

# The Catalyst at University of California San Diego

## Constitution for the 2022-2023 Academic Year

### ARTICLE I. NAME OF STUDENT ORGANIZATION

The organization shall be called The Catalyst at UC San Diego.

### ARTICLE II. STATEMENT OF PURPOSE

The Catalyst is a digital paper series at UC San Diego which aims to give voices to undergraduate students who have a passion for research. We welcome any and all students who are interested in publishing their work, and we are dedicated to fostering a diverse community of interdisciplinary scholarship.

We emphasize helping new students find their path in research, and aim to help publish new (and especially underrepresented) scholars.

We do not discriminate based on race, color, national origin, religion, sex, gender, disability, age, medical condition, ancestry, marital status, citizenship, or sexual orientation.

We are an academic organization connected to UC San Diego Undergraduate Research Hub.

### ARTICLE III. NONPROFIT STATEMENT

Catalyst at UCSD is a non-profit student organization

### ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP

Any student at the University of California San Diego is eligible to be a member of The Catalyst. The sole requirement for membership is to be actively engaged with the organization.

Active engagement is simply continual involvement. Examples of active engagement include (but are not limited to) service as a board member of The Catalyst, service as a journal editor, or being the author of a paper in the process of being published by The Catalyst.

All board members, editors, and project authors will be recognized on The Catalyst's webspace in eScholarship.

## ARTICLE V. FREQUENCY OF ORGANIZATION MEETINGS

The board of The Catalyst will meet every one to two weeks to debrief on previous assignments and discuss current and upcoming plans. These meetings are known as Executive Board Meetings (EBMs). Meeting minutes will be required for EBMs.

The board of The Catalyst will meet once every couple weeks with external editors to provide and receive updates on the editorial process of each journal submission. Extra meetings may be scheduled optionally if requested by board members or editors. Meeting minutes are optional.

Submission authors may also choose to meet with editors periodically to discuss suggested revisions. These meetings can be mediated by board members if desired by authors or editors. Meeting minutes are optional.

## 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.

Officers (or board members) are appointed at the end of each Spring Quarter, and hold their positions until the end of the next Academic year.

In the event that officers step down from their roles, or if a role cannot be filled, then additional application cycles will take place throughout the year. Accepted applicants will be appointed to their role at the end of the quarter they applied in.

Any student is eligible to apply for any officer roles other than Editor in Chief. Only students who have served a year as an officer may apply for Editor in Chief.

Students applying for a position on the board of The Catalyst will complete a Google Form application, and will subsequently be interviewed by an Officer.

The list of board positions and duties follows:

1. **Editor(s) In Chief** - Overall managers of editors, the board, and its committees.
  - a. Shall Oversee journal board operations
  - b. Shall plan and lead meetings and progress reports
  - c. Shall ensure editing is proceeding at the pace outlined in the timeline form
  - d. Shall assist other board members, wherever needed.
2. **Secretary** - Organizational head for The Catalyst
  - a. Shall take meeting minutes during board meetings and during informational meetings with other organizations or advisors.
  - b. Shall keep track of information pertaining to submissions to the journal
  - c. Shall primarily write emails and/or other announcements pertaining to the journal submission and editorial timeline.

3. **Webmaster** - Dedicated chair for ensuring The Catalyst's online space is working as intended.
  - a. Shall act as primary liaison between The Catalyst and Library officials for managing the eScholarship webspace
  - b. Shall ensure the eScholarship webspace is proper and up to date in terms of content, formatting, related links, and more.
  - c. Shall be in charge of creating and managing a separate web space for The Catalyst.
4. **Illustrator** - The Catalyst's designer and illustrator
  - a. Shall work with the Webmaster to craft or select designs and images for The Catalyst's web spaces.
  - b. Shall design flyer/publicity material for distribution by the Community Outreach Coordinator.
  - c. Shall be the primary designer of The Catalyst's journal covers, pages, and general style.
5. **Community Outreach Coordinator** - The face of The Catalyst
  - a. Shall work to foster relationships between The Catalyst and members of the UCSD and greater Academic Community.
  - b. Shall act as the liaison between The Catalyst and any external parties interested in working with The Catalyst
  - c. Shall communicate with any interested undergraduate students, and approach student engagement by nurturing a positive and safe atmosphere
  - d. Shall oversee responsibilities of social media accounts such as Instagram and Facebook.
6. **Academic Outreach Coordinator** - Main person for communicating with departments for journal-related matters
  - a. Shall act as the primary liaison between The Catalyst and academic departments for the purpose of enhancing the journal
  - b. Shall find experienced undergraduate students, graduate students, or professors who can help with the project editorial process.
  - c. Shall work with the Secretary to ensure both project writers and editors are aware of journal guidelines and deadlines
7. **Content Editor**
  - a. Shall allow editors to bounce ideas off of this chair, and correspond with this chair if they have any questions about paper material.
  - b. Shall act as a liaison between more experienced editors (e.g. grad students) and the writers for information related to content
  - c. Shall meet with writers to discuss content-related critiques during the drafting periods of the timeline, if this is desired by the writer.
8. **Technical Editor**

- a. Shall act as a primary editor of stylistic writing choices (if applicable), project flow, and any other technical details which need to be addressed.
- b. Shall meet with writers to discuss technical (e.g. grammar, flow) critiques during the drafting periods of the timeline, if this is desired by the writer.

## ARTICLE VII. RISK MANAGEMENT

The Catalyst at UCSD is a registered student organization at the University of California, San Diego, but not part of the University itself.

The Catalyst at UCSD understands that the University does not assume legal liability for the actions of the organization.

The Catalyst is an entirely virtual academic paper series. It creates no physical risk for any member.

## ARTICLE VIII. COMMUNITY ADVISOR

Organization advisors from the Undergraduate Research Hub will help to oversee and coordinate the actions of The Catalyst for the duration of the school year, and to serve as the organization's main point of contact with the UC San Diego administration.

## ARTICLE X. AFFILIATION WITH OTHER GROUPS

We are an academic organization connected to UC San Diego Undergraduate Research Hub.