

# **Eritrean & Ethiopian Student Association**

## **Constitution**

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

- The organization shall be called Eritrean & Ethiopian Student Association at UC San Diego.

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

- Connecting and creating community amongst Eritrean & Ethiopian students and allies at UC San Diego and in the greater San Diego area, to celebrate and enrich our knowledge on our respective cultures; and provide service to those in our community.
  - This association has no political or religious affiliation.

### **❖ Article III. Nonprofit**

- Eritrean & Ethiopian Student Association at UC Sandiego is a non-profit student organization.

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

- All University of California, San Diego undergraduate students are eligible for membership of the Eritrean and Ethiopian Student Association regardless of race, religion, sex, sexual orientation, gender identity, nationality, citizenship status, disability, age, political views, or any other unlisted and protected factors.
- Members must be present at least 50% of club meetings.
- Members must attend or help organize at least one major event.
- Club members will be identified by name, since we will be keeping records of meeting attendees.
- Restriction:
  - EESA does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

### **❖ Article V. Frequency of Organization meetings**

- Our organization will meet bi-weekly.
- The required amount of meetings will be a minimum of 4 per quarter.
- Minutes will be taken by the secretary at our discretion.

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

- Only registered UC San Diego students may hold office in the organization. Only registered UC San Diego students may vote in elections for the selection of the organization's officers.
- There are four officers (President, Vice President, Treasurer, and Secretary) for sure. However, this may be subject to change, a public relations chair and cultural chair, may be added during the year depending on demand of principal member participation and larger distribution of responsibilities.
  - President:
    - Spokesperson of the organization.
    - Facilitates meeting discussions.
    - Oversee club activities.
    - Oversee the Vice president, Secretary and Treasurer
    - Plan club events/organize club meetings.
    - Get in touch with outside organizations/ off campus resources.
      - ◆ I.e., Get in touch with other campuses EESA's or HSU's to coordinate events, or with other organizations like HADE.
    - Submit funding requests and find spaces for club activities.
    - Submit documents necessary to host an event.
  - Vice President:
    - Take the place of the president if they are not present or cannot fulfill their duties.
    - Spokesperson of the club.
    - Helps facilitate meeting discussions.
    - Plan/organize club activities
    - Takes the initiative in planning and organizing one major community service event.
    - Makes a suggestion box and keeps track of the club members want/need from the club.
  - Treasurer
    - Keeps track of the clubs budget.
    - Organizes fundraisers.
    - Gets funding for making EEAS apparel.
    - Maintain all necessary accounting records in an online database accessible to all board members.
    - Work with the president to acquire funding for all club events.
    - Maintains the club's bank account.

- Helps the Secretary organize tabling events and keeps track of money earned at these fundraising events.
- Secretary:
  - Takes minutes at every board meeting.
    - ◆ Takes account of all major decisions in writing.
  - Makes slideshows for club meetings with agenda and all announcements.
  - Make newsletters to send to the organization members.
  - Keep all organization documents filed and organized.
  - Runs all social media accounts and makes fliers for outreach on campus.
  - Organizes tabling events on Library walk.
- Public relations chair (possible)
  - Manage social media accounts.
  - Make all organization fliers.
  - Outreach to potential organization members.
  - Create organization apparel.
- Cultural Chair (possible)
  - Come up with ideas for and plan cultural events.
  - Help get cultural background for and help plan our large events.
  - Connect organization to cultural organizations in the San Diego area.
- The President, Vice President, Secretary, and Treasurer will serve as the executive committee.
- Students who adhere to the membership requirements can run for office. Officers are elected by votes of the organization members. The annual elections will take place starting May 1st and the results will be announced June 1st. Officers assume positions in August prior to the start of the school year in order to complete the registration process. Former officers may be replaced by the newly elected officers.

## ❖ **Article VII. Risk Management**

- Eritrean and Ethiopian Student Association at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself
- Eritrean and Ethiopian Student Association at UC San Diego understands that the University does not assume legal liability for the actions of the organization.
- There is no risk associated with our group activities.

