



United Taiwanese Association (UTA) 2018 – 2019 Constitution

To ensure the success of United Taiwanese Association (UTA) and its continuation as one of the largest non-profit student-run Asian-interest sociocultural organizations of UCSD, to promote and preserve the integrity of UTA and to improve and maintain the work ethics of officers as a team, this UTA constitution was drafted on June 13th, 2009 and updated at the start of each academic year. The most recent update was made on May 14th, 2018. UTA aims to strengthen social networks, celebrate Asian culture, and promote academic merit.

Article I: Requirement for members

All persons are eligible to attain membership of the United Taiwanese Association. Aside from participation in the office, membership is honored to anyone who pays interest in being involved in the Taiwanese culture and the organization. Membership will be recognized by a membership card which will be assigned with a member number when one registers via submitting an application form. Active members will be recognized by the activeness in which one attends the activities and events planned throughout the year.

Article II: Conditions of Office of Officers

Officers who are elected through voluntary election will fulfill his or her duties as required by his or her position according to the description of responsibilities listed in the acceptance letter. An officer may be dismissed by a majority vote if he or she consistently fails to fulfill their given duties. UTA officers do not, and cannot gain any materialistic benefits through their positions. All UTA officers work together for the betterment of the club and are rewarded solely through personal growth in experience and leadership. Any UTA officer caught abusing his or her officer-rights for personal materialistic benefits risk immediate dismissal from the UTA board.

UTA Board includes all core and non-core officers

UTA Core team includes the President(s), Vice President, and Advisor.

Presidents:

- Oversee the entire operation of UTA and provide direction for the school year.
- Manage team of 13 officers to ensure UTA runs smoothly.
- Supervise all activities to ensure the safety and well-being of members.
- Ensure that shared Google Drive is organized.

Vice President:

- Assist President in running the organization.
- Record attendance and performance of the officers.

Advisor:

- Communicate between officers and the core.
- Guide Public Relations officers to other organizations' events.
- Keep track of items in storage room.

UTA Non-core team includes the following officers:

Publicity:

- Take photos during each event and post pictures on UTA social media outlets.
- Direct short films for Fall GBM, Perfect Match, and other events that require video making.
- Direct 30 second-promotional film for Beach Day, Semiformal, and other events.
- Work closely with Public Relations officers to decide on themes of Fall GBM, Perfect Match, and other events that require video making.
- Draft and follow Standard Operation Procedures (SOP) through coordinating with technical personnel at event location and ensuring that everything is functional.

Marketing:

- Draft copywriting for Facebook group and event pages.
- Plan event-logistics, including ride assignment.
- Represent UTA to respond to messages regarding potential cooperation.
- Work closely with other Marketing officers to maintain UTA social media presence and ensure content consistency.

Internal and Risk Management:

- Reserve rooms for weekly board meetings.
- Reserve venues and fill out application forms for on-campus events.
- Take meeting minutes during meetings using Google Doc under shared drive.
- Coordinate with One-Stop event coordinators and AV Teach for on-campus events.
- Ensure that all event forms and UTA events follow risk management guidelines

Financial:

- Keep track of UTA assets using Google Spreadsheet.
- Seek fund sources from school and on-campus organizations.
- Reimbursing officers for any approved expenses made on behalf of UTA

Public Relations:

- Represent UTA to contact and maintain close relations with sister student organizations.
- Ensure presence of sister organizations at select UTA events.
- Represent UTA to participate in events hosted by sister organizations.
- Plan and host major events such as Fall GBM, Perfect Match, and Year-End Semiformal.
- Hype mood of attendees at major events.
- Work with Publicity Officer to draft scripts for short films to be played at major events.

Head of Intern:

- Search for incoming UCSD freshmen/transfers from Taiwan.
- Plan and host UTA Summer Orientation in Taipei.
- Setup and administer Facebook group for incoming UCSD freshmen/transfers.
- Recruit intern and plan duties for intern to participate in UTA.
- Plan and implement UTA Buddy and Intern system.

External:

- Organize list of businesses that has the potential to become UTA sponsors.
- Draft contracts for businesses that are interested in cooperating with UTA.
- Represent UTA to contact and visit potential sponsors over the summer period.
- Ensure all responsibilities listed on contract are fulfilled.
- Work with Internal to reserve venues for off-campus events.
- Administer "The Great Sponsors of UTA" Facebook page

Article III: Dedication

Besides from school and family, UTA should be each officer's main priority. However, this does not validate all school or family related excuses for an officer to miss a meeting or an event. Weekly meeting times will be declared at least a week ahead of time; it is an officer's responsibility to manage his or her time to avoid clashes between UTA and other responsibilities he or she may have. If an unavoidable school or family related responsibility will cause an officer to miss an UTA meeting or event, he or she must follow guidelines of excused absence and tardiness to avoid consequences issued through the board. Please keep in mind that it is expected of officers to sacrifice free time and other avoidable obligations in order to fulfill one's duties as an UTA officer.

Article IV: Warning, Dismissal and Resignation

Clause (i): In the event that an officer has demonstrated a severe lack of dedication or have consistently failed to keep UTA as one of his or her top priorities and fulfill responsibilities associated with his or her respective position, he or she may be given a warning from the core team.

Clause (ii): If an officer fails to demonstrate improvement after up to 5 warnings in a year, the officer in offense will be dismissed by a majority vote of the core team.

Clause (iii): In the event that an officer is caught using UTA for materialistic gains, he or her risks immediate dismissal.

Clause (iv): In the event that an officer becomes incapable of fulfilling his or her duties or for any reason no longer wishes to remain in the organization, he or she may resign from the board and will be relieved of any further obligations associated with his or her respective position.

Article V: Open Positions

In the event that a board position is for whatever reason open, the UTA board may elect, by majority vote, another officer, intern, or dedicated UTA member to fill the empty position. Open positions do not have to be filled, a majority vote of the board will decide if filling an open position is necessary.

Article VI: Club Funds & Spending

Clause (i): If an officer is required to purchase goods or services for UTA usage, he or she must attempt to minimize the cost of the good or service.

Clause (ii): All spending must be approved by one of the core members BEFORE the transaction takes place. The treasurer must be notified immediately after the transaction is complete.

Clause (iii): It is the responsibility of the officers currently in office to ensure that there will be no deficits carried over into the next academic year. Deficits incurred by the officers are to be relieved through fundraising or other types of marketing by the same generation of officers who caused it without exceptions.

Article VII: Nepotism

Friends and family members of UTA officers are NOT granted any benefits and are required to pay the proper price as determined for each individual UTA event. Officers caught granting personal "discounts" or any other sort of unauthorized benefits to others will be impeached. If any special discounts and benefits are to be arranged, they must be worked out and agreed upon by a majority vote of the core team prior to the event.

Article VIII: Inter-Club Relations & Agreements

Clause (i): Any formal agreement between UTA and another organization needs to be approved by a majority vote of the UTA board.

Clause (ii): Any informal agreement between UTA and another organization needs to be approved by the core members.

Clause (iii): There is an exception to Clause I and II with the External Secretary. The External Secretary is expected to inform the board of contracts he or she is negotiating with sponsors, but he or she need not obtain a majority vote.

Clause (iv): On inter-club contracts for ticket sales, money must be received before handing over the items. Other clubs must comply with UTA policies such as pre-sale deadlines and turn in presale tickets before the deadline. It is the responsibility of every officer to maintain the professional reputation of UTA and to ensure that other organizations do not take advantage of the generosity and success of UTA.

Article IX: Project Deadlines

Project deadlines are to be met without fail unless the officer to whom the project was assigned can give a convincingly acceptable reason for his or her delinquency. The given reason must be approved by the core members. If for any reason the deadline for a project assigned to an officer

cannot be met, the officer must notify the core members of the club as soon as possible to ensure that the endangered project can be re-assigned to the next officer most capable of completing the project.

Article X: Charges leading up to Dismissal

Any infringement of the UTA officer's code of conduct is to be counted against non-core officers. Should any non-core officer receive 5 warnings from the core team in a year and majority of the core team agrees to dismiss the officer, the officer is subject to immediate dismissal. Severe infringement of the constitution leads to immediate dismissal regardless of the warning count. Regarding core officers, any dismissals must be approved by the majority of the board. If the impeached officer disputes the dismissal, he or she must request to appear before all board members and make a verbal appeal. Should the dismissed officer secure the core's majority support for the dismissal decision to be overturned, he or she will undergo a probation period of one academic quarter. During probation, if the officer gains another count of constitutional infringement, he or she will be immediately dismissed.

Article XI: Exceptions and appeals

In the event that an officer disagrees with a warning issued by the core, he or she may appeal to the board team for exoneration. An appeal requires a majority vote from the board to pass. A set of pre-approved exceptions are also available under Article X.

Article XII: Risk Management

United Taiwanese Association at UCSD is a registered student organization at University of California, San Diego, but not part of the University itself. United Taiwanese at UCSD understands that the University does not assume legal liability for the actions of the organization.

Article XIII: Amendments

While it is highly dissuaded, shall the event that an amendment to this constitution appears necessary, the contents of this draft may be amended through a majority vote of the board.

Article XIV: Definitions

Board Members: *Board members are hereby defined as all of the officers in the UTA, inclusive of the core members.*

Core Member: *Core members are hereby defined as the President(s), Vice President(s), and Advisor(s).*

Non-Core Member: *Non-core members are hereby defined as the External Officer, Financial Officer, Head of Intern, Internal Officer, Marketing Officer, Public Relations Officer, Publicity Officer.*

Excused Absence and tardiness: *An excused absence or tardiness of more than ten minutes from a meeting or event must be approved by one of the core members. In order to receive approval from a core member, the officer must give a one hour prior notice for meetings and two hour prior notice for events. It is the responsibility of the officer to get in direct contact with a core member when obtaining his or her permission for tardiness or absence.*

Exceptions: *Pre-approved exceptions to tardiness and absences include severe sickness, medical or personal emergencies, and other incidents that cannot be accounted for prior to its occurrence.*

Majority Vote: *A majority vote is hereby defined as a board consensus over fifty percent.*

Warning: *Issued to officers who have in some way violated the codes of being an UTA officer. Except in the case of severe infringements, an officer will not be dismissed unless he or she receives 5 warnings.*

Dismissal: *In order to dismiss an officer from the board, a majority vote from the core team is required.*

Immediate Dismissal: *An officer may be dismissed without being impeached if he or she is caught profiting through his or her position in the UTA board. Other cases of severe offense to the UTA may also cause an officer to be immediately dismissed.*

Resignation: An officer who for one reason or another decides to discontinue his or her service to the UTA may resign from his or her position.

Formal Agreements: Formal Agreements are hereby defined as any agreement that involves a signed contract.

Probation Period: A dismissed officer who has secured an overturn of dismissal will be placed under probation. During this period, he or she must demonstrate improvement and avoid additional infringements. Any additional infringement will lead to immediate dismissal.