rules, Policies, and Procedures.
- c. New Officer positions can be created at the discretion of the current Officers of Voiz at UCSD.
- d. Only the positions of President, Vice President, and Secretary must be filled every quarter for Voiz at UCSD to be active.

Section 2. President. The President shall:

- a. Serve as the connection point between Voiz at UCSD and Voiz Reviews.
- b. Chair all General Membership and Board of Officers meetings.
- c. Ensure that all of Voiz at UCSD's activities and members are in accordance with all policies of UCSD and Voiz Reviews.
- d. Secure Voiz at UCSD's registration with UCSD each year.
- e. Maintain open communication with each officer and faculty advisor.
- f. Install and remove all appointed officers with the approval of the remaining officers.
- g. Serve as an ex officio member of each committee.
- h. Act as a spokesperson for the organization.
- i. Organize and run an officer transition and education program for new officers.
- j. Maintain contact with and solicit participation from organization advisors.
- k. Seek out new advisors, if needed, and acquaint them with the organization's history, traditions, and procedures and collaborate with Voiz Reviews.

Section 3. Vice President. The Vice President shall:

- a. Serve as Executive Vice President of Voiz at UCSD.
- b. Ensure that all of the organization's activities and members are in accordance with all the policies of UCSD and Voiz at UCSD.
- c. Maintain accurate records of Voiz at UCSD's Membership.
- d. Maintain records of participation in events for each Member.
- e. Oversee the review of each Member's requirements.
- f. Endeavor to improve Voiz at UCSD's retention of its Members.
- g. In the event that the President cannot perform their duties for a meeting, event, or another purpose, the Vice President will assume the role.

Section 4. Secretary. The Secretary shall:

- a. Coordinate the communicative functions of Voiz at UCSD.
- b. Record minutes of attendance at each General Membership and Board of Officers meetings.
- c. Record minutes in committee meetings as needed.
- d. Manage and maintain all organization email listservs and social media.
- e. In the event that the Vice President cannot perform their duties for a meeting, event, or other purpose, the Secretary will assume the role.

Section 5. Treasurer. The Treasurer shall:

- a. Collect and distribute all monies of Voiz at UCSD.
- b. Keep clear records of all of Voiz at UCSD's financial activity.
- c. Provide regular reports to the General Membership on the state of the organization's finances.
- d. Oversee the organization budget, including the allocation of funds and keeping records of previous budgets.
- e. Prepare and submit applications for funding to the Student Life Business Office or any other necessary organization.
- f. In the event that the Secretary cannot perform their duties for a meeting, event, or another purpose, the Treasurer will assume the role.

Section 6. Officers. The Officers shall:

- a. Have earned the Sustainability Analyst Certificate from Voiz Reviews
- b. Been approved as Officers by Voiz Reviews
- c. Assist other Officer members in fulfilling the mission of both Voiz at UCSD & Voiz Reviews

Section 7. Term of Service.

- a. Individuals shall hold a specific position as Officer for one year at the discretion of Voiz as long as the individual has earned the Sustainability Analyst certification at Voiz Reviews.
- b. Grounds for removal of an officer include:
 - i. Violation of rules and regulations set forth in the UCSD [Student Conduct Procedures](#).
 - ii. Failure to uphold the provisions of the constitution and bylaws

Section 8. Elections.

- a. Election/Nomination is held: Voiz at UCSD in conjunction with Voiz Reviews will nominate and select officers, and produce quarterly feedback forms to Voiz Reviews, though ultimately voting will be done solely by UCSD students.

Section 9. Responsibilities.

- a. Each officer, both elected and appointed, shall be responsible for their duties as listed in this constitution.
- b. Each officer shall also be responsible for establishing and maintaining a working relationship with the General Membership, all other officers, advisors, chairs, committees, and staff necessary to perform their duties and Voiz Reviews.

Section 10. Officer Transitions.

- a. Each officer shall maintain a record of their position, including budgets and activities of the office, to provide incoming officers following elections.

- b. Outgoing officers shall also make every effort to assist in the transition process, including helping to ensure that incoming officers are aware of their responsibilities.

Section 11. Vacancies.

- a. Any officer may resign by submitting a letter to the Board of Officers.
- b. In the event of a vacancy of a position, the President shall, with the majority approval of the Board of Officers, appoint a replacement to serve until the next General Membership meeting, at which point a special election will be held to fill the position.
- c. A vacancy of the office of President shall be treated as a temporary absence as defined in this Article.
- d. Any person selected to fill a vacancy shall meet the eligibility requirements prescribed for that position.
- e. Current officers shall be eligible to run for the vacant position, but may be required to vacate their original position upon election.
- f. In the event that a new vacancy is created by the special election, another will be held to fill that vacancy and so on until all positions are filled.

Article VIII - Risk Management

Section 1. Risk Management.

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

Article IX - Community Advisor

Section 1. Advisor Selection.

- a. May be any faculty or staff member at UCSD capable of corresponding with the university in the official matters of Voiz at UCSD.
- b. Advisor is selected by the majority vote of active membership.

Section 2. Responsibilities of the advisor.

- a. Attend general body and/or Board of Officers meetings when needed.
- b. Meet regularly with organization President to stay updated and serve as a resource
- c. Assist with the annual registration process
- d. Assist with the funding process

Section 3. Term of service.

- a. There is no limit to how long the advisor may hold the position as long as the advisor acts in the organization's best interests, does not violate any rules and

regulations set forth in the UCSD [Standards of Conduct](#) , and is not engaged in activity jeopardizing the existence of the organization.

Article X – Amendments and Ratification

Section 1. This constitution shall become effective upon approval by all of the active Officers.

Section 2. Ratification process.

- a. This constitution must be ratified again once every academic year.
- b. The officers will propose any changes to the document prior to ratification to allow time for organization members to look it over.
- c. These changes will be voted upon by all of Voiz at UCSD members who attend the meeting and must receive a majority vote.
- d. Any member may submit a written proposal to the President or Vice-President to amend anytime during the academic year.
- e. Submitted amendments will be voted upon at the next general body meeting.
- f. Any change to this constitution that is approved by a majority of the organization's members goes into effect.