

ORGANIZATIONAL BYLAWS AND GUIDELINES

BRAZILIAN STUDENT ASSOCIATION

**Table of Content**

**Organizational Bylaws and Guidelines.....0**

**Brazilian Student Association..... 0**

**Article I. Name of Student Organization..... 1**

**Article II. Statement of Purpose.....1**

**Article III. Nonprofit Statement..... 1**

**Article IV. Requirements for Membership.....1**

**Article V. Frequency of Organization Meetings.....2**

    Section 1. Proposed Meeting Schedule.....2

    Section 2. Description of Meetings and Expectations.....2

**Article VI. Qualifications for Holding Office and Methods of Selecting and Replacing Officers ..... 6**

    Section 1: Executive Board Offices and Respective Duties.....6

    A. Board or Administrative Operations (Principal Members).....6

        President..... 6

        Vice President of Administration.....6

        Vice President of Student involvement..... 7

    B. Board of Financial Operations..... 8

        Vice President of Finance.....8

        Vice President of Fundraising..... 8

    C. Board of Communication Operations.....9

        Vice President of Marketing.....9

        Vice President of Social Media..... 9

    D. Board of Directors..... 10

        Director of Environmental, Social, and Governance (ESG)..... 10

        Director of Scholarship.....10

        Director of Sports.....11

    Alumni Advisors..... 11

    Section 2: Committees..... 12

    Section 3: Election Criteria.....12

    Section 4: Removal from Office.....12

**Article VII. Risk Management.....13**

**Article VIII. Decision Making.....14**

**Article IX. Financial Management.....14**

**Article X. Language Policy..... 15**

**Article XI. Indemnification.....15**

**Article XII. Hazing.....15**

## ARTICLE I. NAME OF STUDENT ORGANIZATION

The organization shall be called Brazilian Student Association (BRASA) at UC San Diego.

## ARTICLE II. STATEMENT OF PURPOSE

**A. Connect** Brazilian students and non-Brazilian students who are interested in immersing themselves in Brazilian culture or exploring opportunities to visit the country.

**B. Promote** and share Brazilian culture with UC San Diego's student body.

**C. Support** and guide to Brazilian students who aspire to study abroad, fostering a sense of community and assistance.

**D. Assist** students in adapting and navigating their college journey and facilitate their transition into the professional work environment.

**E. Create** a stimulating environment where students are encouraged to study, socialize, and make a collective impact.

## ARTICLE III. NONPROFIT STATEMENT

BRASA at UC San Diego is a non-profit student organization.

## ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP

Membership requirements include:

**A. Attend a minimum of one general body meeting (GBM) per quarter.**

**B. Participate in at least one committee and fulfill that committees' requirement expectations.**

General members will have the opportunity to **join the organization's communication channel, GBMs, and gain access to exclusive events and merchandising.** Further requirements for board officers can be found in [Articles V](#) and [VI](#).

Any currently enrolled UCSD student who expresses an interest in joining the organization has the opportunity to sign up during open meeting week, usually during Week 1. After signing up, they will be invited to attend the organization's first general body meeting (GBM). Note that potential new members will only officially become members after attending the GBM and joining a committee. To initiate the membership process after open meetings, they are encouraged to contact principal members via email, phone, or Instagram to be able to join our GBMs.

It is crucial for members to actively participate and fulfill their responsibilities to maintain their membership status and enjoy the privileges associated with being part of the organization. Therefore, **unless excused, failure to meet the membership expectations by the end of Week 9 will lead to automatic withdrawal from the organization.**

Consequently, the member may be removed from communication channels and will no longer be eligible to attend upcoming member-only events. To regain access, the member must restart the membership process.

It is also essential for all members to maintain a positive and inclusive environment within the organization. Failure to uphold [UCSD's Principles of Community](#) may result in a meeting with principal members, who may reach out to CSI & NCRC support. Further details about this decision can be found in [Article VIII](#).

## ARTICLE V. FREQUENCY OF ORGANIZATION MEETINGS

### SECTION 1. PROPOSED MEETING SCHEDULE

The schedule outlined below is a proposed plan and is subject to finalization by principal members. Any changes or updates to the schedule will be communicated to members in a timely manner. Stay updated by regularly checking for official announcements on our communication channels.

- **Prior to Week 1:** Transition meetings with newly elected executive board officers and one-on-one meetings
- **Week 1:** Open meeting
- **Week 2:** Executive board meeting
- **Week 3:** General body meeting
- **Week 4:** Executive board meeting
- **Week 5:** Executive board meeting
- **Week 6:** General body meeting
- **Week 7:** Executive board meeting
- **Week 8:** Executive board meeting
- **Week 9:** General body meeting
- **Week 10:** Open meeting

### SECTION 2. DESCRIPTION OF MEETINGS AND EXPECTATIONS

#### A. MEETING REGULATIONS

Meeting regulations apply specifically to formal meetings, namely general body meetings and executive board meetings.

At least 80% of the meetings held in each quarter must take place in person. Additionally, it is important to thoroughly **document** the meetings and keep a **record of attendance**. The documentation should include **meeting minutes** and/or **newsletters** that provide a concise summary of the discussions, decisions, action items, and other relevant details. **In the event that someone is unable to attend a meeting, they should inform themselves on the occurrences of the meeting by reviewing the meeting minutes and/or newsletters.**

Before planning any meetings, it is the principal member's responsibility to ensure that a quorum is reached. This requires the presence of at least 50% + 1 of members. All meetings should be **planned** well in advance, **with a designated time and location**, and formally communicated to the members **at least two weeks prior**. The **executive board officers** need to complete a comprehensive **agenda** (meeting minutes) **at least 24 hours prior** to the meeting. The meeting agenda must then be

**approved by the President at least 12 hours before the meeting**, ensuring that it aligns with BRASA's objectives and priorities.

During the meetings, it is important to keep the discussions focused and on-topic. Adequate time should be allocated for each agenda item, and the meeting should adhere to the designated schedule. If additional time is required for a particular topic, it can be addressed during the open forum or added to the agenda of a future meeting at the discretion of the President. Participants should have the opportunity to provide feedback on the meeting's effectiveness and offer suggestions for improvement.

Meetings are not intended for disruptive or inappropriate behavior. **The President reserves the right to ask any individual causing chaos or disturbance to leave the meeting.**

While attending all meetings is not mandatory for general members, it is highly beneficial. However, members who wish to **vote** on proposals or participate in projects **must attend** the relevant meetings where such matters will be discussed and remain present for the entire duration, unless they have been previously excused. Voting is further detailed in [Article VIII](#).

**Executive board officers are obligated to attend all formal meetings.** In the event that a member is unable to attend, they must promptly notify the principal members. If work or academic obligations prevent attendance, these reasons **must be communicated before the meeting is organized and communicated to general members.** While personal and medical emergencies are valid excuses for absences after the meeting has been organized, failing to provide explanations and notice may lead to removal from office (as outlined in [Article VI, Section 4](#)). If an Executive Board Officer cannot attend a meeting, **they must designate a committee member to represent them** during the proceedings.

If unforeseen circumstances occur, meetings may need to be canceled. In such cases, all members will be notified **at least 48 hours** before the scheduled meeting. The principal members hold the responsibility of reconnecting the group and/or addressing any inconveniences caused by the cancellation. It is important to note that cancellations should not occur more than two times per quarter.

## B. GENERAL BODY MEETINGS

Three general body meetings (GBMs) will be held each quarter. These meetings serve as a platform for board officers to present plans and interact with their respective committees. Potential new members must communicate with principal members and receive approval when attending general body meetings to become members.

## C. EXECUTIVE BOARD MEETINGS

General body meetings alternate with executive board meetings. Executive board meetings are attended **only by board officers**, with potential exceptions to committee members upon principal members' approval. These meetings provide updates on board officer's activities, their committee meetings, facilitate discussions on future plans, and involve decision-making concerning

budget allocation, event planning, and constitution updates. **Approval from over half of the executive board is required** for these decisions to be finalized, as outlined in [Article VIII](#).

#### D. OPEN MEETINGS

The organization will conduct open public meetings at the **start and end of each quarter**. The Vice President of Student Involvement should plan to make these meetings successful and fun. These meetings are **open to all UC San Diego students** and serve the purpose of introducing the organization, its plans, and its members. During the end-of-quarter meetings, the focus will shift towards gathering student feedback and bidding farewell.

Open meetings are designed to be flexible and informal, accommodating the needs of the students. For example, they may occur during Week 0 or after final exams.

#### E. ONE-ON-ONE MEETINGS

One-on-one meetings occur between the President, the Vice President of Administration and Executive Board Officers. If approved by the President, Principal Members and/or Alumni Advisors may join. The purpose of these meetings is to provide a dedicated space for open communication, feedback, and goal setting. They offer an opportunity for the President, the Vice President of Administration and Board Officers to discuss individual position plans, including goals and proposed timelines. These meetings may also involve discussions on committee organization and addressing any specific concerns or challenges faced by the board officer or a committee. It is recommended to schedule these one-on-one meetings **at least once per quarter with each Executive Board Officer**. These meetings should take place prior to the beginning of each quarter.

#### F. COMMITTEE MEETINGS

Given the varying expectations associated with each position, the frequency of committee meetings is at the discretion of each executive officer. However, officers must still adhere to meeting regulations outlined in their individual position plans during one-on-one meetings with the President. **Board officers preside over their teams' meetings and should embody BRASA's purpose. Committee meetings must be planned in advance and documented including attendance.** The President is not required to attend committee meetings but may choose to join when necessary.

#### G. TRANSITION MEETINGS

Transition meetings, **independently led by each past executive officer and the newly elected officer**, are crucial for ensuring a successful transfer of responsibilities to the new board. These meetings should be scheduled and conducted before the end of Week 10 to facilitate a smooth transition. During the transition meetings, the primary focus is on reviewing the transition documents, which contain essential information and guidance for the incoming officers. The exchanged information should be **documented** to ensure a seamless transition of access to relevant platforms and systems. The past executive officers should make themselves readily available to answer questions and address any concerns raised by the future officers, fostering an open and collaborative environment. To guarantee a smooth transition, the past executive board should manage reservations of the first General Body Meeting and tabling of Fall quarter.

## H. FORMAL ELECTION MEETINGS

Formal election meetings are held before **Week 6 of the Spring Quarter to determine the next Executive Board**. All members are provided with a **sign-up form at least two weeks prior to** the meeting to express their candidacy. Candidates are allowed to sign up for a **maximum of two positions** they are interested in. Additional candidacy requirements are specified in [Article VI](#).

During the meeting, candidates running for a position deliver a speech lasting no longer than 2 minutes, presenting their qualifications and reasons for seeking election. Speeches follow the sign-up order, with other candidates for the same position exiting the room during each speech. If a candidate cannot attend the meeting with a valid excuse, they may send their speech for principal members to read. In cases where no candidates are available, individuals present at the meeting have the opportunity to impromptu run from the floor and deliver their speech.

To ensure fairness to all candidates, **members are required to attend the entire meeting and listen to all candidates before voting**, which occurs at the end of the meeting.

If a candidate is elected for two positions, they will be asked to choose one position to accept. The position they do not accept will be offered to the second most voted candidate in that position. In the event of a tie, the President will have the authority to make the final decision or conduct a second round of voting at their discretion. Additional voting details are outlined in [Article VIII](#).

Order of speech by positions goes as following:

1. President
2. Vice President of Administration
3. Vice President of Student Involvement
4. Vice President of Finance
5. Vice President of Fundraising
6. Vice President of Marketing
7. Vice President of Social Media
8. Director of Philanthropy
9. Director of Scholarship
10. Director of Sports

The elected officers should each shadow the officer who holds their respective positions during the remainder of Spring Quarter. The new Executive board takes over in the beginning of Summer.

## I. INFORMAL ELECTION MEETINGS

Informal elections may be held during Fall or Winter to **accommodate students who are unable to continue holding board positions** due to personal conflicts or decisions made by the group. These decisions must be reviewed by principal members, as stated in [Article VI, Section 3](#). Informal elections adhere to the same regulations and schedule as formal meetings but are limited to candidates for the vacant position. Ideally, these elections should be scheduled at the beginning of the preceding quarter to the one in which the current member will leave their position. For instance, if the member is set to graduate in Spring, the election should take place at the beginning of Winter. This timing allows for a seamless transition, enabling the newly elected candidate to intern alongside the outgoing

member during the quarter. In the event of unforeseen emergencies, principal members may organize informal meetings on a case-by-case basis.

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

Only registered UC San Diego students may hold office in the organization. Only registered UC San Diego students may vote in elections for the selection of the organization's officers.

### SECTION 1: EXECUTIVE BOARD OFFICES AND RESPECTIVE DUTIES

#### A. BOARD OR ADMINISTRATIVE OPERATIONS (PRINCIPAL MEMBERS)

Administrators are expected to attend as many BRASA organized events as possible—flexibility is provided for study hours and tabling shifts to accommodate event attendance. Completion of the NCRC Art of Inclusive Communication Workshop is required **before assuming the position** so they can act as principal members. The BAO serves as a **confidential resource** and a **conflict management** team within BRASA. While all board officers will receive feedback, the BAO serves as a **primary resource for feedback**. BRASA members can reach out to the administrators to discuss any issues they may be facing, ensuring a safe and supportive environment for all.

#### PRESIDENT

- Foster a sense of community and inclusivity among members embodying all of BRASA's commitments as an organization;
- Addresses conflicts and disputes within the organization, seeking resolutions that align with the organization's values and objectives;
- Represents the organization at official functions, with board officers also capable of doing so if necessary;
- Set the vision and goals in collaboration with members, BRASA Global, and Center for Student Involvement;
- Presides over all organization meetings, providing overall leadership, guidance and direction to the organization;
- Assists all executive officers to ensure smooth operations and coordination across different functional areas. Expected to conduct one-on-one meetings with all board officers before, during, and at the end of each quarter;
- Prepares and submits any required reports, including those related to the Constitution and Financial Forms. Serves as a primary signatory on documents;
- Ensures fairness and impartiality during organization decision-making processes and votes in cases where a tiebreaker is needed.

#### VICE PRESIDENT OF ADMINISTRATION

- Assumes the responsibilities of the President when necessary;
- Maintains an updated inventory of equipment, ensuring its proper functioning and

condition;

- Directs the process of updating and revising the organization's bylaws with the President;
- Maintains comprehensive records of all members and their activities;
- Collaborates with Alumni Advisors to coordinate and organize annual elections;
- Creates and distributes structured agendas for each organization meeting;
- Oversees the scheduling of activities and manages logistical arrangements;
- Secures facilities for organization activities and aids other departments in securing facilities for events;
- Represents the organization at official functions and events when the President is absent;
- Keeps members informed about both organizational and university-related matters;
- Ensures the internal coordination between all departments;
- Delegates minor functions from other departments to other members when necessary;

#### VICE PRESIDENT OF STUDENT INVOLVEMENT

- Organizes engaging social gatherings that promote community bonding and provide opportunities for members to connect and have fun including Open Meetings;
- Acts as the primary point of contact and spokesperson for potential new BRASA members;
- Welcomes and provides information about BRASA, its activities, and the benefits of membership to prospective members;
- Serves as a liaison between organization members and the BRASA board, effectively conveying members' feedback, concerns, and ideas;
- Encourages BRASA members to actively participate in the organization's activities, initiatives, and events;
- Collaborates with all board officers to plan a minimum of **two social events** per quarter;
- Coordinates with relevant committees and individuals to distribute responsibilities and establish effective event planning processes;
- Ensures that every BRASA event has a sufficient number of planners, organizers, and monitors to ensure successful execution;
- Alongside the Vice President of Marketing and Vice President of Social Media, facilitates open and transparent communication channels to ensure that all members are informed about BRASA's events and accomplishments;
- Serves as the committee head of the Student Involvement Committee within BRASA.

#### B. BOARD OF FINANCIAL OPERATIONS

Financial operators should attend most BRASA organized events to actively support their success. Their responsibilities include creating individual position plans and completing the NCRC Art of Inclusive Communication Workshop **by the start of Week 1**. This workshop equips them with communication skills and necessary campus authorizations to sign financial documents and organize fundraisers. By maintaining continuous communication with the board, they ensure **seamless coordination within financial goals at BRASA at UC San Diego**. Together, they must diligently monitor the budget and growth plan.

## VICE PRESIDENT OF FINANCE

- Works directly with UCSD's Fund Manager and manages financial transactions;
- Keeps all financial records of the organization, ensuring they are accurate and up-to-date (Excel);
- Works alongside all board officers to prepare an annual and quarterly budget. Presents the budget to the board for approval;
- Prepares and submits financial reports to the members, providing transparency and accountability;
- Is familiar with accounting procedures and policies to serve as a financial resource to our members. Assists Brazilian students to create Venmo accounts and/or bank accounts, statements, etc;
- Manages BRASA's Venmo account;
- Collects money from various events (fundraisers, donations, etc.), keeping track of all income and expenses;
- Allocates funds for events, workshops, and other organizational activities in line with the approved budget;
- Approves expenses submitted by board officers and ensures they align with the budget and financial guidelines;
- Collaborates closely with the Vice President Fundraiser to keep track of BRASA's financial goals;
- Along with the Vice President of Fundraising, serves as the committee head of the Finance Committee within BRASA.
- Keep track of AS Funding deadlines for official BRASA events, and communicate with VP Administration and President for event planning and budgeting.

## VICE PRESIDENT OF FUNDRAISING

- Organizes and executes BRASA fundraisers, ensuring compliance with TAP forms and Food Facility Permits, planned 21 days prior to the event.
- Establishes contact with vendors and potential donors, managing logistics and negotiations for fundraising events.
- Plans and hosts at least two fundraisers per quarter, employing innovative strategies to optimize fundraising outcomes.
- Collaborates closely with the Vice President of Finance to align fundraising efforts with the organization's objectives.
- Maintains financial integrity and transparency by accurately tracking inventory and fundraising revenue.
- Serves as committee head of the Fundraising Committee within BRASA.

## C. BOARD OF COMMUNICATION OPERATIONS

Financial operators should attend most BRASA organized events to actively support their success. Their responsibilities include creating individual position plans and completing the NCRC Art of Inclusive Communication Workshop **by the start of Week 1**. This workshop equips them with communication skills and necessary campus authorizations to sign financial documents and organize fundraisers.

By maintaining continuous communication with the board, they ensure **seamless coordination within marketing and communication goals at BRASA at UC San Diego**. Together, they must coordinate perfect attendance in all events to capture videos and photos, as well as design content and merchandising.

#### VICE PRESIDENT OF MARKETING

- Makes event announcements in the WhatsApp chat;
- Sends out biweekly newsletters along with the Vice President of Administration;
- Coordinates event dates to ensure there is enough time to make posts or flyers;
- Organizes a linktree to inform members on BRASA's Instagram page;
- Manages Canva and other design subscriptions;
- Helps decide when posts should be made across social media (deciding to post everywhere or just on one platform);
- Decides how many flyers or posters to print and where to post them;
- Creates Facebook events;
- Works with the Vice President of Fundraising to reach out to sponsors for events;
- Along with the Vice President of Social Media, serves as the committee head of the Marketing Committee within BRASA.

#### VICE PRESIDENT OF SOCIAL MEDIA

- Create visually appealing and engaging posts for BRASA social media platforms such as Instagram and Facebook;
- Interact with members of BRASA and the Triton Community by responding to comments and messages on social media platforms;
- Collaborate with other team members to gather content and promote their activities through social media channels;
- Take pictures and videos of events and activities to post on social media;
- Coordinates the timing and scheduling of social media posts to ensure consistent and cohesive messaging;
- Collaborates with the Vice President of Student Involvement to encourage interaction and participation through polls, contests, discussions, or Q&As on BRASA's social media as well as in person events;
- Along with the Vice President of Marketing, serves as the committee head of the Marketing Committee within BRASA.

#### D. BOARD OF DIRECTORS

Members of the Board of Directors should attend most BRASA organized events to to actively support their success. They have the responsibility of creating individual position plans **by the end of Week 1**. While completing the NCRC Art of Inclusive Communication Workshop is highly encouraged for directors, it is not mandatory. This workshop equips participants with essential communication skills and fosters an inclusive environment within BRASA. By leveraging their diverse perspectives, directors **contribute to BRASA's community and empower its members through their area of expertise**.

## DIRECTOR OF ENVIRONMENTAL, SOCIAL, AND GOVERNANCE (ESG)

- Coordinates initiatives related to environmental sustainability and social responsibility
- Actively seeks service opportunities and community engagement initiatives for BRASA members, fostering a culture of giving back
- Manages and tracks volunteer hours for BRASA members, offering guidance and rewards in finding impactful volunteer opportunities
- Encourages and motivates BRASA members to participate in activities partnered with other campus organizations
- Ensures that BRASA operates in alignment with the principles of DEI (Diversity, Equity, and Inclusion), environmental justice, and upholds UCSD's Principles of Community in all aspects of its work
- Serves as committee head of the ESG Committee within BRASA.

## DIRECTOR OF SCHOLARSHIP

- Sets up Geisel study rooms frequently;
- Facilitates the formation of study groups for members taking the same courses;
- Connects students with similar majors, courses, and/or colleges;
- Organize Mentorship Program by matching incoming freshmen with upperclassmen of same major and/or college;
- Plans at least one workshop per year on topics such as class enrollment, 4-year plans, resume building, future careers, organization, and study methods;
- Assists in finding internship opportunities relevant to members' fields of interest;
- Helps interested students find and apply for eligible scholarships;
- Serves as committee head of the Scholarship Committee within BRASA.

## DIRECTOR OF SPORTS

- Plans and executes sports activities that promote well-being, stress relief, and community bonding among BRASA members;
- Coordinates at least one Intramural BRASA team per quarter facilitating the formation of teams, as well as creating an inclusive environment wherein all BRASA members are welcomed regardless of prior experience;
- Keeps track of sports events taking place within the Triton community, as well as external events that may be of interest to BRASA members;
- Stays updated on relevant sports tournaments, leagues, and competitions to provide members with opportunities for participation and spectating;
- Acts as a resource for BRASA members by providing information, guidance, and support in navigating the sports landscape and wellness;
- Serves as committee head of the Sports Committee within BRASA.

## ALUMNI ADVISORS

Drawing from their past experiences, they offer a unique perspective that helps shape the organization's strategic direction and initiatives. As **mentors and role models**, they actively engage with the organization, attending key events and offering their expertise whenever needed. Just as the BAO, Alumni Advisors serve as a **confidential resource** and a **conflict management** team within BRASA. Their presence serves as a source of inspiration and encouragement, **promoting professional development, personal growth, and a lifelong connection to BRASA**. Additionally, Alumni Advisors are readily available as a resource for BRASA members, offering unbiased perspectives and guidance during conflicts or important decision-making processes.

Interested individuals can obtain official approval from the board by filling out a form or contacting principal members. Eligibility requires graduation from UCSD or current enrollment in a graduate program at UCSD. Previous involvement in BRASA, either at UCSD or their former institution, is preferred.

- Alumni advisors are invited to attend meetings and events organized by BRASA;
- It is expected that alumni advisors attend at least half of the scheduled meetings per quarter;
- Each advisor is specifically required to attend at least one General Body Meeting (GBM) per quarter. In the case of multiple advisors, a rotation system for attendance may be established;
- Alumni advisors may be invited by board officers to participate in committee meetings and one-on-one sessions, providing assistance with event planning and other tasks;
- They may also offer support to organize meetings, create templates, and other administrative responsibilities;
- Failure to meet the expectations and responsibilities associated with the position may result in removal from the role of alumni advisor.

## SECTION 2: COMMITTEES

With the exception of the President, Vice President Administration and Vice President Finance,, **all executive board officers will lead a committee**. At the beginning of each term, executive board officers meet with the President [one-on-one](#) to discuss a committee organization plan. Executive board officers must coordinate their respective committees and decide when to meet with the respective team. The committees will be used as tools which will catalyze the development of each officer's plans. Each board officer may appoint individual managers for specific tasks (e.g. Instagram Stories manager), alternatively, the committee could collectively engage towards a specific plan (e.g. the entire committee organizing Study Hours during week 3).

### SECTION 3: ELECTION CRITERIA

Formal elections for the executive board are held every Spring Quarter on Week 6, following the format outlined in [Article V](#). All members of BRASA are eligible to apply for these positions, provided they meet certain requirements for candidacy:

A. Candidates must have actively participated as members of BRASA for a **minimum of two quarters** before applying.

B. Those running for **principal member positions** must have been actively involved as members of BRASA for **at least one year** and served on the **executive board for at least one quarter**.

C. Members must commit to being **physically present and enrolled** as UC San Diego students for **two quarters after their expected start** as executive officers.

D. Alumni advisors do not participate as candidates in elections and are appointed to their position upon inquiry and eligibility. They hold the position for as long as they remain active and engaged, as outlined in their [position overview](#).

In exceptional circumstances, such as personal emergencies or removal from office, the principal members may deviate from the election bylaws and provide guidelines for an informal election meeting to address the unique circumstances.

### SECTION 4: REMOVAL FROM OFFICE

Any member or officer may be subject to removal from their position if they engage in misconduct, violate [UCSD Principles of Community](#), or fail to fulfill their responsibilities. It is important to contact the Center for Student Involvement and/or National Conflict Resolution Center for guidance. The removal process entails a **meeting with principal members, who will vote on whether the individual should be removed from their position. 50% +1 votes are required for removal from office.** In the event that a principal member is the one being considered for removal, alumni advisors will act on their behalf in the decision-making process. Individuals facing removal shall receive a **detailed explanation of the reasons behind their removal.** Throughout the process, confidentiality and privacy will be upheld, with information shared only among those directly involved in the decision-making process. Similar situations or offenses will be addressed in a comparable manner to promote equitable treatment. Additionally, **if an individual wishes to remove themselves from their position they should inform principal members.**

### ARTICLE VII. RISK MANAGEMENT

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

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

### **SECTION 1. IN CASE OF INTERACTION WITH MINORS AND/OR THE ELDERLY**

BRASA at UC San Diego is aware that all registered student organizations that serve minors or the elderly have access to training on child and elder abuse prevention for its members via UC Learning <https://uclearning.ucsd.edu>. BRASA at UC San Diego will develop plan(s) for activities and events where members will be interacting with minors or the elderly such that members will receive education and/or training on Child Abuse Neglect Reporting Act (CANRA), common sense measures to both avoid child or elder abuse allegations (i.e. avoiding one-on-one situations; working with minors in plain view of others; limiting calls/texts/social media posts or other communications with minors), and how to properly report potential harm or neglect to minors or the elderly with whom they are working.

### **SECTION 2. IN CASE OF THE PROVISION OF MEDICAL ASSISTANCE**

In the event that BRASA at UC San Diego provides medical assistance to a community, all volunteers will work under the direction of licensed professionals (doctors, nurses, counselors, etc.). The University does not recommend that students provide medical assistance.

### **SECTION 3. IN CASE OF INTERNATIONAL TRAVEL**

BRASA at UC San Diego recognizes that the University generally recommends against all international travel by Student Organizations due to the myriad of risks travelers face in foreign countries. Student organizations are discouraged from traveling to foreign countries due to the wide variety of risks involved with foreign travel, and the extensive planning efforts required by the Student Organization's Members to manage those risks. Security risks and health care services vary widely from one country to another, so thorough research on those topics is especially important.

International travelers are advised to research US State Department Travel Advisories and the CDC Travel Health site and abide by all recommended alerts and warnings, and procure travel insurance with medical coverage that covers their chosen destination because most USA Health Plans are not valid in foreign countries.

### **SECTION 4. IN CASE OF HANDLING OF HAZARDOUS CHEMICALS, MATERIAL, EQUIPMENT, AND/OR MACHINERY**

BRASA at UC San Diego recognizes that all student organization activities must be conducted safely, in accordance with all applicable federal, state and local laws. Additionally, BRASA at UC San Diego will abide by UC San Diego requirements for students in labs, including policies for minors in UC laboratories, and ensure members receive safety training regarding the use of chemicals and/or machinery before entering the lab. Members must follow any best practices and lab safety protocols for the use of such chemicals, research equipment or machinery, including the appropriate use of Personal Protective Equipment, and should work under close supervision of those trained in the handling of chemicals/use of research equipment or machinery.

## ARTICLE VIII. DECISION MAKING

Only registered UCSD students are eligible to participate in the voting process during elections within the organization. To exercise their voting rights, members are required to attend the entire meetings, unless they have received prior approval for an excusal from principal members.

The voting process in BRASA follows a majority vote rule, where a proposal or candidate must receive a minimum of **50% + 1 of the members present and voting in order to be approved**. In the event of a tie, the President will have the authority to make the final decision or conduct a second round of voting at their discretion.

### A. General Members

Registered UCSD students who are members of BRASA have the right to vote in elections for the selection of the organization's officers and matters discussed in [GBMs](#).

### B. Board Officers

Executive board officers of BRASA have the right to vote in budget allocation, event planning, constitution updates, and matters discussed in [Executive Board Meetings](#).

### C. Principal Members

Principal members of BRASA have the right to vote in cases of [removal from office](#) and other conflict management matters.

### D. Alumni Advisors

Alumni Advisors of BRASA do not participate in voting as they hold impartial roles within the organization. However, they may assist in organizing and counting votes during elections and other voting processes. Their presence helps maintain the integrity and fairness of the voting process.

## ARTICLE IX. FINANCIAL MANAGEMENT

As a non-profit student organization, BRASA at UC San Diego manages funds allocated for educational, professional, social, and cultural purposes. These funds are acquired through various channels, including financial support from UCSD, sponsorships, and/or fundraising activities. The Vice President of Finance oversees all financial matters within the association, ensuring transparency and accessibility for all members. In line with UC San Diego's commitment to inclusion and fairness, **executive board officers should vote to approve the budget** proposed by the Vice President of Finance.

## ARTICLE X. LANGUAGE POLICY

The official language for all official documents of the organization is English. However, if all members present at a meeting are fluent in Portuguese and feel comfortable using it, meetings may be conducted in Portuguese. The decision regarding the language of the meeting will be made by the President and principal members, taking into account the attendance and language preferences of the members present. Members are allowed to communicate in their preferred language during meetings, as long as it does not exclude non-Portuguese speakers from participating in the conversation.

## ARTICLE XI. INDEMNIFICATION

BRASA at UC San Diego does not provide indemnification to any person, including members of the organization, who becomes or is threatened to become involved in legal proceedings as a result of their association with BRASA at UC San Diego or any related enterprise, unless prohibited by law. Members of BRASA at UC San Diego, who serve as volunteers without receiving compensation other than expense reimbursement, are not protected from civil liability. The organization assumes no responsibility, indemnification, or liability for the actions or misconduct of its members.

## ARTICLE XII. HAZING

BRASA at UC San Diego is committed to maintaining a safe, inclusive, and respectful environment for all its members and does not condone hazing. Hazing, in any form, is strictly prohibited within the organization in compliance with state and federal law, Regents' policies and University regulations. Participation in hazing or any intentional, knowing, or reckless act, activity, or method committed by a person (whether individually or in concert with other persons) against another person or persons, including current, former, or prospective students, regardless of the willingness of such other person or persons to participate, that is committed in the course of a preinitiation, an initiation into, an affiliation with, or the maintenance of membership in, an official or unofficial student organization or other student group that i. causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury, including personal degradation or disgrace, and/or ii. the person knew or should have known was likely to cause serious bodily injury. As an organization, we understand that failure to abide by hazing policies and laws will result in referral to the Center for Student Accountability, Growth, and Education (SAGE) for an organizational violation and/or individual violation(s).

Bylaws certified by:

---

Date

---

BRASA at UC San Diego President