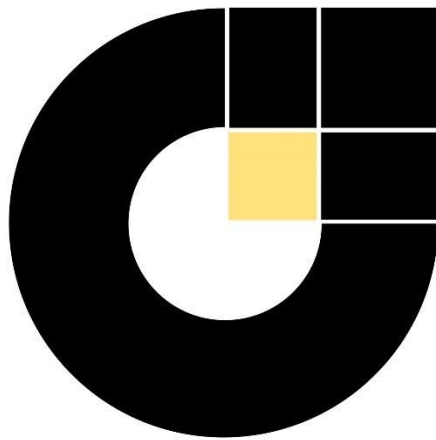


# Cornerstone Community Consultants (CCC) Constitution



CORNERSTONE COMMUNITY  
CONSULTANTS

*Ratified 06/25/15*  
*Amended 10/11/17*  
*Amended 8/21/18*

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*Amended by: Shine Paek*

## **Article I. Cornerstone Community Consultants**

### **Section A. Name**

1. The name of this organization shall be called Cornerstone Community Consultants, henceforth CCC at UCSD.
  - a. Cornerstone Community Consultants at UCSD is a non-profit student organization

### **Section B. Purpose**

1. To provide local businesses consulting services at no cost. Consulting services include but are not limited to the following:
  - a. Financial
  - b. Marketing
  - c. Strategy
  - d. Competitive Analysis

### **Section C. Membership**

1. All University of California San Diego students, having either full or part time status, may apply to CCC.

## **Article II. Executive Board**

### **Section A. Members**

1. President
2. Vice President of Partner Relations
3. Vice President of Finance
4. Vice President of Recruitment

### **Section B. Appointment**

1. Process
  - a. Must submit an Executive Application to the Presidential Precedent by Friday of Week five (5) of Spring Quarter.
2. Decision
  - a. A decision is made via majority vote by eligible voting members mentioned in Article XV. Section A.

### **Section C. Eligibility**

1. Academic
  - a. Must maintain a minimum 2.5 cumulative GPA throughout duration of term.
  - b. Failure to maintain a 2.5 cumulative GPA will result in removal from office.
2. Experience
  - a. Must have been an active CCC member for a minimum of two (2) years.
  - b. Active membership can be defined as, but is not limited to the following:
    - i. Praised by Team Leads

- ii. Acted as a Team Lead
  - iii. Held Director position(s)
- 3. Qualification
  - a. Only registered UCSD students may hold office in the organization.
  - b. Only registered UCSD students may vote in elections for the selection of the organization's officers.

## **Article III. President**

### **Section A. Purpose**

- 1. Shall lead and guide CCC, ensuring that all members gain a learning enriched and memorable experience to be utilized outside of CCC.
- 2. May have 2 Co-Presidents to lead CCC.

### **Section B. Obligations**

- 1. General Body Meetings
  - a. All General Body Meetings, henceforth GBMs will be bi weekly starting Winter Quarter.
  - b. Facilitates all GBMs and assures material remains relevant.
  - c. Reserves GBM rooms and notifies all consultants.
- 2. Executive Board
  - a. Oversees all projects spearheaded by any Executive Board member.
  - b. Responsible for holding weekly executive meetings and updates.
  - c. Coordinates appropriate meeting time for all executive members at the start of each quarter.
- 3. Team Leads
  - a. Facilitates team lead training sessions.
  - b. Responsible for holding weekly Team Lead meetings and updates.
  - c. Coordinates with Vice President of Partner Relations an appropriate time for all team leads at the start of each quarter.
  - d. Schedules meetings with consultants who team leads have indicated do not fully participate in client facing cases.
- 4. Election Process
  - a. Overlooks election process
  - b. Serves as recipient of all Executive and Team Lead applications.
- 5. Misconduct complaints
  - a. Receives all complaints requesting a hearing of impeachment
  - b. Within five (5) academic days a decision via majority vote must be made and the President relays the decision to the defendant.
- 6. New Chapters
  - a. Approves all new chapter requests.
  - b. Collaborates with Vice President of Partner Relations to establish stable foundation for new chapters.
  - c. Provides all necessary documentation needed for a successful chapter. Documentation includes, but is not limited to the following:

- i. CCC Constitution
  - ii. Officer Application Forms
  - iii. Report Formats
  - iv. Sample Reports
  - v. Informational Playbook.
- 7. CCC
  - a. Represents CCC as an entire organization which includes its members and mission statement.
  - b. Encourages new members to put forth best effort during Information Sessions and client facing projects.
  - c. Motivates continuing members to advance and hone consulting skills.
  - d. Assures CCC is following and practicing University of California San Diego policies.
  - e. Mitigates and resolves all university related issues.

#### **Article IV. Vice President of Partner Relations**

##### **Section A. Purpose**

- 1. Shall direct all client related operations ensuring that all clients remain and recommend CCC services.

##### **Section B. Obligations**

- 1. Client and Advisor Relationships
  - a. Establishes relations with new clients and advisors.
  - b. Maintains relations with old clients and advisors via e-mail, phone call, or in person meetings.
- 2. Client Satisfaction Survey
  - a. Distributes Client Satisfaction Survey at the close of each case.
  - b. Collects surveys and communicates results during weekly Executive Board meetings.
- 3. Guest Speakers
  - a. Collaborates with Vice President of Recruitment to contact and contract guest speakers for informational sessions during Recruitment.
  - b. Identifies and contacts inspirational guest speakers to motivate or provide information for CCC members
- 4. Sponsors
  - a. Collaborates with Vice President of Finance to promote CCC to potential sponsors.
  - b. Manages all relations with sponsors once they are established.
- 5. Required Meetings
  - a. Responsible for attending weekly Executive and Team Lead meetings

## **Article V. Vice President of Finance**

### **Section A. Purpose**

1. Shall manage all CCC funds ensuring that all programs stay within budget while establishing relationships with potential sponsors.

### **Section B. Obligations**

1. Annual Budget
  - a. Outlines annual budget to be presented to Executive Board for majority vote approval.
  - b. Allocates funds towards the following categories:
    - i. Recruitment
    - ii. Fundraising
    - iii. CCC Socials
    - iv. End of the Year Banquet
    - v. Gas Reimbursement
    - vi. Charity
2. Post Budget
  - a. Ensures submitted post budget matches receipts.
  - b. Reminds Programming Board to submit post budgets
3. Programming Board
  - a. Overlooks Fundraising Director
  - b. Assists Fundraising Director with brainstorming and execution of events.
  - c. Coordinates with Vice President of Recruitment an appropriate meeting time for all Directors at the start of each quarter.
4. Sponsors
  - a. Collaborates with Vice President of Finance to promote CCC to potential sponsors.
5. Required Meetings
  - a. Responsible for attending weekly Executive and Programming Board meetings.

## **Article VI. Vice President of Recruitment**

### **Section A. Purpose**

1. Shall coordinate efficient yet impartial application process, ensuring that CCC recruits members who are not only qualified, but also show potential for growth.

### **Section B. Obligations**

1. Recruitment
  - a. Plans and executes Recruitment.
  - b. Outlines Recruitment schedule and conveys said schedule to CCC.
  - c. Reserves tabling position on Library Walk.
  - d. Creates tabling schedule and conveys said schedule to CCC.

2. Interviews
  - a. Facilitates interview training sessions.
  - b. Arranges interview schedule.
  - c. Reserves interview rooms.
3. Decisions
  - a. Contacts potential consultants via email.
4. End of the Year Banquet
  - a. Organizes End of the Year Banquet.
  - b. Reserves necessary rooms and notifies CCC.
  - c. Manages superlative awards.
5. Programming Board
  - a. Overlooks Social Director and Marketing Director.
  - b. Assists Social Director with Recruitment Retreat.
  - c. Assists Marketing Director with posters and campaigning.
  - d. Coordinates with Vice President of Finance an appropriate meeting time for all Directors at the start of each quarter.
6. Required Meetings
  - a. Responsible for attending weekly Executive and Programming Board meetings.

## **Article VII. Programming Board**

### **Section A. Members**

1. Fundraising Director
2. Social Director
3. Marketing Director

### **Section B. Appointment**

1. Process
  - a. Must submit a Director Application to the respective Vice President by Tuesday of Week seven (7) of Spring Quarter.
2. Decision
  - a. Each position will be decided by the respective Vice President.

### **Section C. Eligibility**

1. Academic
  - a. Must maintain a minimum 2.5 cumulative GPA throughout duration of term.
  - b. Failure to maintain a 2.5 cumulative GPA will result in removal from office.
2. Experience
  - a. Must have been an active CCC member for a minimum of one (1) years,
  - b. Active membership can be defined as, but is not limited to the following:
    - i. Praised by Team Leads
    - ii. Acted as a Team Lead

- iii. Held Director position(s)

## **Article VIII. Fundraising Director**

### **Section A. Purpose**

1. Shall conceive and organize all fundraising campaigns, ensuring that CCC will experience a positive return.

### **Section B. Obligations**

1. Fundraising Events
  - a. Plans and executes fundraising events.
  - b. Minimum of one (1) per quarter
  - c. Enlists help from Marketing Director to publicize events.
  - d. Arranges volunteer schedule.
  - e. Manages all proceeds and receipts.
  - f. Reports post budget to Vice President of Finance.
2. Required Meetings
  - a. Responsible for attending weekly Programming Board meetings.

### **Section C. Fundraising Ideas**

1. Fundraising ideas include, but are not limited to the following:
  - a. KBBQ plates
  - b. Spam Masubi
  - c. Krispy Kreme
  - d. Professor Pie-Off
  - e. Nachos
  - f. D-Bar Donuts
  - g. Chipotle/ Red Robin/ Tap Ex/ Yogurtland
  - h. Fund Me
  - i. Raffling off prizes

## **Article IX. Social Director**

### **Section A. Purpose**

1. Shall conceive and organize all internal events, ensuring that all CCC members feel a part of a community rather than an organization.

### **Section B. Obligations**

1. Retreats
  - a. Coordinates both Recruitment and Spring retreats.
  - b. Enlists assistance from Vice President of Recruitment in planning of both retreats.
2. Social Events
  - a. Organizes quarterly bonding events to foster community building
  - b. Minimum of two social events per quarter.



- c. Manages all receipts that qualify for reimbursement.
  - d. Reports post budget to Vice President of Finance.
- 3. Required Meetings
  - a. Responsible for attending weekly Programming Board meetings.

#### Section C. Social Ideas

- 1. Social ideas include, but are not limited to the following:
  - a. Eating: Souplantation, Buffalo Wild Wings, Pho, Carnitas Snack Shack, Vallartas, Luche Libre, KBBQ, Boiling Crab, In & Out, and Phils BBQ.
  - b. Activities: Lazertag, Bowling, Bonfire, Pool BBQ, Hiking, Picnic, Balboa Haunted Trails, December Nights, and Movie Nights.

### **Article X. Marketing Director**

#### Section A. Purpose

- 1. Shall conceive and organize all CCC public affairs, ensuring that CCC remains visible not only internally, but externally as well.

#### Section B. Obligations

- 1. Social Media
  - a. Maintains all social media sites that include, but is not limited to the following:
    - i. Facebook
    - ii. Instagram
    - iii. Twitter
  - b. Uploads event pictures to said social media sites on a regular basis.
- 2. Website
  - a. Maintains CCC website.
  - b. Uploads event pictures.
  - c. Schedules photo shoots for “Meet the Team” section.
- 3. Recruitment
  - a. Prints and hangs necessary recruitment posters.
  - b. Enlists help from Vice President of Recruitment to publicize events.
- 4. Marketing
  - a. Assists Vice President of Recruitment and Directors to advertise events.
- 5. Required Meetings
  - a. Responsible for attending weekly Programming Board meetings.

### **Article XI. Team Leaders**

#### Section A. Purpose

- 1. Shall lead groups of 4-5 consultants in at least one (1) client facing project while ensuring that all members understand the material and process.

## Section B. Appointment

1. Process
  - a. Must submit a Team Lead Application to the Presidential Precedent by Friday of Week five (5) of Spring Quarter.
  - b. Application must contain signature of recommendation from at least one (1) current Team Lead.
2. Decision
  - a. Decisions will be solely decided by the Presidential Successor once he/she is elected.

## Section C. Eligibility

3. Academic
  - a. Must maintain a minimum 2.5 cumulative GPA throughout duration of term.
  - b. Failure to maintain a 2.5 cumulative GPA will result in removal from office.
4. Experience
  - a. Must have been an active CCC member for a minimum of one (1) years.
  - b. Active membership can be defined as, but is not limited to the following:
    - i. Praised by Team Leads
    - ii. Held Director position(s)

## Section D. Obligations

1. Consultants
  - a. Leads group of 4-5 consultants.
  - b. Notifies President regarding non-participating consultants.
  - c. Ensures quality reports and presentations.
  - d. Organizes team bonding events.
2. Clients
  - a. Contacts client to schedule report dates.
  - b. Arranges convenient meeting location for client.
  - c. Ensures sensitive information remains confidential.
3. Informational Sessions
  - a. Facilitates at least one presentation.
4. Required Meetings
  - a. Responsible for attending weekly meetings with President and Vice President of Partner Relations.

## Article XII. Members

### Section A. Eligibility

1. All University of California San Diego students, having either full or part time status, may apply to CCC.
2. Academic Standing

- a. Cumulative GPA is not to be a factor in application decisions.
- b. However, once accepted into CCC, all members must maintain a minimum 2.0 cumulative GPA.
- c. CCC implements this requirement because CCC believes academics should be a member's number one priority.

#### Section B. Obligations

- 1. Informational Sessions
  - a. Attendance is mandatory for all new members.
  - b. New members who cannot make an informational session due to a class conflict must notify the President as soon as possible.
  - c. Two (2) unexcused absences can be subjected to CCC suspension.
- 2. Clients
  - a. Ensures sensitive information remains confidential.
  - b. Speaks and acts according to CCC conduct expectations.

### **Article XIII. Recruitment**

#### Section A. Timeline

- 1. Week One (1) Marketing
  - a. Day 1: Tabling on Library Walk/Application Release
  - b. Day 2: Tabling on Library Walk
  - c. Day 3: Meet the Officers and Team Leads
  - d. Day 4: Guest Speaker
  - e. Day 5: Guest Speaker
- 2. Week Two (2) and Three (3) Marketing
  - a. The style of marketing will be up to the discretion of the Vice President of Recruitment.
- 3. Application
  - a. Completed applications must contain the following 3 components:
    - i. Application form
    - ii. Cover Letter
    - iii. Resume
  - b. The application form will be available for 2.5 weeks.
  - c. The application form will close the Thursday of Week three (3).
- 4. Interview
  - a. Only completed applications may receive an interview on a first come first serve basis.
  - b. Interviews are to be conducted the weekend the application form closes.
- 5. Decision
  - a. Vice President of Recruitment will notify accepted consultants 2 days after the last interview.
  - b. Accepted consultants will have 2 days after their initial offer date to accept or decline.
- 6. Retreat

- a. Attendance is mandatory for all CCC members regardless of whether they are new or returning.

## **Article XIV. Informational Sessions**

### **Section A. Purpose**

#### **1. Foundation**

- a. CCC does not expect or require new members to possess adequate skill in consulting.
- b. In order to assure all new members feel comfortable participating in client cases, CCC will provide an Informational Playbook teaching new members the following skills:
  - i. Accounting
  - ii. Marketing
  - iii. Presentation
  - iv. Formatting
  - v. Public Speaking
- c. CCC believes that providing such foundation will benefit new members both within CCC and in the real world.
- d. All skill sets learned can be applied in the work force and will allow members to have a set advantage over others.

### **Section B. Schedule**

- 1. Presentations topics are to be covered in the following order:
  - a. Week 5: The Basics: Cover Letter, Resume, Interview, Professional Attire
  - b. Week 6: Income Statements
  - c. Week 6: Frameworks
  - d. Week 7: Presentation Skills/Proposal Format
  - e. Week 8: Proposal Case Studies Presentation
  - f. Week 9: Preliminary/Final Reports Format

### **Section C. Copyright**

- 1. Any consultant found guilty of copying or distributing the Informational Playbook will be immediately suspended from CCC.

## **Article XV. Elections**

### **Section A. Elected Positions**

- 1. Elected positions consist of the following:
  - a. President/Co-Presidents
  - b. Vice President of Partner Relations
  - c. Vice President of Finance
  - d. Vice President of Recruitment
- 2. Process
  - a. Interested candidates must submit an Executive Application to the

President by the Friday of Week five (5).

3. Decision

- a. Eligible voting members consist of the following:
  - i. President/ Co-Presidents
  - ii. Vice President of Partner Relations
  - iii. Vice President of Finance
  - iv. Vice President of Recruitment
  - v. Fundraising Director
  - vi. Social Director
  - vii. Marketing Director
- b. In the event that a voting member is unable to vote due to an application submission of his/her own, then that vote will be given to a Team Lead selected via raffle.
- c. A decision via majority vote will be made by Monday of Week six (6) of Spring Quarter.

4. Re-Election

- a. In the event that a current Executive Board member would like to run for re-election, an Executive Application is not required.
- b. A decision will be made via majority vote by eligible voting members.

Section C. Appointed Positions

1. Appointed positions consist of the following:

- a. Fundraising Director
- b. Social Director
- c. Marketing Director

2. Process

- a. Interested candidates must submit a Director Application to the respective Vice President by Tuesday of Week seven (7) of Spring Quarter.

3. Decision

- a. Each position will be decided by the respective Vice President.

Section B. Timeline

2. Executive Positions

- a. Executive Applications will be released Friday of Week four (4) of Spring Quarter
- b. Executive Applications will be received until the Friday of Week five (5) of Spring Quarter.
- c. Re-election voting will take place when all Executive Applications have been received and reviewed.
- d. Executive Board must be selected by Monday of Week six (6) of Spring Quarter.

3. Appointed Positions

- a. Director Applications will be released Tuesday of Week six (6) of Spring Quarter.
- b. Director Applications will be received until Tuesday of Week seven (7) of Spring Quarter.

- c. Re-election voting will take place when all Director Applications have been received and reviewed.
- d. Programming Board must be appointed by Friday of Week seven (7) of Spring Quarter.

## **Article XVI. Impeachment and Removal**

### **Section A. Filing a Complaint**

- 1. Any member of CCC may file a complaint requesting a hearing of impeachment.
- 2. All misconduct complaints shall be referred to the President.
- 3. Under the circumstances that the President is facing a hearing of impeachment, all misconduct complaints shall be referred to the Vice President of Partner Relations.
- 4. Misconduct is defined as, but not limited to, one or more of the following:
  - a. Misuse of funds
  - b. Misrepresentation of members and CCC as a whole
  - c. Publicizing sensitive client information
  - d. Failure to fulfill obligations

### **Section B. Impeachment Process**

- 1. Within five (5) academic days of the request, the President, along with the Executive Board will make a decision based on majority vote.
- 2. In the case that it is a draw, the Programming Board will be asked to vote, and a decision will be based on majority vote.

### **Section C. Decision**

- 1. Depending on the severity of the complaint, the decision can be, but is not limited to one or more of the following:
  - a. One (1) Quarter suspension from CCC
  - b. Two (2) Quarter suspension from CCC
  - c. One (1) Year suspension from CCC
  - d. Immediate removal from office.
  - e. Removal from all client facing projects
  - f. Indeterminate suspension from CCC
- 2. In the case of insufficient evidence to support the impeachment complaint, the alleged member shall be reinstated with all previous duties of his/her office.

## **Article XVII. Constitutional Amendments**

### **Section A. Process**

- 1. Any member of CCC may submit amendment proposals to the President, provided that such amendments are either:
  - a. Supported by 3 Executive Board or Programming Board members.
  - b. Have received a sign petition with no less than 50% of all CCC members.

#### Section B. Decision

1. An amendment to this Constitution shall become a working part of the document provided that it satisfies both conditions:
  - a. Majority vote by Executive Board and Programming Board members
  - b. Majority vote by Alumni Board

### **Article XVIII. Risk Management**

#### Section A. Potential Risks

1. Risks associated with CCC will be attributed to bonding socials CCC hosts to foster teamwork and community.
  - a. Possible injury could include falling or tripping at an event such as Lazertag or bonfires.

#### Section B. Mitigating Risks

1. In order to mitigate self-induced risk, the Social Director will thoroughly explain risks of attending socials to members.
  - a. Members are not required to attend socials if they feel uncomfortable with the activity.

#### Section C. University Liabilities

1. Cornerstone Community Consultants at UCSD is a registered student organization at University of California, San Diego, but not part of the University itself.
2. Cornerstone Community Consultants at UCSD understands that the University does not assume legal liability for the actions of the organization.
3. Cornerstone Community Consultants 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). Cornerstone Community Consultants 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.
4. In the event that Cornerstone Community Consultants at UCSD 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.

5. Cornerstone Community Consultants 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.
6. Cornerstone Community Consultants at UCSD recognizes that all student organization activities must be conducted safely, in accordance with all applicable federal, state and local laws. Additionally, Cornerstone Community Consultants at UCSD 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.