

Shaping Futures

Article I. Name of Student Organization

The organization shall be called Shaping Futures at UCSD.

Article II. Statement of Purpose

Students in disadvantaged high schools throughout San Diego County are not provided the necessary support to successfully enter higher learning institutions. This is particularly true in the case of those with mental and physical disabilities. Shaping Futures' goal is to support and serve these students through various informational seminars and hands-on college application assistance. These presentations and workshops will bring light to the various educational programs and scholarships that can better support these students in their journey to success.

Article III. Nonprofit Statement

Shaping Futures at UCSD is a non-profit student organization.

Article IV. Requirements for Membership

- a. All undergraduate University of California, San Diego Students are eligible to be members
- b. Attend 2 out of 2 group body meetings (GBM) (meetings will be recorded with an alternate attendance quiz for those who cannot attend live)
- c. 8 hours of service work
- d. Attend 2 out of 4 social events
- e. Attend 1 chalking/flyering event
- f. Attend 1 fundraising event
- g. Must have at least a 3.0 GPA

*Article V. Frequency of Organization Meetings**

Shaping Futures will meet twice a quarter for GBMs, will have four general social events, and one fundraising event. See above for meeting attendance requirements. Minutes will be taken for official meetings.

*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.

Officer positions:

- *President*
 - Oversees organizations projects as well as officers and their responsibilities
 - Coordinate with community advisor to connect with high schools in San Diego Unified School District
 - Break any voting ties in board meetings
 - Organize presentations
- *Vice President*
 - Preside in absence of the President
 - Work alongside the president in overseeing organizations projects as well as officers and their responsibilities

- Organize presentations
 - Oversees scheduling
- **Treasurer**
 - Manage finances and track spending
 - Construct the quarterly budget
 - Create and organize fundraising events
- **Secretary**
 - Keep track of meeting minutes
 - Keep track of organization attendance and organization membership requirement fulfillment for each organization member
- **Social Relations Officer**
 - Organize and manage website, instagram, facebook, and twitter accounts
 - Manage email list and weekly updates
 - Publicize upcoming meetings and events
 - Preside over chalking, flyering, and club rush activities
 - Create and consistently update website for assisted students
- **Community Advisor**
 - Work directly with schools in the San Diego Unified School District
 - Organize paperwork for working within the district
 - Track members high school volunteer requirements
 - Must be present at all high school service events
 - Continually research new programs and scholarship opportunities
- **Social Event Coordinator**
 - Organize and preside over social events

Elections will take place once a year during the Spring quarter. Officers will be elected by democratic vote by board members. Founding board members are eligible to retain positions until graduation. Current Shaping Futures members who have served at least one quarter before running for office will be eligible to apply. Officers will be trained for their positions at the end of the Spring quarter and over the summer. Officers will assume their positions at the beginning of the Fall quarter. A board member may issue a request for impeachment of another board member on the grounds of neglect of duty or breach of constitution. The request for removal must be sent to the Advisor, members, and Shaping Futures board at least three days prior to the upcoming board meeting. The officer(s) nominated for impeachment will be given due process and an investigation will be conducted by the Advisor. A board member may be removed from office after investigation by a 2/3 vote by the board once an investigation has been completed and misconduct has been confirmed.

Article VII. Risk Management

No operations of Shaping Futures should result in any injury. Our strategy to avoid any risk is to discuss mentorship guidelines and inform members of proper conduct at every GBM. Shaping Futures at UCSD is a registered student organization at University of California, San Diego, but not part of the University itself. Shaping Futures 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

Shaping Futures 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). Shaping Futures 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 VII. Section 3. In Case of International Travel

Shaping Futures 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. Faculty Advisor

The Faculty Advisor will be responsible for reviewing seminar outlines and will assist in coordinating with high schools when needed. Additionally, the Faculty Advisor will review the website periodically and will conduct investigation if impeachment of a board member is necessary. The Faculty Advisor will be chosen by the organization board and will retain the position until they choose to pass it on.

Article IX. Financial Management

We will hold community fundraisers and raise money to pay for necessary expenses for the organization. Our Treasurer will manage our funds and board members will determine how the money the organization raises is spent by democratic vote. Our organization will submit a quarterly budget to the A.S. to receive potential funding. The organization will also hold an off-campus bank account for managing money raised by fundraisers. This account will require signatures from the Treasurer and President to authorize spending.