

CONSTITUTION

Tritons for UNICEF

University of California, San Diego

2021-2022

Article I. Name of Student Organization

The organization shall be called Tritons for UNICEF at UCSD. Tritons for UNICEF does not claim to be an organization created by UNICEF for the U.S. Fund for UNICEF. The name and logo of UNICEF shall be used only when authorized by the United States Fund for UNICEF.

Article II. Statement of Purpose

The purpose of this organization is to organize students for the survival, protection and development of children worldwide through education, advocacy and fundraising.

Article III. Nonprofit Statement

Tritons for UNICEF at UCSD is a non-profit student organization.

Article IV. Requirements for Membership

Membership shall be equally available to all undergraduate students. There may not be any discrimination against race, religion, political views, nationality, handicap, sex, etc., according to the University of California, San Diego Discrimination policies.

An official member of this organization is one who has attended at least two meetings during the quarter and paid any applicable annual dues. The membership list shall be kept up to date by the Membership Coordinator of the organization.

Annual dues required for membership will be set by the executive board each year. New members may join at any time throughout the year.

Article V. Frequency of Organization Meetings

Tritons for UNICEF shall hold general body meetings every three weeks during each academic quarter. Tritons for UNICEF executive board shall hold weekly meetings throughout the academic year. Notes will be attended during official meetings.

Article VI. Qualifications for Holding Office and Methods of Selecting and Replacing Officers

Article VI. Section 1. Officer Qualifications and Expectations

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.

All officers must be undergraduate students at the University of California, San Diego. All officers are expected to be present at all organization and executive board meetings.

The executive board of the organization shall meet once per week, with additional one-on-one executive meetings to be called as needed.

Article VI. Section 2. Officer Responsibilities

The responsibilities of each executive board officer shall include, but not be limited to:

President:

1. Calling, presiding over, and adjourning all meetings of this organization and its executive board
2. Overseeing the induction, activities, responsibilities, and removal of committee chairpersons
3. Performing all other various duties as required by the organization
4. Representing the organization as a whole, both externally and internally
5. Settling any and all disputes among or between committees, in addition to settling any and all disputes among or between members of the Executive Board
6. Staying in regular contact with the Faculty Advisor
7. Collaborating with other organizations and student groups.

Vice President:

1. Assuming the duties and responsibilities of the President in his/her absence
2. Assisting the President in planning the Executive Board meetings and agendas
3. Creating and maintaining a Calendar of Events
4. Working with, advising and supporting the Education Chair in the organization and planning of all educational initiatives and events
5. Coordinating with relevant university departments and student organizations
6. Organizing community service work on behalf of UNICEF.

Secretary:

1. Maintaining a membership list of all official members, including, but not limited to
 - a. Contact information
 - b. Attendance records
2. Maintaining both an active and general email list
 - a. An active email list for the purpose of keeping club members up to date
 - b. A general email list for the purpose of keeping members of the community up to date with select events and meetings.
3. Coordinate communication with potential members
 - a. Directs the preparation of becoming a member of the club
 - b. Assist the organization in identifying prospective members
 - c. Coordinate contact, and maintain records on all prospective members
 - d. Preparing and distributing announcements regarding club activities
4. Assist the marketing and act as the liaison for external communications between the club and the members, students, and general public.

Treasurer:

1. Handling all fiscal matters related to UNICEF at the University of California, San Diego
2. Completing and signing all necessary paperwork with the Student Activities Office (SAO)
3. Working with, advising and supporting the Marketing Chair and Education Chair in the organization and planning events and the club's financial procedures and status.
4. Coordinating with all relevant fundraising university departments and student organizations
5. Plan and organize fundraising events for UNICEF initiatives or other causes
6. Create UNICEF fundraising goals.

Marketing Chair:

1. Publicize and market Tritons for UNICEF on social media as well as throughout the UCSD campus
2. Represent Tritons for UNICEF on social media and build a club following
3. Create and maintain Tritons for UNICEF website, social media, emailing, and communication with members
4. Take pictures and document all events.

Education Chair:

1. Work with board members to develop literature about the organization
2. Keep a record or history of the club's activities and achievements during the year
3. Develop educational initiatives and presentations to inform current members of the organization.

Article VI. Section 3. Officer Vacancies

Vacancies occurring in any of the elected offices shall be officially filled at the next regular organizational meeting following the occurrence of such a vacancy.

The order of succession shall be followed in the filling of any vacant office during an unexpired term.

The order of succession will be: President;; Vice President;; Secretary;; Treasurer;; Marketing Chair;; Education Chair;;

If an officer declines to fill a vacant office, then an election shall be held to fill the vacant office for the remainder of the term. Secret ballots shall be used in the selection process.

Article VI. Section 4. Officer Elections

Elections for officers of the Executive Board shall take place at the beginning of the spring quarter. Each candidate must receive a basic majority of votes to be deemed the winner. All candidates must be members of the organization to be nominated or selected, as per membership rules of Article IV.

All officials of the organization shall be afforded one vote. Secret ballots shall be used in the selection process.

Newly elected officers must meet with the outgoing officer to train for their new position. The outgoing President is expected to host an Executive Board transition day to include all outgoing and incoming Executive Board leaders.

Article VII. Risk Management

Tritons for UNICEF at UCSD is a registered student organization at the University of California, San Diego, but not part of the University itself.

Tritons for UNICEF at UCSD understands that the University does not assume legal liability for the actions of the organization.

Article VII. Section 1. In Case of Interaction with Minors and/or the Elderly

Tritons for UNICEF 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). Tritons for UNICEF will develop plans 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.

Article VII. Section 2. In Case of the Provision of Medical Assistance

In the event that Tritons for UNICEF 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.

Article VII. Section 3. In Case of International Travel

Tritons for UNICEF 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.

Article VIII. Financial Management

The club financial account shall be used to hold all funds raised for U. S. Fund for UNICEF donations and club expenses. All club financial activities shall be tracked using an Excel record. The record shall be maintained by the President and Treasurer and may be reviewed by any current officer at any time upon request.

The club financial account will not include the name "UNICEF" in its title, per U.S. Fund for UNICEF policy.

Fundraising activity expenses should be 25 percent or less of generated revenue.

Should the club become defunct, all remaining funds in the club financial account are to be donated to the U.S. Fund for UNICEF within one month of the termination of the club.

Article IX. Affiliation with Other Groups

Tritons for UNICEF is a UNICEF-affiliated student organization. As such, Tritons for UNICEF will educate, advocate, and fundraise on behalf of UNICEF and the US Fund for UNICEF. Moreover, Tritons for UNICEF will act in accordance with UNICEF and UNICEF Campus Initiative guidelines and policies.

Article X. Amendments

Two-thirds (2/3) of the membership is required in order to vote on changes of the Constitution.

All amendments, after being successfully voted on by the organization, shall be forwarded for approval to the Director of the Student Activities Office. A new copy of the Constitution will then be sent to the U.S. Fund for UNICEF, Attn: Volunteer and Community Partnerships, 125 Maiden Lane, New York, NY 10038.