

**ARTICLE I: NAME AND PURPOSE OF THE CLUB**

**Section I:** The organization shall be called [COREL--Community REconnecting (elderly) Lives] at UCSD.

**Section II:** The club is a service organization, and the mission and purpose of this club is to offer a unique wellness experience for local senior citizens by providing the best companionship and sharing stories at University of California, San Diego.

**ARTICLE II: NONPROFIT STATEMENT**

**Section I:** [COREL] at UCSD is a non-profit student organization.

**Article III: REQUIREMENTS FOR MEMBERSHIP AND SELECTION OF MEMBERS**

**Section I:** Membership in this club shall be open to any student at UCSD and any local high school on the basis of race, creed, religion, gender, political affiliation, sexual orientation, or physical handicap.

**Section II:** Voting membership is limited to enrolled students at University of California, San Diego.

**Section III:** Any member may be suspended or expelled from the club for conduct contrary to the Constitution of the club or for conduct, which impairs the rights of the members to enjoy the benefits of the club. The offense must be in writing and submitted by a club member. After the offense is submitted to the club, the offending member has the right to a twenty-four (24) hour notice of a hearing before their officers at a scheduled meeting, and the offending member may be suspended or expelled by a two-thirds (2/3) affirmative vote of the officers present.

**ARTICLE IV: OFFICERS**

**Section I:** 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.

**Section II:** The President, Vice President, Treasurer, Secretary, and other officers as necessary shall be selected through a thorough interviewing process from the current officers.

**Section III: Powers and Duties of Officers:**

- **Clause I:** *The President shall preside at all meetings of the club. They shall be the official spokesperson of the club, representing the policies, views, and opinions of the club in its relations with the campus and*

community at large. They may have further duties as prescribed by the club.

- **Clause II:** *The Vice President* presides at the club meetings in the absence of the President. They perform duties delegated by the President. They notify all members of the club meetings.
- **Clause III:** *The Secretary* takes minutes at all meetings of the club, files minutes, and submits required copies to all club members. They are responsible for all club agendas, minutes correspondence, and keep copies of all club documents and correspondence on file. They act as historian and maintain all records of the club.
- **Clause IV:** *The Treasurer* is responsible for completing and maintaining club financial records in accordance with College policy and procedure. They are responsible for keeping records of all club finances and provide financial reports to the club when called upon.
- **Clause V:** *The Internal Affairs Chair* is responsible for on-campus recruitment and events during Club Rush on Library Walk. They are responsible for coordinating with other officers to organize on-campus club activities.
- **Clause VI:** *The External Chair* is responsible for recruiting and hosting guest speakers. They are responsible for coordinating with the Internal Affairs Chair for possible off-campus events, field trips, and workshops.
- **Clause VII:** *The Writing Supervisor* is responsible for overseeing the writing and editing team. They are responsible for creating and leading writing workshops and assigning deadlines. They are also responsible for maintaining the health and wellness and senior monthly features on the club's website.
- **Clause VIII:** *The Zoom Coordinator* is responsible for will be responsible for managing the zoom schedule on the club's website. They are also responsible for resolving scheduling and Zoom conflicts and handling consent and privacy paperwork for Zoom attendees.
- **Clause IX:** *The Publicity Chair* is responsible for maintaining the club website and coordinating with the Writing Supervisor to feature online stories. They are also responsible for creating posters, club merchandise, social media posts.

#### **Section IV:** Officer Qualifications

- **Clause I:** Must be a currently enrolled full-time student in good standing at University of California, San Diego at the time of appointment and throughout their officer term.

- **Clause II:** Must be an active member of the club for two quarters. The current officers shall decide qualifications of being an active member.
- **Clause III:** Officers are expected to attend every officer meeting, unless the president and/or the secretary is notified in advance.
- **Clause IV:** Must be a current officer in order to apply for the president and/or vice president positions.

**Section V:** Petition by 1/3 of the total number of members is cause for a recall election. The offense must be stated in writing and submitted by a member. After the offense is submitted to the club, the offending officer has the right to a 48-hour notice of a hearing. A recall election will be conducted as a “Special Election.” Recall requires an affirmative vote of 1/3 of the total voting membership and 2/3 of the whole office board.

**Section VI:** In the event an officer is unable to fulfill their term of office, the officer board will hold a special interviewing process. Any eligible member, including those already holding office, can apply for a vacated officer position.

#### **ARTICLE V: MEETINGS**

**Section I:** Regular meetings are scheduled at least bi-monthly during the academic year.

**Section II:** Special Meetings are called by any elected officer or by 5% of the voting members of the club. All members must be given a minimum of forty-eight (48) hours (working days) prior to the Special Meeting time.

**Section III:** Business cannot be conducted unless a quorum (15 people) of the membership is present.

#### **ARTICLE VI: INTERVIEWS**

**Section I:** Officers are selected by the current officers board once an academic year. Interviews are held at the end of each academic year for the following year’s term. Following the interviews, participants will be notified on whether they have been selected for the board or not within 2 weeks.

**Section II:** Applications for the officer board should open early spring quarter, at least a month before the first interview takes place.

#### **ARTICLE VII: ADVISORS**

**Section I:** An individual employed by University of California, San Diego will serve as advisor to this club \_.

**Section II:** The role of the advisor is to mentor the officers, provide a meeting room on-campus, help officers register for event rooms, be present

at major events, and handle any necessary paperwork. The advisor should be available to meet at least once a month with at least one leading officer.

**ARTICLE VIII: METHOD TO AMEND THE CONSTITUTION**

**Section I:** Proposed constitutional amendments or changes will be presented, in writing, to the club one meeting before this amendment is voted on. Any member of the club can suggest a proposal backed by at least 1/3 of the voting members.

**Section II:** Approval by 2/3 of the officer board at a recorded officer meeting will pass this proposed amendment. The amendment is immediately effective unless otherwise stipulated in the proposal.

**Section III:** A copy of this constitution/bylaws and/or amendments to this constitution must be filed in the Student Center Office at University of California, San Diego.

**ARTICLE IX: MONEY ALLOCATION AND DISPERSAL OF CLUB ASSETS**

**Section I:** The Treasure gives a fund report at the beginning of every officer meeting.

**Section II:** Funds will be held in an On-Campus Student Org Account accessed by principal members, advisor, and fund manager.

**Section IV:** In the event COREL should become deactivated, all assets will be handled by the current advisor and fund manager.

**ARTICLE X: RISK MANAGEMENT**

**Section I:** [COREL] at UCSD is a registered student organization at the University of California, San Diego, but not part of the University itself. [COREL] at UCSD understands that the University does not assume legal liability for the actions of the organization.

**ARTICLE XI: RULES OF ORDER**

**Section I:** Any issue not directly written in this document will be resolved by referring to the Rules of Order and in accordance with applicable Central Campus and Ude regulations.

iversity of California student policies, and any relevant Education Co

**ARTICLE XII: APPROVAL**

This constitution was approved by the University of California San Diego on \_\_\_/\_\_\_/\_\_\_\_.

[COREL] AT UCSD CONSTITUTION – 2020-2021 ACADEMIC YEAR

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Club President's Name (print)  
Date

Signature

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Club President's Name (print)  
Date

Signature

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Advisor's Name (print)  
Date

Signature