

## **Article I. Name of the student organization**

The organization shall be called *Graphite* at UC San Diego.

## **Article II. Statement of purpose**

The goal of *Graphite* is to provide opportunities for UC San Diego students to participate in scientific communication within the Department of Chemistry and Biochemistry, primarily through writing. *Graphite* will do this through the publication of a chemistry journal within the department. *Graphite* will also strive to foster community within the department by highlighting events, recognizing esteemed faculty, celebrating accomplishments across the department, and better connecting UC San Diego chemistry alumni with campus developments through the publication.

## **ARTICLE III. NONPROFIT STATEMENT**

*Graphite* at UC San Diego is a non-profit student organization

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

The membership of the organization will consist of registered UC San Diego students. To be considered a member, a student must contribute to the organization in some capacity. This can take many different forms, such as serving as a writer and contributing articles, serving on the officer board, contributing to the graphic design work of the organization, or other similar activities that contribute to the running of the organization and the *Graphite* publication. There are no dues associated with becoming a member of *Graphite*.

## **ARTICLE V. FREQUENCY OF ORGANIZATION MEETINGS**

The organization will have monthly all-staff meetings. Additionally, the sections have more frequent meetings at intervals left up to the editor of that section. There is no required number of meetings for members. Minutes will only be kept at board and advisor meetings.

## **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 shall be 10 officer positions that make up the board. These positions are Editor in Chief, Editor at Large, Research Editor, Features Editor, News Editor, Opinion Editor, Head Graphic Designer, Webmaster, Secretary and Treasurer, Publicity and Internal. The officers holding the positions of Editor in Chief, Managing Editor, Editor at Large, Research Editor, Features Editor, News Editor, Opinion Editor make up the editorial board, responsible for the editorial process

and editorial decisions for the publication.

## Section 1: Criteria for Candidacy for Consideration to be an Officer

Must be an organization member in good standing

Must intend to remain enrolled at UCSD for the full duration of their term

No individual may hold more than one position during a given term (one academic year).

## Section 2: Officer Duties

### Editor in Chief

The editor-in-chief is responsible for the general operations of the organization. They are responsible for coordinating the various activities and tasks of the organization. The primary method by which this happens is through the bi-weekly board meetings, which the Editor in Chief is responsible for. Additionally, the editor in chief must have held a different position for at least one year prior to becoming the editor in chief.

### Managing editor

The managing editor is responsible for the logistical side of the organization's operations. This includes managing room reservations for organization events, organizing recruitment events, and ensuring that all other officers stay up to date with their duties.

### Editor at large

The editor at large is ultimately responsible for the quality of published material. The editor at large is responsible for reading and editing all content that is produced throughout the organization. This officer is also responsible for training and coordinating with and supporting the individual section editors. Along with filling in for the section editor in a situation in which they cannot complete their duties.

### Section editors

The section editors consist of the Research Editor, Features Editor, News Editor, and Opinion Editor. These editors are each responsible for their respective sections. This includes overseeing the writers in the section throughout the writing process, helping the writers with ideas, and editing content throughout the production process. These editors are expected to work closely with the editor at large at all times.

### Head graphic designer

The head graphic designer is responsible for the graphic design needs of the organization. This includes producing content along with overseeing and working with the staff graphic designers. The head graphic designer is also responsible for working closely with the webmaster on the design of the website.

### Secretary and Treasurer

The secretary and treasurer should be present at all officer meetings and events to take meeting minutes to keep members informed of what is happening within Graphite. This officer is also responsible for coordinating availabilities for board meetings. Additionally, this officer is

responsible for the finances of the club which mainly involves ensuring that there is enough money to print the end of the year publication.

#### Publicity and Internal

The publicity and internal officer is responsible for coordinating the advertising for events. This includes various social media platforms along with physical fliers around campus. Additionally, this officer is responsible for sending out announcement emails through Chem Advising.

### Section 3: Officer Selection

#### Part 1: General

All individuals who are running for an officer position must submit an application.

All previous officers will be in charge of organizing the selection, moderating the actual selection and interview process, and accepting applications. All previous officers not running for a position will head the process of selection.

The application process will include a supplemental section based on the positions. The supplemental materials must be turned in before the date of the interview and a group interview. Candidates may run for more than one more position, as long as they are fully prepared to fulfill the duties of that position

Selections will occur in April.

#### Part 2: Post Selections

New officers shall take office alongside the old officers for the remainder of the school year. This shall be the training period whereby old officers prepare new officers for the next school year and work closely together in their respective positions.

New officers shall assume their positions during Week 10 of the Spring quarter.

### Section 4: Officer Dismissal

Officers may be dismissed for inappropriate conduct and failing to perform their duties. For dismissal, unanimous approval of dismissal by all other officers and faculty advisors is required.

The officers are elected for a term of 1 year beginning in June and ending in June.

The organization will transition from the old officers to the new officers during week 10 of the Spring quarter.

## **Article VII. Risk Management**

Graphite at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself.

Graphite at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

### Section 1: In Case of Handling of Hazardous Chemicals, Material, Equipment, and/or Machinery

Graphite recognizes that all student organization activities must be conducted safely, in accordance with all applicable federal, state, and local laws. Additionally, Graphite will abide by UC San Diego requirements for students in labs, including policies for minors in UC laboratories, and ensure members receive safety training regarding the use of chemicals and/or machinery before entering the lab. Members must follow any best practices and lab safety protocols for the use of such chemicals, research equipment, or machinery, including the appropriate use of Personal Protective Equipment, and should work under close supervision of those trained in the handling of chemicals/use of research equipment or machinery.

### **Article VIII. Community Advisors**

The faculty advisor(s) must be a faculty member of the Department of Chemistry and Biochemistry. The Executive Officer Board should update the faculty advisor(s) at least twice per quarter. The role of faculty advisor(s) is to advise, support, and serve as representatives between Graphite, university officials, and industry professionals. Selection, whether new or renewed, of faculty advisor(s) will occur during the spring selection, after the decisions of the incoming Executive Officer Board. Final decisions regarding the selection of faculty advisor(s) will be determined by both the current and incoming Editor-in-Chief, Managing Editor, and Editor-at-Large.

### **Article IX. Financial Management**

There will be an organization bank account held by the Editor-in-Chief and Treasurer. This account will be transferred to the incoming Editor-in-Chief and Treasurer before the end of the school year. Financial decisions will be decided by a majority Executive Officer Board and subsequently approved by the faculty advisor(s). *Graphite* is a non-profit organization.