**ARTICLE I**

### **Name of organization**

**The name of this organization shall be:**

**Unheard Cries Charity at UCSD, hereinafter referred to as UCC.**

**ARTICLE II**

## **Purpose of organization**

**The purpose of this organization shall be:**

The purpose of this club is to spread awareness of Middle Eastern penury and persecution. This club will fight poverty through specific programs that provide humanitarian assistance for people in need.

*NOTES: This section must include: What is the purpose for establishing the organization? What is the intended impact of the organization on the University community? Why is it important to have this organization on campus? Your purpose statement will impact decisions related to what are appropriate (and inappropriate) spheres of activity for the organization to be engaged in. The purpose statement should be broad enough in scope to allow the organization freedom of action but specific enough to show the uniqueness of the organization.*

**ARTICLE III**

## **Membership practice**

**Active membership of this student organization shall be chosen without discrimination on the basis of race, religion, sex, sexual orientation, color, disability, national origin, age, or marital status, except in cases of fraternity and sorority organization which are exempt by federal law from Title IX regulations concerning discrimination on the basis of sex. Active membership should also be composed of at least 50% UCSD Students (undergraduate or graduate).**

**A. Eligibility for Membership**

**All students currently enrolled at UCSD shall be eligible for membership.**

**B. Categories of Membership**

**The categories of membership are as follows:**

* **Active Members: Currently registered UCSD students who are in good standing and attend a majority of meetings. Active members can vote in elections and other group matters, can run for officer positions, and can propose amendments.**
* **Inactive Members: Members who do not fit or fulfill the above definition of “Active Members.”**
* **(Other Categories if you have them)**

NOTES: When it comes to “Active Members,” you can choose to add other requirements like having to attend a certain amount/percentage of group meetings/events. If you have membership dues, you can also list that members must pay their membership dues to be considered “Active Members.” You can also have other categories like Alumni, Staff/Faculty, or Honorary. Only Active and Inactive Member Categories are required.

**C. Removal of members**

**Members can be removed from the organization for the following reasons:**

1. **Making racist/discriminatory comments**
2. **Breaking Federal, State, Local, or University Law/Policy**

**All Active Members have the ability to request the removal of another member. Any Active Member who wishes to have another member removed must present their reasoning in writing to the executive board through an email/electronic or hard copy documentation. Once the complaint/request is brought to the executive board, the following process must take place:**

1. **Charges or complaint brought against an individual**
2. **Evidence to support complaint is presented**
3. **Individual given an opportunity to argue a defense and offer counter evidence**
4. **Vote is taken by the executive board**
5. **A majority vote will result in the removal of the member in question**
6. **Appeal process for the decision made by vote. Only one level of appeal is required.**

**ARTICLE IV**

## **Officers**

**A. List of officers**

**The Officers of this organization shall be:**

1. **President**
2. **2. Vice President**
3. **3. Treasurer**

**Secretary**:

Grass roots events Coordinator

Grass roots events Coordinator (2)

**Community Outreach Director**:

Community Outreach Director (2)

Public Relations Director (I)

Public Relations Director (II)

Visibility Coordinator

Visibility Coordinator (II)

Historian

Registration and Property Manager

Volunteer coordinator

Spirit and Unity Coordinator

NOTES: At minimum, there must be a primary officer (president), a secondary officer (vice president), and a treasurer. Your organization should not be comprised mostly of officers. Officers should not comprise more than 30% of your membership (exception: newly registered student organizations that only have 5 members).

**B. General Duties and Responsibilities of Officers**

**The President’s duties include:**

* Scheduling/outlining club meetings
* Assigning roles to others
* Approving of new ideas
* Organizing elections
* Informing members on Middle Eastern hardships
* Presiding in all meetings
* Advising other officers
* Withholding individual meetings with other officers to check on their progress

**The Vice President’s duties include:**

* Assisting the president in his/her duties
* Advising other officers
* Assisting president with individual meetings
* Attending all meetings

**The Treasurer’s duties include:**

* Receiving/organizing all donations/funds
* Establishing a budget
* Recording all monetary processes

**Secretary**

* Organizing elections
* Tracking meetings minutes
* Tracking volunteer hours
* Collecting sign in sheets from property administrator

**Grass roots events Coordinator (I & II)**

* Organizing events on a campus level by:
  + Attaining necessary approval
  + Advertising through public relations director and visibility coordinator
  + Seeking approval of president
* Brain storming event ideas with president

**Community Outreach Director (I & II)**

* Creatively advertising to the community at large about Unheard Cries Charity’s purpose
* Organizing events on a campus level by:
  + Attaining necessary approval
  + Advertising through public relations director and visibility coordinator
  + Seeking approval of president
* Brain storming event ideas with president

**Public Relations Director (I & II)**

* Prior to posting about events: proofreading messages
* Contacting club members about events/fundraisers/meetings via:
  + Remind
  + Instagram
  + Facebook
* After events: updating social media about successes

**Visibility Coordinator (I & II)**

* Creating flyers/posters/business cards
* Working with property administrator on storing advertisements
* Teaming with UCSD’s newspaper

**Historian**

* Attending all events
* Taking pictures of all club events
* Coordinating with the public relations director and the visibility coordinator

**Registration and Property Manager**

* Assuring that rooms are reserved for meetings
* Assuring that all necessary tools are gathered for every meeting
* Working with the information desk on renting tables/chairs
* Bringing pens and sign in sheets to every meeting

**Volunteer coordinator**

* Assuring that volunteers are properly trained
* Checking on volunteer attendance
* Sending individual reminders for volunteers
* Before events: motivating volunteers
* After events: thanking volunteers for their participation

**Spirit and Unity Coordinator**

* Motivate club members
* Create events to celebrate successes

NOTES: Give as much detail as possible when outlining each officer’s duties/responsibilities. You must have one officer who will take meeting minutes and make them available to the Active members.

**C. Qualifications for Becoming an Officer**

**To be eligible to become an officer in this organization, potential candidates must be currently registered undergraduate students at UCSD and must be Active Members as outlined in Article III Section B.**

**D. Terms of office**

**Every officer position will last no more than ONE academic year. Barring the presidency, whose incumbency is protected through the duration of their time at ucsd, but no longer 3 years, and may reapply then for approval from the remainder of the board.**

E. Procedure for filling vacated offices (OPTIONAL)

When a position is vacated, the executive board will appoint someone—either an Active Member or another officer—to fill the position.

**F. Procedure for removal of officers**

**Officers can be removed from the organization for the following reasons:**

1. **Making racist/discriminatory comments**
2. **Breaking Federal, State, Local, or University Law/Policy**
3. **Failure to fulfill duties for an extended period of time**

**All Active Members have the ability to request the removal of an officer. Any Active Member who wishes to have an officer removed must present their reasoning in writing to the executive board (this could be done through hard copy or an email/electronic). Once the complaint/request is brought to the executive board, the following process must take place:**

1. **Charges or complaint brought against an individual**
2. **Evidence to support complaint is presented**
3. **Individual given an opportunity to argue a defense and offer counter evidence**
4. **Vote is taken by the executive board**
5. **A majority vote will result in the removal of the member in question**
6. **Appeal process for the decision made by vote. Only one level of appeal is required.**

**ARTICLES V**

## **Meetings**

**A. Quorum**

**A quorum defines the minimum number of members that must be present in order to vote and make decisions for the group. The quorum for this organization is:**

**50% of the Active members plus ONE more Active Member (50%+1 of the Active Members).**

NOTES: 50% of the Active Members plus ONE more active member is the absolutely best practice. That being said, the quorum should be determined according to the organization’s need.

B. Types of meetings (OPTIONAL)

Things to consider:

* Are there different types of meetings (general meetings, board meetings, etc.)?
* How often are meetings held (e.g., weekly, monthly, etc.)?
* Who is required to attend each type of meeting? What happens if a meeting is missed?
* Are there special meetings? What are the circumstances under which special meetings may be called? Who can call the meetings?

C. Method of conducting meetings (OPTIONAL)

Things to consider:

* What rules shall govern the conduct of business for the organization (General Consensus, Robert’s Rules of Order Newly Revised, etc.)?

**D. Meeting minutes and records**

**The officer in charge of all meeting minutes and keeping all related records of meetings (including special and emergency meetings) shall be the:**

**secretary**

**Meeting Minutes and other records are vital for an organization’s success. Election results, impeachment of an officer, approval of a budget or expense, and passing of an amendment are just a few of the important items that meeting minutes are used to validate/verify. Previous minutes will be read or distributed at the beginning of next meeting. Additions and corrections are to be made at this time and a final approval of the minutes must be made.**

**ARTICLE VI**

## **Elections**

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.

**A. Times and period when elections occur**

**Yearly elections will be held every Spring quarter no later than the last week of May. New officers will shadow current officers and will be transitioned through Spring quarter. Newly elected officers will take their positions on the first day of summer.**

**B. Nominations**

**Only active members are eligible for nomination. Any active member can nominate another active member. Any active member can also self-nominate themselves, but must be seconded by another active member.**

**C. Notification and posting of elections**

**Active members will be notified about elections through email, social media, and through announcements at meetings.**

**D. Election procedures**

**The quorum necessary for elections to take place is 50% of the active members plus one more active member. Electronic voting may be allowed and may count toward the quorum requirement. Only active members are able to run for elections and only active members are allowed to vote. A majority of votes will secure an officer position. The newly elected officers will be transitioned throughout the remainder of the Spring quarter, and will officially take their positions on the first day of summer. The President, Vice President, and Treasurer (also known as the Executive Board) positions must be elected via the process outlined above. All other positions may have a process that involves applications and interviews. It is best practice, that the selection of all other officers for the following year be selected by the following year’s Executive Board since they will be the ones leading all other officers. This means that Executive Board elections should be done with enough time as to allow the newly elected Executive Board to have enough to time to select the rest of their board.**

**ARTICLE VII**

## **Financial records**

**The University shall have the right to audit the financial records of this organization. If the organization will receive funding from Associated Student at UCSD (ASUCSD) or the Graduate Student Association (GSA), the organization must comply with all funding policies and procedures issued by the funding authority.**

**A. Dues/membership fees**

**The membership dues for this organization will be**

**$0.**

NOTES: If there are no dues, simply type in $0. If there are dues, who is the officer that a member can connect with to pay their dues? Who can they ask what the dues are for that year/quarter? If there are ways to members to fundraise to pay their dues—maybe because they are unable to afford it—make sure you talk about that here. Can payment plans be arranged to allow students to pay over time?

B. Budget expenditures (OPTIONAL)

State what the process for budget expenditures will be

* Things to consider:
* Is a vote of the members required for all expenditures?
* Who are the officers/members that are responsible for authorizing all expenditures and reimbursements?
* Officers should never have complete control of financial matters and the general membership.
* What is the procedure for disbursement of all remaining funds upon dissolution of the organization?

ARTICLE VIII

Advisors

A. Selection of advisors (OPTIONAL)

Things to consider:

* How is an advisor selected (e.g., by appointment, election)?
* What are the responsibilities of the advisor? What are the groups’ expectations for the involvement of the advisor?

**ARTICLE IX**

## **Amendments**

**A. Proposing amendments**

**All Active members can propose amendments at general meetings. Amendments must be proposed to the board and presented to the active members, and will be voted on at the following general meeting.**

**B. Provisions**

**The Quorum necessary for amendments to the constitution to be voted on shall be no less than 50% +1 of the active members. Amendments to the constitution shall be approved by a 2/3 vote in favor of the amendment. All amendments shall be in agreement with University regulations and policies and are not approved until reviewed by a Center for Student Involvement official. An updated Constitution must be filed with the Center for Student Involvement office through the online organization system within one week of adoption. Groups will notify their Organization Advisor in Center for Student Involvement once the document has been uploaded in the system so that it might be reviewed.**

**ARTICLE XI.**

**NONPROFIT STATEMENT\***

**UCC at UCSD is a non-profit student organization**

**ARTICLE VII.**

**RISK MANAGEMENT\***

**UCC at UCSD is a registered student organization at the University of**

**California, San Diego, but not part of the University itself.**

**UCC at UCSD understands that the University does not assume legal**

**liability for the actions of the organization.**