

# **Paranormal Society Constitution 2023-2024**

## **Article I – Name of Student Organization**

1. The organization shall be called Paranormal Society at UC San Diego.

## **Article II – Statement of Purpose**

1. This organization will have its purpose, to learn, investigate, and research about various places that are or may be experiencing unusual activity in order to verify if whether or not it is paranormal using logical reasoning, as directly approved by the student council and indirectly by the community and governing board of University of California, San Diego.

## **Article III – Nonprofit Statement**

1. Paranormal Society at UC San Diego is a non-profit student organization.

## **Article IV – Membership**

1. All undergraduate and graduate students enrolled in the University of California, San Diego are eligible for membership.
2. Membership in this organization shall not be denied to any student at University of California, San Diego based on race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability.
3. Any member may be suspended or expelled from the organization for conduct obviously contrary to the Constitution of the organization or for conduct that impairs the rights of the members to enjoy the benefits of the organization. The offense must be in writing and submitted by an organization member. After the club offense is submitted to the organization, the offending member has the right to a 48 hour notice

of a hearing before members at a regular meeting and the offending member may be suspended or expelled by a two-third-majority affirmative vote of the members present.

4. Members will have to pay a membership fee, unless financially incapable, in order for the organization to provide member-oriented events and benefits. In addition, members may be required to pay money to participate in some events held off-campus.

5. Each member must fill a profile interest form which will be reviewed and voted on for approval by elected officers during staff meetings.

6. Membership can be required to participate and attend certain organization events.

7. Members receive priority registration to organization-related events.

## **Article V – Meetings**

1. There will be three types of meetings:

A. General Meetings: Regularly scheduled meetings for all students to attend. This is where officers and members connect and exchange information. Meetings will be planned at Staff Meetings.

B. Staff Meetings: Formal meetings for the officers to discuss and organize organization related affairs. Each meeting will include a report from each officer (i.e. Treasurer discusses finances and budget). Any outside person wanting to attend these executive meetings must have approval from the President or Vice-President, and they will hold no voting rights.

C. Workshop Meetings: Restricted and limited sessions to Officers and organization members to learn and familiarize with Paranormal Investigation equipment and research methods unless President or Vice-President states otherwise.

2. The frequency, time and place, and agenda of all meetings will be determined by the officers of the organization.

3. Each elected officer may call one emergency meeting per academic quarter.

4. Meetings will not be mandatory. However, in order to be able to participate in Investigation Workshops, organization members must attend two meetings before the upcoming workshop, unless approved otherwise by the President and Vice-President.

#### **Article VI – Qualifications for Holding Office and Methods of Selecting and Replacing Officers**

1. 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.

2. The organization will hold officer elections once during the spring quarter. Elections are held at the end of each academic year for the following year's term.

3. The voting will take place by secret ballot and counted. The name of the officers will be recorded with the student executive board.

4. A candidate must receive at least 51% of the votes or if necessary, runoff elections are held.

5. Candidates are given the option to give a speech of interest during meeting time before voting occurs.

6. The term of an officer will be one year beginning July 1st.

7. A member running for a position must be committed to the organization and has shown interest, also been consistent to most activities during the year.

8. If a current officer is not doing their role as expected, they can be removed by majority of votes from the other officers and a new member can take over.

9. Petition by 1/3 of the total number of members is cause for a recall election. The offense must be stated in writing and submitted by a member. After the offense is submitted to the organization, the offending officer has the right to a 48-hour notice of a hearing. A recall election will be conducted as a "Special Election". Recall requires an affirmative vote of 2/3 of the total voting membership.

The club shall consist of the following:

- President
- Vice-President
- Treasurer
- Secretary
- Publicity Chair

The **President** will have the following duties:

- To be representative of the organization.
- To function as a moderator and supervise all organization related activities.
- To call and preside over all general and executive meetings.
- To be responsible for keeping the organization always informed and bring forth any concerns.
- To plan and prepare an agenda for meetings.
- To schedule investigations and oversee preparations.

The **Vice-President** will have the following duties:

- To be co-representative of the organization and council on campus.
- To assist the president in all duties, including but not limited to meetings associated with the organization.
- To serve as a proxy when the president is absent and/or ill.
- To oversee that all officers are fulfilling their duties as detailed.
- To facilitate all organization related affairs.
- To establish a quarterly calendar with the required events from the executive board.

The **Treasurer** will have the following duties:

- To serve as the primary signatory on a bank account (second signatory being the President of the executive board).
- To present fundraising ideas to the executive board to decide on events.
- To maintain a complete and accurate record of all club receipts and disbursements.

- To oversee and arrange organization fund-raising efforts, including paperwork and contracts.
- To plan and coordinate two fundraising events per academic quarter.
- To supervise the profits and preparation of invoices of organization budget.

The **Secretary** will have the following duties:

- To serve as primary record keeper of the organization.
- To maintain accurate minutes of each meeting and organize executive meeting notes for professional bookkeeping records.
- To carry out all correspondence for the club.
- To keep a detailed roster of all organization members and compiling a report for executive board meetings.
- To attend every meeting, except in extreme circumstances.
- To work side-by-side with the Publicity Chair for member information and forms in correspondence to the organization.

The **Publicity Chair** will have the following duty:

- To publicize all organization activities, events and fundraisers through the campus and school community.
- To create, organize and distribute promotional materials for the organization.
- To make sure that the organization is in the best social relations possible.
- To reserve rooms and make necessary preparations for the needed event.
- To maintain the presentation of the organization's image across media with dignity, respect, and honor.
- To handle and communicate with members, working side-by-side with the Secretary for the organization newsletter.

## **Article VII – Risk Management**

1. Paranormal Society at UC San Diego is a registered student organization at the

University of California, San Diego, but not part of the University itself.

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

A. We will not be working with Minors or elderly.

B. We will not travel internationally.

C. We will not be issuing medical assistance.

D. We will not be handling hazardous chemicals/material/machinery.

#### **Article VIII – Financial Matters**

1. Paranormal Society at UC San Diego will follow the University of California Policies applying to Campus Activities, Organizations, and students in all financial matters.

2. The Organization may raise revenues through contributions, fundraising activities, or by applying for school funds available to school groups. Paying dues is not a mandatory requirement for membership. Students, however, may be charged for services as special social gatherings, events, and others which are offered through the organization.

3. All officers shall be held to high standards of financial integrity. All officers will be responsible to carefully administer any school funds granted by the Organization. Any funds granted by the school will be deposited into an Associated Students, Incorporated Accounting Office agency account.

4. In the event Paranormal Society at University of California, San Diego should become defunct, all funds assigned by the school will be turned over to the University of California, San Diego Associated Students, to be used to promote student programming on campus.

**Article IX – Amendment**

A two-third-majority vote of the members in attendance is required to amend this organization constitution.