

SWIPE OUT HUNGER AT UC SAN DIEGO

CONSTITUTION

Updated February 2023

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Article I. Name of Student Organization

The Organization shall be called Swipe Out Hunger at UC San Diego, hereafter referred to as Swipes or as Swipe Out Hunger.

Article II. Statement of Purpose

- A) The Swipe Out Hunger chapter at UC San Diego will have a purpose towards attaining the following goals:
 - a. Maintaining a partnership with Housing, Dining and Hospitality in order to sustainably collect dining dollars throughout the year, and redistributing dining dollars and/or other forms of food security-related aid to food insecure students.
 - b. Expanding student-led food insecurity advocacy efforts on campus through year-round fundraising and volunteering efforts.
 - c. Supporting any future innovations concerning food insecurity and basic needs for students

Article III. Nonprofit Statement

- A) Swipe Out Hunger at UC San Diego is an international, 501(c)3 non-profit student organization consisting of a coalition of university and college chapters located throughout the world. Our dual mission is to tangibly and tactically partner with college campuses to alleviate hunger while raising young people's awareness of basic needs insecurity through education and outreach.

Article IV. Requirements for Membership

- A) Swipe Out Hunger general body membership is open to all current and enrolled undergraduate or graduate UC San Diego students regardless of sex, gender, race, religion, age, marital status, sexual orientation, socioeconomic level, ability, or class standing.
- B) Members of Swipes do not need to pay dues to become a member of Swipe Out Hunger.

Article V. Frequency of Organization Meetings.

A) Frequency

- a. There shall be a board meeting every week of the quarter. There shall also be an organizing meeting before every donation drive, if applicable.
- b. There shall be an executive meeting whenever necessary throughout the quarter.
- c. The officers shall find a time that is convenient for the most number of people, and shall book a room at this time.
- d. Meetings are mandatory for all officers. Failure to attend meetings may result in removal by the collective.

B) Structure

- a. The meetings will be run by the Internal Officer.
- b. Minutes will be taken by the Internal Officer and distributed to the organization via e-mail by the following evening.

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.

All positions will require a brief interview.

A) Executive Officers

- a. External Communications Chair
 - i. Shall be charged with overseeing all logistics and operations within Swipe out Hunger.
 - ii. Shall maintain the partnership between HDH and Swipes, ensuring that the MOU between the two organizations is in good standing and that all of Swipe's actions fall within what is allowed by the MOU.
 - iii. Shall serve as the primary contact to the Swipe out Hunger national organization.
 - iv. Shall be responsible for re-registering Swipes as a student organization during the summer.
 - v. Shall delegate any necessary task in order to carry out the mission statement of Swipe out Hunger.
- b. Internal Communications Chair
 - i. Shall oversee all logistics related to the collection of dining dollars, donation drives and food delivery.
 - ii. Shall directly oversee the roles and responsibilities of the Swipes Drive Director, Special Projects Directors and the Volunteer Director.
 - iii. Shall call and run all Swipes meetings
 - iv. Shall delegate any necessary task in order to carry out the mission statement of Swipe out Hunger.
- c. Chief Financial Chair
 - i. Shall oversee all logistics related to the purchase of food or delegation of collected dining dollars.
 - ii. Shall directly oversee the roles and responsibilities of Outreach Director, Marketing Director, Dining Liaison and Funding Director.
 - iii. Shall assist in coordinating the logistics of food delivery.
 - iv. Shall tabulate final quantities of food and dining dollars donated, and volunteer hours clocked.
 - v. Shall delegate any necessary task in order to carry out the mission statement of Swipe out Hunger.

B) Managing Officers

- a. Marketing Director
 - i. Shall be in charge of designing and distributing all marketing, educational, and promotional materials
 - ii. When necessary, shall work with the A.S. Graphic Studio, HDH marketing team, Swipes HQ, and other organizations to produce said materials

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- iii. Shall call and run Marketing Committee meetings, and delegate work to committee members accordingly
- b. Outreach Director
 - i. Shall work with other college councils, student organizations, and event planning committees to set up dates and times for Swipes tabling
 - ii. Shall also oversee the logistics for getting tables, chairs, forms, etc.
 - iii. Shall plan and organize tabling layout, including flyers, games/activities, sign-ups, etc.
 - iv. Shall work to build and maintain partnerships with other student organizations
 - v. Shall be in charge of recruiting students to be members of Swipe out hunger
 - vi. Shall call and run Outreach/Volunteer Committee meetings with the Volunteer Director, and delegate work to committee members accordingly
- c. Volunteer Director
 - i. During Swipes drives, shall coordinate the tabling schedule and direct members/volunteers accordingly
 - ii. Shall maintain the partnership with the San Diego Food Bank and organize efforts to volunteer at the Food Bank and at other locations in the SD area
 - iii. Shall work with other student organizations to seek out and organize community service opportunities for members
 - iv. Shall call and run Outreach Committee meetings with the Outreach Director, and delegate work to committee members accordingly
- d. Funding Director
 - i. Shall oversee funding efforts necessary to maintain Swipes for the Homeless' activities and operations at UC San Diego
 - ii. Shall organize fundraising efforts at events and Swipes tabling to garner donations for the Food Bank
 - iii. Shall apply for funding from the Associated Students when necessary
 - iv. Shall work with other directors to oversee financial logistics related to events, marketing, campaigns, and other organization efforts
 - v. Shall work with CFO, as necessary, to maintain and build upon partnership with Chase bank
 - vi. Shall call and run Funding Committee meetings, and delegate work to committee members accordingly

C) Committee Members

- a. Marketing Committee Members
 - i. Shall work with the Marketing Director to market and publicize Swipes in all forms, recruit new members and volunteers, design creative marketing campaigns and materials, broadcast Swipes events and programs, lead a social media campaign, and more, depending on the direction taken by the Directors and the committee
- b. Outreach/Volunteer Events Committee Members

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- i. Shall work with the Volunteer Director and Director of Outreach to plan, organize, coordinate, and execute Swipes events (including tabling and community service efforts)
 - ii. Shall work to strengthen the Swipes presence and relationship with the surrounding community
 - iii. Shall work with other committees to determine every aspect of each event
- c. Fundraising Committee Members
 - i. Shall work with the CFO and funding director to coordinate funding (for Swipes) and organize fundraising (donations to our org) events, find/maintain sponsors for events, and plan creative funding/fundraising campaigns
 - ii. Shall assist other committees as necessary with financial needs and secure funding from AS, HDH, the Food Bank, or other organizations as necessary

D) Officer Election Process

- a. Executive Officers
 - i. Executive Officers shall be elected. These officers will be selected by a nomination and election process.
 - ii. Each nominated candidate shall give a five minute speech to the organization. This will be followed by a brief discussion in which the candidates are not present. A vote will then be held, with any candidate receiving a majority of the vote announced as the winner. If no candidate receives a majority of the vote, then the candidate with the lowest number of votes will be removed from the election and ballots shall be recast.
 - iii. Only students who have served as an Officer or Committee Member for the past year shall be eligible for election as an Executive Officer.
 - 1. If there is no one eligible to run for an Executive Officer position, then eligibility will open up to everyone in the organization.
 - iv. Executive Officers shall be elected Winter quarter before the third week and shall serve a term of one year.
 - v. The time between elections and the new term shall serve as a transition period for new officers. This period shall be four weeks.
- b. Managing Officer Appointment
 - i. At the beginning of the Executive Officer transitional period, applications for Managing Officers shall be released by the incoming Executive Officers.
 - ii. The incoming Executive Officers shall coordinate publicity and recruitment efforts to get students to apply for Managing Officer positions.
 - iii. By the eighth week of Winter quarter, the new Managing Officers shall be selected by the Executive Officers and these positions shall be announced.
 - 1. The new Managing Officers will transition the first week of Spring quarter. During the donation drive of Winter quarter, the outgoing and incoming Managing Officers shall share responsibilities and roles.

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- E) As a general rule, Swipe Out Hunger shall come to consensus in order to make its decisions. In the case that no consensus is reached, the Executive Officers shall have a discussion and make a final decision.

Article VII. Risk Management

- A) Swipe Out Hunger at UC San Diego is a registered student organization at University of California, San Diego, but not part of the University itself.
- B) Swipe Out Hunger at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

Section 1. In case of interactions with minors and/or the elderly.

- A) Swipe Out Hunger at UC San Diego 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). Swipe Out hunger will develop plans 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

Section 2. In case of the provision of medical assistance

- A) In the event that Swipe Out Hunger at UC San Diego provides medical assistance to a community, all volunteers will work under the direction of licensed professionals (doctors, nurses, counselors, etc.). The University does not recommend that students provide medical assistance.

Section 3. In case of International Level

- A) Swipe Out Hunger at UC San Diego 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.
- B) 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.

Section 4. In Case of Handling of Hazardous Chemicals, Material, Equipment, and/or Machinery

- A) Swipe Out Hunger at UC San Diego recognizes that all student organization activities must be conducted safely, in accordance with all applicable federal, state and local laws.

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Additionally, Swipe Out Hunger at UC San Diego 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.