Article I. Name of Student Organization

The organization shall be called Morning Sign Out at UC San Diego. The organization may use this name, or its acronym MSO, in all publicity materials and correspondence.

Article II. Statement of Purpose

The goal of Morning Sign Out at UC San Diego is to help make information about science and medicine more accessible to the general public. MSO at UC San Diego seeks to translate dense and often overwhelming technical information on these topics into concise and interesting articles that can be widely shared and easily understood by a broad audience. MSO at UC San Diego aims to bridge the divide between scientists and the general public with the understanding that a more informed public can be safer and healthier. Morning Sign Out at UC San Diego also works to help members develop improved scientific literacy and gain valuable experience communicating scientific information.

Article III. Nonprofit Statement

Morning Sign Out at UC San Diego is a non-profit student organization.

Article IV. Requirements for Membership

Any students currently enrolled at UC San Diego are eligible for membership in Morning Sign Out at UC San Diego. To obtain membership, prospective members must complete the application that is developed by the Editor in Chief and Writing Supervisor. This application is released at the beginning of each quarter. The cost of membership is $13 for the year or $5 per quarter. Members of MSO at UC San Diego are listed as part of the publication team on the MSO at UC San Diego website. A member cannot remain in the organization or publish work if they fail to pay dues.

Article V. Frequency of Organization Meetings

Morning Sign Out at UC San Diego holds general body meetings three times a quarter. Attending these general body meetings is not required for members. Minutes are not taken for these meetings, although a brief summary of important reminders is emailed out to all members after each meeting. The Writing Supervisor will host one writing and editing workshop each quarter. New members are required to attend a total of two of these instructional workshops each academic school year for either writing or editing depending on their position. MSO at UC San Diego officers meet on a weekly or as-needed basis and attendance at these meetings is required.

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. There are seven (7) positions in Morning Sign Out at UC San Diego. The titles and duties are as follows:

* *Co-Presidents (2):* The Co-Presidents will chair all meetings of MSO and help oversee the activities of other officers to ensure smooth operation of the organization. The Co-presidents will ultimately be in charge of making important decisions about MSO and how it will be run. They are responsible for setting goals and identifying areas where the MSO organization may be able to improve or grow. The Co-Presidents also organize and oversee the election process for new officers. Each Co-President is responsible for assisting each other and any other officers with their duties should they require additional support. One Co-President will assume leadership of the organization if the other is unable to attend any meetings or events.
* *Editor-in-Chief:* The Editor-in-Chief will recruit and oversee the collaboration between Writers, Editors, and Graphic Editors. They will remind all staff members of and enforce deadlines. The Editor-in-Chief will maintain consistent and clear communication with all staff members, checking MSO communications daily and respond accordingly. They will review Writers’, Editors’, and Graphic Editors’ works to ensure quality of articles. They will compile and maintain a Google Sheet of Writer’, Editor’, and Graphic Editor’ contact information and article progress. The Editor-in-Chief will create the Voting Booth at the end of the quarter and choose 3 articles that are deemed worthy by board members and staff to be published onto the Core website. They will review finalized articles prior to the voting booth (work split 50/50 with the Writing Supervisor).
* *Writing Supervisor:* The Writing Supervisor helps assist the Editor-in-Chief with managing the writing program and any related projects. They will recruit and oversee the collaboration between Writers, Editors, and Graphic Editors. They will maintain consistent and clear communication with all staff members. The Writing Supervisor will check MSO communications daily and respond accordingly. They will plan and conduct at least 1 writers’/editors’ workshop per academic quarter. They will also create the Writing Schedule for each academic quarter and have it completed by the end of week 1. They, along with the Editor-in-Chief, will review finalized articles prior to the voting booth.
* *Publicity Chair:* The Publicity Chair is responsible for maintaining a social media presence for MSO at UC San Diego and posting about events, deadlines, and relevant organization information on these platforms. The Publicity Chair also works to expand the outreach of MSO at UC San Diego and identifies opportunities for recruiting new members. They will recruit 2 guest speakers for GBMs each quarter, maintaining connections between the guest speakers and MSO. They will advertise MSO’s goals to professors/researchers/organizations to attract future guest speakers and potential collaborations. The Publicity Chair will publicize MSO events such as GBMs, fundraisers, and socials through social media, college newsletters, chalkboarding, and flyering. They will organize publicity efforts that involve MSO members such as tabling events and chalkboarding.
* *Treasurer:* The Treasurer is responsible for managing the finances of MSO at UC San Diego. The Treasurer collects membership dues and organizes regular fundraisers for the organization. They will regularly update a log of funds gained and funds spent. The Treasurer is also responsible for filling out online application forms for GBM funding, placing catering orders for events, distributing or completing reimbursement forms for expenses, and completion of online post-event evaluation forms.
* *Secretary:* The Secretary will be putting together and sending out weekly newsletters/email announcements, regularly checking and responding to emails, updating the board about important information received, keeping track of and regularly updating email campaign audience list/MSO email list, managing the Mailchimp account, and maintaining MSO @ UC San Diego Website by uploading writing schedule at the start of each quarter. The Secretary will also help organize the MSO google drive throughout the quarter.
* *Webmaster:* The Webmaster is responsible for maintaining the MSO at UC San Diego website and handles publishing new articles to the website each quarter. They will monitor and analyze site performance. The Webmaster is also responsible for managing Google Classroom.

The election process for new officers occurs during Spring quarter of each year. At the beginning of the quarter an application form is created by the current Co-Presidents and this application is shared with all members by Week 3. Only returning officers are eligible to run for Co-Presidents Any returning member of MSO at UC San Diego is eligible to run for the other officer positions. The application form is to be open for approximately two weeks and after this time the Co-Presidents begin reaching out to schedule interviews with all candidates. During the interview process, candidates for Co-Presidents are interviewed first. Interviews for Co-Presidents candidates are conducted by the current Co-Presidents. They will then vote after interviewing each candidate. After the Co-Presidents are selected, the outgoing and incoming Co-Presidents interview and vote on candidates for the other officer positions. The incoming executive board is to be finalized no later than Week 7 at which point all incoming officers will begin attending board meetings and outgoing officers will start transitioning their responsibilities to the new board. The new officers will fully assume their positions before the final general body meeting of the quarter (traditionally Week 9) and the new officers will lead this meeting.

Article VII. Risk Management

Morning Sign Out at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself.

Morning Sign Out at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

Possible risks associated with the activities of MSO at UC San Diego are minimal. During any in-person events where food may be served there is a risk of choking or members having an allergic reaction. If any injury or other medical issue occurs during any MSO at UC San Diego event, officers will immediately contact emergency services. At any in-person events there may be a risk of COVID-19 transmission. If in-person events are held, MSO at UC San Diego officers will ensure that all members are following local and federal safety guidelines related to COVID-19. MSO at UC San Diego will not work with any minors or the elderly.

*Further articles, if applicable:*

Article VIII. Community Advisor

The Community Advisor for MSO at UC San Diego is Dr. Andrew Lee, founder of Morning Sign Out. Dr. Lee is a UC Berkeley and UC San Francisco alum and former radiology resident at UC Davis Medical Center. Dr. Lee has been selected as the MSO at UC San Diego Community Advisor since he founded Morning Sign Out and has been instrumental to the growth and success of MSO at UC San Diego. Dr. Lee traditionally serves as the Community Advisor for MSO campus chapters. He will serve as Community Advisor for the duration of the 2024-25 school year and will continue to assist MSO at UC San Diego as an advisor and mentor. If any issues or conflicts arise during the year Dr. Lee will be contacted to help offer input or guidance. He provides guidance to officers about how best to manage the organization and frequently shares useful resources and information pertaining to the goals of MSO. He also helps coordinate collaboration between the leaders of various campus chapters of MSO.

Article IX. Financial Management

MSO at UC San Diego finances its activities through membership dues and regular fundraisers. Any money collected by these activities is managed by the current Treasurer who also documents all organization spending. The Treasurer maintains an off-campus account to store MSO at UC San Diego funds and passes on these funds to the incoming Treasurer after they have been elected. MSO at UC San Diego will not submit a budget to the A.S or G.S.A finance committee.

Article X. Affiliation with Other Groups

MSO at UC San Diego is affiliated with the larger Morning Sign Out Core group which encompasses all of the MSO campus chapters. This affiliation allows for MSO at UC San Diego members to vote on the top articles produced each quarter and submit them for publication on MSO website. This affiliation does not come with any additional requirements or regulations.