

Carrefour Companions Constitution

Article I. Name of Student Organization

The organization shall be called Carrefour Companions.

Article II. Statement of Purpose

Carrefour Companions is composed of volunteers who believe that innovative interpersonal connections can help enrich the lives of both senior citizens and young adults alike. The word 'Carrefour' is defined as a public square or where two roads converge. This idea of crossing paths is essential to our mission to advocate and reach out to both student and local organizations in hopes to inspire engagement with the senior citizen population. Our vision is to reduce the loneliness that both the younger and older generations struggle with by providing innovative ways to connect and learn from each other.

Carrefour Companions is a student organization that will collaborate and partner with the non-profit student organization Intergenerational Connections to create volunteer opportunities.

Article III. Nonprofit Statement

Carrefour Companions is a non-profit student organization.

Article IV. Requirements for Membership

To become an official member of Carrefour Companions, the requirements listed below must be met.

- The individual must go to one virtual or in-person general body meeting per quarter.
- The individual must participate in a minimum of one service event per quarter.
- No dues are required to be a member of Carrefour Companions.

This organization and its members shall not discriminate against any individuals for reasons including but not limited to race, national origin, color, religion, gender, age, veteran status, sexual orientation and/or liability status.

Article V. Frequency of Organization Meetings

Carrefour Companions will meet a minimum of once a month for events during Fall, Winter, and Spring quarters of the academic year, and will hold a sub-committee meeting twice per month before the Intergenerational Connections general board meeting. Participants of Carrefour Companions board members are expected to attend at least one event out of the month. Required attendance may vary depending on the service event and the specified attendance requirement for the specified event. Attendance and hours volunteered by members may be documented and counted for community service hours.

The plan is to hold the Carrefour Companions meetings 30 minutes before the board meetings of the general Intergenerational Connection board meeting. This will happen twice a month on even weeks. Members of the Carrefour Companions board will relay information discussed to the

general board. The Community Advisor and Graduate Advisor will be encouraged to attend the first few minutes of the Intergenerational Connections board meeting to address any pertinent agenda items that need advising.

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.

There will be four officers. There will be an **Operations Chair (Jasmine)** who conducts and leads officer meetings, communicates and delegates tasks to all officers, keeps tabs on progress of all officers and members to make sure deadlines are met, and organizes elections for officers next year.

There will be a **Public Relations Chair (Olivia)**. In a given year, this may also be the student assistant from the community service department in the Center for Student Involvement (CSI). This member takes meeting notes, responds to emails, sends newsletters every week, and books rooms for board meetings and general body meetings. This chair will also maintain our social media avenues (Facebook, Instagram), maintains and updates websites, design flyers, banners, and logos to recruit program members. This person will work closely with the community outreach chair.

There will be a **Finance Chair (Vivian)** who files reimbursements, fills out budget forms with AS and maintains a financial account. In addition, he/she will plan fundraisers, obtains AS funding, and finds private donors with community outreach.

There will be a **Community Outreach Chair (Aime)** who keeps a record of active members and service hours, creates networks with nonprofit organizations and senior homes. This chair will also maintain our social media avenues (Facebook, Instagram), maintains and updates websites, design flyers, banners, and logos. This person will work closely with the public relations chair.

Additional tasks that would be distributed amongst officers include photography for events.

Should the demands of any officer become unreasonably difficult to manage, our organization will create a new officer position if necessary and delegate tasks if needed.

Board members will participate in the election of the following year's board members. Elections will take place during spring quarter through an online application. Applicants will list their top three desired positions on the form. Applicants who are selected will move onto an interview round. New officers will be elected early April and will serve for one full academic year. Officers will be selected on a number of criteria including but not limited to: active participation consistently throughout the year, leadership roles played, interest and enthusiasm to the organization, and personality features, such as dependability and responsibility. If selected, new officers must go through training for the remainder of spring quarter, where attendance at all meetings and events will be mandatory.

In the event that an officer is deemed unsatisfactory for his or her position, the president of the club can remove the officer and immediately call an election for a replacement.

Article VII. Risk Management

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

Board members will carry first aid kits during in-person events at all times. If in need of medical care, emergency services will be contacted and the individual will be transported to the closest hospital. In addition, the participant's emergency contact will be notified. One board member will accompany the injured individual to the hospital, while the other board members will stay with the rest of the group during the event. The emergency contact will be notified on the condition of the participant. The board member with the injured individual will stay with them until proper care has been administered and the appropriate plan of action is established.

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

Carrefour Companions 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). Carrefour Companions 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.

Article VIII. Community Advisor

There can be up to two Community Advisors, each position may not be filled by an undergraduate.

The **Senior Community Advisor (To be determined)** will act as a liaison between Carrefour Companions and any secondary party outside of the University. Any secondary party outside from the University must be: a) a community service oriented agency, and/or b) a public agency dedicated to serving the elderly population, and/or c) a non-profit agency. The Senior Community Advisor will assume primary responsibility for connecting outside second parties with Carrefour Companions and working towards hosting a community service event that bridges both students and the senior citizen community. This position will work closely with the Community Outreach Chair. It is strongly recommended for the individual assuming this position be age 50 or older.

The **Alumni/Graduate Community Advisor (Morgan)** will act as a supporting role between Carrefour Companions, the Senior Community Advisor, and any secondary party outside of the University, as defined above. If the Senior Community Advisor position is vacant, the Alumni/Graduate Community Advisor will assume the responsibility of being a liaison between Carrefour Companions and any secondary party outside of the University, working closely with the Community Outreach Chair. This role may be filled by any individual with a Baccalaureate degree or above.

Both advisor positions will be required to attend the quarterly sub-committee meeting. If unable to attend, they will be sent a copy of the agenda and quarterly report if requested. Both positions will help oversee student led events, outreaches, and other community service projects. Other duties include signing forms/giving consent, consultation, and mediation when necessary.

Article IX. Financial Management

Carrefour Companions will finance itself through fundraising, philanthropic donations, AS grants, and membership fees. All finances are managed by the Finance Chair and the Public Relations Chair which has been advised to attend the mandatory Funding Guide Seminar hosted by Associate Students. Carrefour Companions is able to finance its activities by CSI organization funding and support from Associated Students funds. In addition, Carrefour Companions will finance its activities provided by donations and through proceeds of its fundraising events. Any funds raised as a part of the organization's efforts will be transferred to a bank account affiliated with Carrefour Companions. Access will be given to a select number of members of the organization's leadership. Access to the account will be shared with new members at the discretion of the leadership of the organization. The organization will submit a budget to A.S. on a quarterly basis if deemed appropriate and necessary by the leadership of Carrefour Companions.

Article X- Amendments

Proposals to amend the constitution must be approved by the board.