

# **Scripps Education Association Constitution 2020-2021**

## **Article I. Name of Student Organization**

The organization shall be called Scripps Education Association at UCSD, aka SEA.

## **Article II. Statement of Purpose**

- Scripps Education Association at UCSD has assembled to represent the interests of the three majors at Scripps Institution of Oceanography: Marine Biology, Earth Sciences, and Oceanic and Atmospheric Science. This club will provide professional and educational support as well as an outlet for community service and recreational activities. Students involved will have access to community service opportunities, social events, professional assistance, and scholarship funds raised by club members.

## **Article III. Nonprofit Statement**

- Scripps Education Association at UCSD is a non-profit student organization.

## **Article IV. Requirements for Membership**

- Members must be undergraduate students currently enrolled as a Scripps Institution of Oceanography major or minor.
- Members must attend a minimum of two SEA events per quarter.
- Participation will be documented by the secretary via point system.
- Attendance at meeting will be awarded one participation point per meeting.
- Participation at social events will be awarded one point each.
- All other events such as volunteer or fundraising events will be awarded one point per hour of participation.
- Members may also earn participation points by applying to scholarships or internships. Students must submit documentation of their application and will be awarded two points for their effort towards professionalism.

- If a member has committed to servicing an event and may no longer attend, it is the responsibility of that member to find a replacement for their duties. If the member fails to do so, their scheduled service time will be deducted from their participation points.
- Quarterly dues of \$20 must be paid either monetarily or by volunteering two hours at a SEA fundraiser in addition to the required quarterly participation requirement.
- Members are required to demonstrate respect and kindness for themselves, others, and SEA at all times as stated by the UCSD code of conduct.
- An induction will be held to recognize students as committed members to S.E.A. Once all member requirements have been satisfied, students will be recognized as active members for the current quarter and all quarters the member participates in there after. Inducted members will be recognized and appreciated for life.
- Members must understand, agree to, and abide by the club constitution

#### **Article V. Frequency of Organization Meetings**

- One hour biweekly meetings.
- S.E.A. will host at least one event each month.
- Meetings will be exclusive to members.
- Events will be open to public and/or UCSD students when appropriate and specified by the board of officers.

#### **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.

- Section 1: Officers

- Ideally, one representative for each of the SIO majors will be present on the board (major representatives may hold other positions).
- **President**: serve as a public figure and ambassador to other clubs and institutions, lead meetings and appear at as many events as possible; interact with community as public speaker and demonstrate excellent leadership and representation of SEA.
- **Social event coordinator**: Responsible for establishing interactive and entertaining events for members to build a strong community and support system.
- **Publicist**: Presents SEA and its engagement to the public eye, and promote member involvement via social media. Will also update and oversee SEA webpage. All major event details must be advertised via social media.
- **Photographer**: Takes pictures for events to use for advertising purposes. Works closely with publicist to create an ideal public image of SEA and its members.
- **Fundraising event coordinator**: Plan and develop authorized fundraising events, communicate with organizations or businesses for fundraisers.
- **Professional event coordinator**: run any professional development programs (Mentor/Mentee), scientific, resume workshops, professional development mixers, invite speakers
- **Secretary**: take minutes or select substitute, send and receive mail, work closely with liaison to provide necessary information. Communicate with all board members. Document member participation.
- **Treasurer**: Work closely with fundraising event coordinator and liaison to set goals and expectations for funding and wise spending. Treasurer will document and maintain a club budget in accordance with UCSD policy. All financial matters must be overseen and approved by treasurer. Will have access to club banking for deposits, savings, and transactions.

- Section 2: Elections
  - Only registered UCSD students may hold office in the organization.
  - Elections will take place in the final month of winter quarter.
  - Those elected will spend the Spring quarter shadowing current officers in preparation for their inauguration the following school year.
  - Candidates will present a brief speech explaining their interest and qualifications for the position at a meeting which all members are encouraged to attend. For those unable to attend, a podcast or recording of the election meeting will be recorded.
  - Only registered UCSD students may vote in elections for the selection of the organization's officers.
  - All members must submit an electronic vote by 11:59 PM on the day of the meeting.
  - Candidates may run for a maximum of two officer positions.
  - Candidates must demonstrate availability and skill set befitting their intended officer position.
- Section 3: Officer Requirements
  - All positions have a term limit of two years (if elected to serve a second year)
  - Officers must dedicate at least two hours per week to the club. Hours may be completed via meeting attendance, event attendance, or by completing technical and organizational tasks (such as editing social media pages).
  - There will be a limit to the number of seniors on the board to ensure the clubs longevity.
  - Biweekly officer meetings will be held.
  - If there is a need for constitution amendment(s) or removal of an officer, the board of officers is responsible for making decisions in the club's best interest by a two-thirds majority vote.

- For removal of officers, a formal warning will be issued before impeachment. Impeachment will only take place if officers continues to neglect the responsibilities of their position.
- It is the responsibility of all members to suggest amendments that would benefit their interests.

## **Article VII. Risk Management**

Scripps Education Association at UCSD is a registered student organization at University of California, San Diego, but not part of the University itself.

Scripps Education Association at UCSD understands that the University does not assume legal liability for the actions of the organization.

Members may be at risk of minor injury during activities such as beach clean ups. To prevent any injury or exposure to chemicals, members will be provided gloves and are expected to wear appropriate clothing. Other risk factors may include injury while snorkeling or scuba diving. To ensure member safety, such activities will be held in groups with only those certified and prepared to participate.

- Section 1: In Case of Interaction with Minors and/or the Elderly
  - Scripps Education Association 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). Scripps Education Association 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 2: In Case of the Provision of Medical Assistance
  - In the event that Scripps Education Association 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.
- Section 3: In Case of International Travel
  - Scripps Education Association 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.
- Section 4: In Case of Handling of Hazardous Chemicals, Material, Equipment, and/or Machinery
  - Scripps Education Association at UCSD recognizes that all student organization activities must be conducted safely, in accordance with all applicable federal, state and local laws.
  - Additionally, Scripps Education Association 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.

#### **Article VIII. Community Advisor**

- The Scripps Undergraduate counselors, Sidney Eads, Joshua Reeves, and Cristina Ledon, will be the community advisors and will serve for the duration of their employment in these roles. They will serve to connect the club with the Scripps community.

#### **Article IX. Financial Management**

- SEA will finance all activities via fundraising and member dues.
- Philanthropy will be separated from club budget and funding.
- Funds will be placed in a club account handled by the treasurer.
- The SEA budget will not be spent without board approval.
- Financial matters are confidential and the responsibility of treasury.
- Club events will be funded by member dues and fundraising events (excluding those obtained from philanthropic events)