**Mission Mongolia Constitution 2017-2018**

***Article I - Name of the Organization***

The Organization shall be called Mission Mongolia

***Article II - Statement of Purpose***

Mission Mongolia aims to educate and raise awareness of poverty in Mongolia and impoverished people/families, who live in the suburbs of Ulaanbaatar. We strive to improve the life of the people over there by fundraising money, doing charity drives, and preparing for the volunteer work, which will be held every summer in Ulaanbaatar, Mongolia. The main mission is to support education of the children and adults, support their living situation and provide essential help.

***Article III - Nonprofit Statement***

Mission Mongolia at UCSD is a non-profit student organization.

***Article IV - Requirements for Membership***

1. Membership is open to all registered students of University of California, San Diego.
2. To be considered an active member, one must attend all the general body meetings and participate in activities such as fundraising, charity drives, volunteering events etc. Members can be excused.
3. No fees.

***Article V - Frequency of Organization Meetings***

Mission Mongolia will have general body meetings at least once a month. The date and time will be determined later. In addition to that, there will be fundraisers, charity drives, volunteering events, etc.

***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.

A. President

* Oversees and assists other Executive Members.
* Represents the organization to the University
* Attends all the general body meetings, executive body meeting, and events.
* Is supportive leader to all members of Mission Mongolia
* Plans and coordinates the meetings and events
* Makes the final decisions
* Organizes the travel trips and makes a schedule for each day of the mission

B. Vice President

* Takes over for the President and President’s duties if President is absent
* Helps President to plan and organize meetings and events
* Books rooms/places for meetings and events
* Plans and organizes social events in addition to regular events
* Finds and contacts the sponsors and donors

C. Secretary

* Records and prepares the minutes of each member
* Manages the communication between members, which includes sending out e-mails, informing all the members about current events
* Notes everything that is necessary
* Composes and completes the summaries of the organization

D. Treasurer

* Manages all the finances
* Creates a budget for each fundraiser
* Makes a quarterly/annual report
* Is in charge of finding flight tickets and any promotions and booking the tickets

E. Webmaster

* Creates and takes care of the website
* Is in charge of all the social media
* Takes pictures and documents all the meetings, events, missions
* Advertises and promotes fundraising events

***Article VII - Risk Managements***

Mission Mongolia at UCSD understands that the University does not assume legal liability for the actions of the organization. Mission Mongolia at UCSD is a registered student organization at University of California, San Diego, but not part of the University itself. Mission Mongolia at UCSD 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 the Center for Student Involvement, online or in person (in person by request only). Mission Mongolia 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 3. In Case of International Travel***

Mission Mongolia at UCSD 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.

***Article VIII - Statement of Non-discrimination***

Mission Mongolia at UCSD, in accordance with applicable Federal and State law and University policy, does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (cancer related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services.

Adapted from: https://students.ucsd.edu/sponsor/student-conduct/regulations/append-d.html