GIRLS WHO CODE COLLEGE LOOP CONSTITUTION

ARTICLE I. NAME OF STUDENT ORGANIZATION

The organization shall be called Girls Who Code College Loop at UCSD.

ARTICLE II. STATEMENT OF PURPOSE

The purpose for the Girls Who Code College Loop here at UCSD is to connect females interested in pursuing a future in STEM with a supportive community and the tools to make that passion a reality. The organization will offer a bridge between these girls and Girls Who Code, a nonprofit organization that aims to close the gender gap by offering their resources and company connections to young women interested in Computer Science. This Girls Who Code College Loop will offer workshops for developing different career and programming skills, and we encourage anyone even remotely interested in the subject to come by and join the family.

ARTICLE III. NONPROFIT STATEMENT

Girls Who Code College Loop at UCSD is a non-profit student organization.

ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP

There are no monetary fees or dues to be paid in order to be a member of this organization. Girls Who Code is dedicated to bridging the gender gap in technology, so we can only offer membership to UCSD undergraduates who are young women, who identify as female, or who support the GWC cause. The club welcomes anyone who wants to learn a little more about Computer Science, so there are no limitations placed on members based on majors. Graduates, alumni, staff, and non-UCSD students may attend certain events, but they will not be considered official club members. In order to be deemed an official member, students must complete the following:

1) Complete the member sign-up form
2) Join online at the Girls Who Code HQ website (link will be provided to members at meetings or through social media.)
3) Attend at least 3 events per quarter, with 2 being technical/career-based and 1 being social.

The organization may remove members from communication platforms as well as the club in cases where requirements are unfulfilled or their behavior is deemed unacceptable.

ARTICLE V. FREQUENCY OF ORGANIZATION MEETINGS

The organization will strive to meet 4 times per quarter, at a minimum, unless voted differently

by the officers. Members are expected to attend at least 2 events per quarter (6 events a year), unless they provide a reasonable alibi for the absences or the officers deem a quarter less active. Minutes will not be taken at meetings, however in the case for possible project work we will expect time and communication, either in person or through messaging.

ARTICLE VI. QUALIFICATIONS FOR HOLDING OFFICE AND METHODS OF SELECTING AND REPLACING OFFICERS

Only registered UCSD undergraduate students who are members may hold office in the organization. Only registered UCSD students may vote in elections for the selection of the organization's officers.

Board size may grow or change as the organization grows, and the officer appointments will be done by the current board. All officers will be a part of the executive committee unless the officers decide they would be better suited to be in a subcommittee. All of the officers will be expected to meet at least once a quarter to manage club affairs. Attendance at meetings will be tracked, and executive board officers will be allowed 3 excused absences while the general board officers will be allowed 3 excused absences and 1 unexcused absence. Note: This requirement is flexible, and exceptions can be made for credible reasons with agreement of over 80% of the executive board.

Any and all members, who are UCSD undergraduate students, can apply for officer positions during allotted time periods determined by the full executive board. Newly appointed officers would be active immediately and will be introduced to the club members at the closest opportunity.

During the application process, applicants will submit an online application, undergo an interview with a current executive officer or officers, and await the results after the board discusses the candidates qualifications and votes. Upon acceptance, applicants would be asked to join the appropriate group channels for communication and collaboration.

ARTICLE VII. RISK MANAGEMENT

Girls Who Code College Loop at UCSD is a registered student organization at University of California, San Diego, but not part of the University itself.

Girls Who Code College Loop at UCSD understands that the University does not assume legal liability for the actions of the organization.

Interaction with minors is a possibility with this organization based on possible collaborations with Girls Who Code high school clubs around the area. In order to manage this possible risk, participants will be asked to complete a waiver before the event allowing the Girls Who Code College Loop to speak or host the planned event at the location.

ARTICLE VII. SECTION 1. IN CASE OF INTERACTION WITH MINORS AND/OR THE ELDERLY

Girls Who Code College Loop 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). Girls Who Code College Loop 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

The Girls Who Code College Loop must have a Community Advisor at all times as a Pre-Professional Organization at UCSD. The Community Advisor can be determined through officer recommendation or through their ability to allocate time and dedication to the organization. The Community Advisor does not have to be a staff member in a computer science related field, but must be a UCSD Staff member who is able to oversee and provide advice for possible conflicts the club may encounter. Our Community Advisor can remain in their role for as long as the executive board deems best for the club. The Community Advisor for this club will not have voting power, but their advice will be heeded by the executive officers upon making a decision. The organization also does not require any certain responsibilities from the Community Advisor aside from being available as a reliable figure to members and officers here at UCSD.

ARTICLE IX. FINANCIAL MANAGEMENT

The Girls Who Code College Loop at UCSD will maintain a well-documented record of past transactions and funds. The organization will occasionally accumulate funds for future use through:

1) Fundraising
2) Girls Who Code stipends
3) Sponsorships or gifts from companies
4) Donations from alumni, members, staff, or the community

These funds must be managed by an executive officer at all times. When financial responsibilities are shifted from one officer to another, the new officer should learn from the former in order to keep uniformity in the financial process. Aside from the knowledge, the new officer would get access to the records and will be expected to assume the responsibilities of the former officer. There must be a financial report at least once per quarter to notify officers and our community advisor about the budget amount the organization has for future events. Funds must only be spent to benefit the organization and its members. Examples of club

purchases include: branding / advertising, technology for members to experience, and travel expenses from possible company visits.

The executive committee has the power to make any purchase so long as it adheres to the above specifications and is agreed upon by all or most members on the board.

ARTICLE X. AFFILIATION WITH OTHER GROUPS

The Girls Who Code College Loop is affiliated with the non-profit organization, Girls Who Code. This affiliation grants members more resources, more opportunities, more connections to companies in the field of computing, and a wider community of Girls Who Code College Loops located in colleges around the country. Through our connection to Girls Who Code, we gain these advantages and there are no additional requirements asked of members nor the organization despite working with the Girls Who Code HQ website.