

PANDORA FORUM AT UC SAN DIEGO CONSTITUTION  
2023-2024 ACADEMIC YEAR

ARTICLE I. NAME OF STUDENT ORGANIZATION

The organization shall be called Pandora Forum at UC San Diego.

ARTICLE II. STATEMENT OF PURPOSE

Pandora Forum is a space for Classical Studies majors, minors, and any student interested in ancient Mediterranean studies at UC San Diego. The organization seeks to provide resources and advice regarding the Classical Studies program at UC San Diego; to discuss previous and current literature, essays, and scholarly works in ancient Mediterranean studies; to serve as a collaborative study and investigative space; and to serve as a center for students within the Classical Studies program.

Inspired by the ancient Greek myth of Pandora's box, Pandora Forum seeks to be a collaborative space that examines and unpacks the field of Classical Studies and the many issues in the study of the classical world and classical reception. Some examples of the issues Pandora Forum aims to investigate are the role of Classical Studies in the justification of white supremacy, the erasure of marginalized communities, and the narrative of a great "Western Civilization". Like the ancient Roman forum, the organization will be a place of discussion, exchange, and community that looks to develop diverse perspectives on the classical world and a more inclusive definition of "Classics" that recognizes the influence of other cultures within and beyond Greece and Rome.

ARTICLE III. NONPROFIT STATEMENT

Pandora Forum at UC San Diego is a non-profit student organization.

ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP

Any UCSD student interested in becoming a member of Pandora Forum is eligible for membership. Prospective members must attend at least two meetings or events per quarter to be considered a member. There are no dues requirements.

Pandora Forum at UC San Diego will not discriminate against any student interested in participating or becoming a member on the basis of gender, race, sexual orientation, religion, disability, or citizenship status.

## ARTICLE V. FREQUENCY OF ORGANIZATION MEETINGS

General body meetings are to be held once a week during the academic year. All members or interested students may attend general meetings. Meeting times and locations will be scheduled at the beginning of each quarter and shared with all members and any interested student. Additional meetings and events will also be shared with all members and any interested student.

Executive board meetings are to be held once a week during the academic year to determine and plan publicity, social, and other events. Executive board meetings are to be attended by all members of the executive board. Minutes will be taken by the secretary and shared with Pandora Forum executives. Meeting times and locations will be scheduled at the beginning of each quarter according to the executive board's schedules.

If any executive officer cannot attend a meeting, they must inform a president in advance.

## 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. Elected officers must remain active members for the year they are elected. Each executive position will be held for the full academic year.

The executive board consists of three presidents, one secretary, treasurer, and outreach chair.

### (1) President #1 - Executive Board Leader

- (a) Attending executive and general meetings
- (b) Leading executive board meetings
- (c) Determining executive board meeting agendas
- (d) Checking in with executive board members on ongoing tasks
- (e) Monitoring email communications
- (f) Acting as point of contact with Classics faculty

### (2) President #2 - Event Coordinator

- (a) Attending executive and general meetings
- (b) Planning two quarterly events
- (c) Initiating and completing processes for event and reservation booking
- (d) Organizing events and collaborations with other organizations, student clubs, or alumni outside of regular GBM activities

### (3) President #3 - Meeting Leader

- (a) Attending executive and general meetings
- (b) Setting GBM agendas
- (c) Leading GBMs
- (d) Coordinating student presentations
- (e) Coordinating professor guest lectures at least once a quarter

### (4) Secretary

- (a) Attending executive and general meetings
- (b) Taking minutes at each meeting and sharing said minutes with the organization

- (c) Keeping record of member attendance at meetings
- (d) Sending out weekly newsletters with GBM recaps, resources for next GBM, and upcoming events
  - (i) Update discord with this same information weekly
- (e) Printing any necessary papers for events and GBMs
- (5) Treasurer
  - (a) Attending executive and general meetings
  - (b) Initiating and completing processes for funding
  - (c) Managing organization funds and setting budgets
  - (d) Updating financial records
  - (e) Recording financial transactions
  - (f) Managing reimbursements
- (6) Outreach Chair
  - (a) Attending executive and general meetings
  - (b) Keeping website up to date
  - (c) Making event graphics
  - (d) Posting weekly graphics for GBMs
  - (e) Managing social media account(s)

**\*\*Each quarter, each president will rotate between presidential roles during the academic year.**

All executive members are responsible for maintaining relations between the executive board and club at large.

Each executive will be limited to serving one two-year term in the board before they will be required to re-apply for any position.

Principal Members are required to serve as executives. Executives are required to serve as Principal Members.

All members with a year of active engagement in the club may apply to be part of the executive board. Applications for members with Classical Studies majors or minors will be prioritized. Principal Members and current executive officers' applications will be prioritized. The procedure for electing the next year's executive board are as follows:

- (1) In March of each year, applications for the next year's executive board will open.
- (2) Applicants will prepare a short introduction and presentation for all organization members to see.
  - (a) Applicants will be given a few prompts that will help guide their presentation.
- (3) All members of the organization will be able to vote.
- (4) The next year's executive board will be decided and announced by Finals Week of the preceding academic year.

If any executive officer engages in inappropriate behavior as detailed below, a three-stage procedure will be initiated and followed to resolve the issue or remove the executive. The officer will vacate their position if a majority is reached. Responsibilities will be divided among executives until a new executive is elected to fill the role.

Inappropriate behavior constitutes:

- (1) threatening the physical or mental well-being of any member of the organization
- (2) acting in ways that violates the UC San Diego Student Code of Conduct
- (3) refusing to communicate or work with other members to the point that it obstructs the organization's ability to function
- (4) acting outside of designated roles and responsibilities in a way that hinders organization operation

The three-stage procedure is as follows:

- (1) A formal warning letter will be sent via e-mail to the executive that is violating the organization code of conduct. Requirements for this letter include:
  - (a) Previous attempts at resolving the conflict or de-escalating the inappropriate behavior.
  - (b) Two or more executives must approach a president with their concerns.
  - (c) All communications will be CC'd to the community advisor.
- (2) All executives involved in the conflict will schedule a conflict resolution meeting with the community advisor present.
- (3) If the inappropriate behavior continues, a formal notification of vote for removal will be sent one week in advance. The executive board will meet, allow for each side to speak, then conduct a vote. This vote is final.

\*Any immediate safety threat can bypass the first two steps of the warning system. The community advisor will still be involved in all communications.

## ARTICLE VII. RISK MANAGEMENT

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

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

## ARTICLE VIII. COMMUNITY ADVISOR

The Community Advisor of Pandora Forum will be a faculty or staff member affiliated with the Classical Studies program at UC San Diego. The Community Advisor will oversee all operations and actions of Pandora Forum during the academic year. The Community Advisor will serve as a main point of contact between members and both the UC San Diego and Classical Studies administration. The Community Advisor will be approached and requested to serve by the executive board.

## ARTICLE IX. FINANCIAL MANAGEMENT

Funding for events will be requested through Associated Students funding. If necessary, additional funding will be provided for through fundraising events. All acquired funds and financial information

will be recorded by the treasurer.

#### ARTICLE X. AFFILIATION WITH OTHER GROUPS

Pandora Forum is not affiliated with any other student organization.