

CHALLENGER UNDERGRADUATE RESEARCH JOURNAL COMMITTEE AT UCSD (CHALLENGER AT UCSD) CONSTITUTION – 2021-2022 ACADEMIC YEAR

PUBLICIZING NAME OF STUDENT ORGANIZATION

The organization shall be called Challenger Research Journal Committee at UCSD.

ARTICLE II. STATEMENT OF PURPOSE

The Challenger Research Journal Committee (CRJC) aims to further the access and representation of underrepresented students through the dissemination of research produced by scholars participating in the Undergraduate Research Hub programs at UC San Diego. The purpose of the CRJC is to organize, implement, and maintain a scholarly research journal that represents diverse perspectives across multiple fields of study.

ARTICLE III. NONPROFIT STATEMENT

Challenger Research Journal Committee at UCSD is a non-profit student organization.

ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP

In order to be a member of the Challenger Research Journal Committee at UCSD, members must:

- current or past UC San Diego URH scholar
- express interest to the committee advisor to join the committee
- attend all meetings
- serve in a position within the committee and complete duties as described in the position description

ARTICLE V. FREQUENCY OF ORGANIZATION MEETINGS

Members of the organization will meet at least 6 times per quarter. Meeting minutes will be taken during each meeting and will be reported to the rest of the committee in writing in a timely manner.

ARTICLE VI. QUALIFICATIONS FOR HOLDING OFFICE AND METHODS OF SELECTING AND REPLACING OFFICERS

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. In the event that there are not enough applicants for each position, the group must still come to consensus as to who will fill each position. It is possible for one member to hold multiple positions in the case that there are not enough members to fulfill each position.

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Editor in Chief/Chair/President: *Oversee the development of the journal and maintain the group focused on the vision of the journal*

- Ensure the vision and purpose of the journal is maintained amongst committee members and within the content and development of the journal publication
- Initiate, facilitate, and be present at all committee meetings
- Responsible for overseeing that duties are fulfilled by members according to their position descriptions as outlined in the constitution
- Establish partnerships with university officials and seek funding resources for the journal
- Maintain communication with the organization advisor and the McNair staff regarding the development of the journal
- This position shall be filled by a continuing member of the committee. That is, this position cannot be filled by a member who has joined the committee the same year they plan to occupy this position. This position shall be filled by an individual who has already had some experience with the journal as an accepted applicant and/or previous member of the committee in a different position.

Secretary: *facilitate and organize group meetings and communication*

- Take meeting notes for all meetings and share these notes with the rest of the committee within 48 hours
- If the secretary cannot be present, they must make plans with another member so that notes are still taken during the meeting
- This position also entails organizing meeting dates, times, and location
- The secretary will also maintain an organized record of all members' contact information
- print necessary documents for submissions (e.g. advisor sign off form, submission guidelines, flyers, etc.)
- Keep an electronic record of all documents associated with the Challenger Journal

Graduate Student Liaison: *maintain relations with graduate volunteer editors and the committee*

- Contact and arrange outreach to McNair alumni currently at UCSD (can be from other undergraduate institutions) and those who have graduated from UCSD
- Arrange a database of graduates who are willing to collaborate with the journal
- Communicate to graduates their tasks in relation to the editorial process of student articles
- Responsible for arranging and distributing documents with guidelines and instructions for graduate editors to edit student article submissions
- Assist graduate editors in the editing process as needs may arise (e.g. eScholarship technical assistance, contacting research journal applicants, etc.)
- Maintain communication with graduate editors with thank you notes, updates, and

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reminders

Publishing Coordinator: oversee the publishing online portal and printing process

- Communicate with eScholarship and maintain the eScholarship submission portal
- Arrange and research journal printing process and communicate progress to committee members
- Provide an estimated budget for the cost of printing the journal

Publicist/Public Relations Officer: distribute the journal and overlook the image of the journal

- Propagate information and announce submissions timeline to current and past scholars currently at UCSD
- Responsible for publicizing the journal at UCSD and beyond
- Send copies of the journal to different departments, offices, and members of the UCSD community
- Create materials for disseminating information about the journal (e.g. Social media posts, manage social media accounts, campus flyers and posters, etc.)
- Recruit journal committee members

Submissions Manager: make sure the journal timeline is maintained and troubleshooting

- Communicate and remind the committee of journal timeline and tasks that need to be completed
- Ensure documents are successfully transmitted between scholar applicants, committee editors, graduate editors, and faculty advisors
- Maintain communication with scholars regarding the status of their submissions and remind them of required documents (e.g. send blast emails to all scholars about submission deadlines, sign off from advisor to publish, send papers to graduate student liaison, etc.)

Graphic Designer/Webmaster: responsible for coordinating and creating MUJC graphics, and maintaining a journal website, assist scholars with creating their graphics to be included in their articles

- Create a McNair journal submission portal if needed
- Create online forms for submission information (e.g. google forms, survey monkey, etc.)
- Create a McNair journal website where the journal is accessible to the general public
- Create or find logos and photos to be included in the website and journal
- Coordinate and arrange graphs and images to be included in each article if needed, this requires communication with scholars and submissions manager

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ARTICLE VII. RISK MANAGEMENT

Challenger Research Journal Committee at UCSD is a registered student organization at the University of California, San Diego, but not part of the University itself.

Challenger Research Journal Committee at UCSD understands that the University does not assume legal liability for the actions of the organization.

ARTICLE VIII. COMMUNITY ADVISOR

Advisor: Tom K. Brown, PhD, McNair Scholars Program at UCSD Coordinator

The community advisor must be affiliated to the McNair scholars program at UCSD. This affiliation includes, but is not limited to, Academic Enrichment Program staff or past faculty advisors. The community advisor will serve for the duration of one academic year, and will continue unless they are no longer willing to continue in the position. The community advisor will be responsible for maintaining communication with the chair, and help the chair coordinate and plan the development of the research journal. In addition, the community advisor will aid in communicating journal-related messages to all McNair scholars. The community advisor will also be responsible for coordinating all financial matters of the organization with the Academic Enrichment Office and the McNair Scholars program.

ARTICLE IX. FINANCIAL MANAGEMENT

In the case that funding resources are necessary for journal production, committee members will be responsible for finding funding through Associate Students funding, the Office of Diversity, Equity and Inclusion, Office of Student Affairs, the Academic Enrichments Program, and the McNair Scholars Program at UCSD.