

Constitution of The Equilibrium Interdisciplinary Undergraduate Research Journal

ARTICLE I. NAME OF ORGANIZATION: The organization shall be called “The Equilibrium: Interdisciplinary Undergraduate Research Journal at Earl Warren College” and will be referred to as “The Warren Equilibrium,” “The Equilibrium,” “The EQ,” or variations of parts of the official name.

ARTICLE II. STATEMENT OF PURPOSE: The Equilibrium is established for the expressed purpose of providing stimulating academic discourse and an exchange of ideas and research at the undergraduate level. This organization is dedicated to the publication of research conducted by undergraduate students of the University of California, San Diego and other articles, materials, etc. that is deemed to be in relation or conjunction to the organization’s expressed purpose..

ARTICLE III. NONPROFIT STATEMENT: The Equilibrium at UCSD is a non-profit student organization.

ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP: Any student in good standing may join the organization. Staff with alumni status may also be a part of the organization. Members of the staff are required to go through an application process in which the best applicants for various positions are accepted. The Equilibrium will be structured in three main branches to oversee different aspects of the organization: Editorial Board, Administrative, and Review. The Editorial Board, the officers of the organization, decides the appointment of staff members. In addition, the following requirements are necessary to constitute active membership within the organization, as stipulated in their contract of commitment:

1- Members of The Equilibrium are required to attend all meetings during the year, as determined by the Editorial Board. A member is allowed 2 unexcused absences. The Editorial Board must be notified of any time conflict a week ahead of the scheduled meeting.

2- Each member is expected to perform their assigned functions in a timely manner. Failure to complete projects, meet deadlines, or other responsibilities required in the execution of their role will result in a disciplinary hearing and may lead to removal from the position.

3- Members of The Equilibrium are expected to act ethically and are held to a high degree of conduct. Any improper or unethical actions will result in a disciplinary hearing and may lead to removal from the staff.

4- Each member is held to a high academic standard. As members of an academic journal, they are expected to excel academically. A serious decline in their academia will result in a disciplinary hearing and may lead to removal from the staff.****

5- Members of The Equilibrium are expected to attend training meetings, seminars, and retreats as decided by the Editorial Board. Training sessions are meant to equip the members with the skills necessary to work on the journal. Members must notify the Editorial Board of any time conflict a week

ahead of the scheduled meeting. Any unexcused absence will result in a disciplinary hearing and may lead to removal from the staff.

6- Each member is expected to meet any requirements and abide by the rules of the University of California, San Diego and of Earl Warren College as stated by the codes of conduct, Principles of Community, and other university policies. Any infringement of these rules will result in a disciplinary hearing and may lead to removal from the staff

7- The Equilibrium reserves the rights to add, amend, or subtract from the commitments listed above. All members will be notified of any changes to their commitments ahead of time. They are expected to abide by them.

ARTICLE V. FREQUENCY OF ORGANIZATION MEETINGS: All meetings will occur on a weekly basis or other regular basis at a time selected by The Equilibrium and will follow the procedure and agenda set forth by the Editorial Board.

ARTICLE VI. QUALIFICATIONS FOR HOLDING MEMBERSHIP IN THE EDITORIAL BOARD: Only registered UC San Diego students in good standing shall hold membership in the Editorial Board of The Equilibrium and may vote in elections for the selection of the organization's officers. The Editorial Board is the guiding committee within the journal. They are responsible for leading the organization, providing structure, making final decisions, and are the liaisons between the organization and the Provost, faculty advisors, and Earl Warren staff. Qualifications for membership in the Editorial board are as follows:

- 1- The Editorial Board shall consist of the Editors of each discipline of the journal (Arts & Humanities, Natural Sciences/Math/Engineering, Social Sciences), the Production & Design Editor, and the Editors-in-Chief.
- 2- All Editorial Board members must go through an application process and become appointed.
- 3- The Editors-in-Chief are in charge of leading and organizing the Editorial Board. They are the chairs of the Editorial Board.
- 4- Membership in the Editorial Board is decided towards the end of the year, Fall Quarter.
- 5- Major decisions are made in the Editorial Board by a plurality vote, with the Editors-in-Chief making the final decision in case of a tie.

ARTICLE VI. SECTION 1. APPLICATION PROCESS: All staff members must go through a merit-based application system in order to be a part of the organization. Applications are publicized at least a month in advance of the due date, with membership being finalized in Fall Quarter of the Academic year. Granted, decisions relating to the application and the application process are at the discretion of the Editorial Committee. The application must be paired with a thorough interview of the candidates.

ARTICLE VI. SECTION 2. DISMISSAL OF STAFF MEMBERS: Failure to abide by the signed Contract of Commitment, given at the onset of acceptance, will result in the immediate dismissal of the offending member. Members up for dismissal are allowed to have a meeting

with the Editorial Board to discuss or defend their actions. If requested, the Provost or faculty advisor may also be present. In addition the following rules for dismissal must be adhered to:

- 1- Formal proceedings for removal can only be initiated by a 2/3-majority vote from the Editorial Board at a regular meeting. The vote must be motioned for and seconded. The results of the vote must be recorded in the general minutes.
- 2- Formal proceedings for removal must include a written statement notifying the offending member of his or her dismissal and the reasons for the dismissal. The written statement must be signed by at least 3 members of the Editorial Board.
- 3- The member recommended for removal is entitled to a hearing with the Editorial Board and must notify his or her intentions to go to hearing in a written statement to the Editorial Board within a week.

ARTICLE VI. SECTION 3. VACANCIES AND RESIGNATIONS: In the case of a vacant position in the staff, the Editorial Board is required to open up applications to fill the vacancy as quickly as possible. If a staff member wishes to resign his or her position, he or she is required to notify the Editors-in-Chief in a written statement, two weeks in advance.

ARTICLE VII. RISK MANAGEMENT: The Equilibrium at UCSD is a registered student organization at University of California, San Diego, but not part of the University itself, and understands that the University does not assume legal liability for the actions of the organization.

ARTICLE VIII. COMMUNITY ADVISOR: The Equilibrium at UCSD selects a community advisor from the support team of the Office of the Provost in Warren College. In past years, this has been the Provost's assistant and College Operations Specialist. The community advisor will attend committee meetings if needed, provide a link between students and the University, and interpret policy and take appropriate positions on delicate issues. The advisor will also handle most of the financial decisions regarding the organization. For the 2017-2018 year, the advisor is Kara Bayani.

ARTICLE VIII. SUBMISSION TO THE JOURNAL: Submissions for publication to the journal will be governed by the Publication Guide, which lists the requirements necessary for publishing undergraduate research for The Equilibrium. All submissions are reviewed and maintained by Review Committees designated to each academic discipline.

ARTICLE X. AMENDMENT TO THE CONSTITUTION: Any amendment to this constitution must be supported by a 2/3-majority vote of the entire staff. Any member of the staff or of the Provost's Office may bring on amendments.