Article I. Name of Student Organization\*

**The organization shall be called Data Science Student Society at UC San Diego.**

Article II. Statement of Purpose\*
*The Data Science Student Society (DS3) is an interdisciplinary academic organization founded in 2017 at the University of California San Diego. DS3 is a welcome space for collaboration and innovation from various disciplines. We offer many resources, events, and workshops designed to encourage the development of anyone interested in the Data Science field and its applications. With the aid of our alumni and our sponsors, we host data science hackathons, organize career fairs, and actively implement new services to support the growing data science community at UC San Diego and beyond!*

Article III. Nonprofit Statement\*

**Data Science Student Society at UC San Diego is a non-profit student organization.**

Article IV. Requirements for Membership\*

*A membership fee will not be required in order to join our organization. Any undergraduate student at UC San Diego is eligible to become a member of our organization. A member is defined as a student who has registered on our website. All members will have perks such as early registration for limited events. We will continue to have events available for all students, not only members. Each Spring, we release applications to interview and join our Executive Board.*

Article V. Frequency of Organization Meetings\*

*The organization will meet weekly/biweekly/digitally based on the availability of the executive board.*

Article VI. Qualifications for Holding Office and Methods of Selecting and Replacing Officers\*

**Only registered UCSD students may hold office in the organization. Only registered UCSD students may vote in elections for the selection of the organization’s officers. There are 13 total officers on our Executive Board. Their titles and responsibilities are listed below. The President and Vice-Presidents are elected through a voting process. The rest of the board will be appointed by the elected President and Vice-Presidents through an application and interview process. The entire election process occurs during the second week of April. Officers assume their positions immediately after being elected/appointed. Officers and subcommittee members are replaced/removed after a majority vote from the Executive Board.**

*Positions:*

***President****:*

* *Establishing meeting agendas in advance to executive meetings*
* *Facilitate weekly PVP (President, Vice-Presidents) meetings*
* *Reserving spaces for some events and meetings*
* *Coordinates with the rest of the leadership on a quarterly basis on the events that will be put together.*
* *Attends TESC meetings with VPE*
* *Plan/handle GBMs with VPI and Social Events Director*
* *Holding other Board members accountable*

***Vice-President Internal (VPI):***

* *Taking notes during executive meetings*
* *Hold quarterly event planning/room booking sessions (after second pass for workshops)*
* *Reserving spaces for some events and meetings*
* *Coordinate with other directors to make sure website is updated*
* *Plan/handle GBMs with President and Social Events Director*
* *Hold 1:1 meetings with the rest of our Board and facilitate collaboration between Board members*
* *Handle membership with VP Finance*
* *Work with professional and social events subcommittee in organizing events and diversity initiatives*
* *Work with the projects, professional events, and social events committee to ensure balanced team building in any events that require an application*

***Vice-President External (VPE):***

* *Reserving spaces for some events and meetings*
* *Attends TESC meetings with President*
* *Manage org-wide sponsorships*
* *Be the POC for companies and other student organizations to contact Data Science Student Society*
* *Plan/handle GBMs with VPI and President*
* *Ensure Data Science Student Society presence on campus-wide activities including -but not exclusive to-:*
	+ *Triton Day*
	+ *Triton Transfer Day*
* *Reaches out to other clubs for collaborations on events and other content. Reach out to organizations such as: CSSA, Design@UCSD, SUMS, WIC, TESC, SHPE.*

***Vice-President Finance (VPF):***

* *Overviewing the expenses and finances of the club*
* *Handle membership with VP Internal*
* *Work with HDSI to manage org finances*
* *Make yearly/quarterly budget*
* *Approve committee finances*
* *Manage reimbursements*
* *Allocate some amount of budget to each committee*
* *Help directors with AS funding request*

***Workshops Director:***

* *Manage workshop leads*
* *Monitor the creation of workshop content*
* *Monitor how workshops are run*
* *Plan quarterly workshop schedule (with leads, VPI, marketing)*
* *Make room reservations for workshops*
* *Coordinate with project committee to do relevant workshops*
* *Coordinate with online-content committee to prep for beginner workshops*

***Professional Events Director:***

* *Work with VP Internal, VP External, VP Finance, President, HDSI, Design, and Marketing to plan events for every quarter*
* *Organize networking events and info sessions with companies that are on/off campus for members and for board*
* *Organize Talent Day*

***Social Events Director:***

* *Work with VP Internal, VP External, VP Finance, President, Design, and Marketing to plan events for every quarter*
* *Implement our mentorship program*
* *Organize socials that are on/off campus for members and for board*
* *Organize GBMs with President and VPI*
* *Organize a partnered event with another TESC org on campus*

***DataHacks Director:***

* *Work with VP Finance and HDSI to budget DataHacks*
* *Manage leads (Logistics, Sponsorships, Tech, Marketing)*
* *Recruit for leads (either internally or externally) and subcommittees*
* *Head the planning of the entire event*

***Projects Director:***

* *Facilitate completion of two-quarter-long projects*
* *Plan projects showcase with VPI*
* *Oversee project managers*

***Infrastructure Director:***

* *Work with marketing and design director (photos, media)*
* *Website design*
* *Updating the calendar*
* *Updating the website often*
* *Connecting the website to the Data Science Student Society mailing list*

***Online Content Director:***

* *Run weekly OC meetings*
* *Manage OC leads*
* *Manage the Medium blog itself (editing the feature pages, reorganizing the layout, etc.)*
* *Oversee pitching of article ideas, creation of content, and editing articles*
* *Plan quarterly content schedule (with leads, marketing)*
* *As an online content director, they do not attempt to ‘take away’ ownership / credit of student projects. Data Science Student Society simply intends to showcase not to present them necessarily as developed by the organization.*
* *Adds to the weekly blog (in collaboration with marketing) solely with respect to academically enriching material and / or material for self-teach.*

***Design Director:***

* *Design logos and merchandise for Data Science Student Society*
* *Design sponsorship packets and other advertising materials for Data Science Student Society*
* *Ensure Data Science Student Society has a consistent and professional design across the year*

***Marketing Director:***

* *Ensure that the proper student body is aware of all events and that their interests are represented in the quarterly planning meeting.*
* *Handle Data Science Student Society social media and send out a biweekly newsletter to our members*
	+ *Facebook, Instagram, Discord*
	+ *Keeping in contact with DSC Student Affairs to get our events publicized*
* *Coordinate marketing of Data Science Student Society events*
	+ *Online and offline (flyers, banners, etc.) marketing*
* *Reviewing the Data Science Student Society UCSD email on a daily basis*
* *Ensures that the Data Science Student Society brand has a consistent aesthetic and thematic such that it appears serious and professional in all settings and is a good representation of the organization’s vision.*

Article VII. Risk Management\*

**The Data Science Student Society at UC San Diego** **is a registered student organization at University of California, San Diego, but not part of the University itself.**

**The Data Science Student Society at UC San Diego understands that the University does not assume legal liability for the actions of the organization.**

*There are no real risks if you are a part of our organization since we will not be working with minors or the elderly.*

Article VII. Section 1. In Case of Interaction with Minors and/or the Elderly

**Data Science Student Society 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). Data Science Student Society will develop plan(s) 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.**

Article VII. Section 2. In Case of the Provision of Medical Assistance

**In the event that the Data Science Student Society 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.**

Article VII. Section 3. In Case of International Travel

**Data Science Student Society 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.**

**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.**

Our organization will not handle any hazardous chemicals, materials, equipment or

machinery.

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

**Data Science Student Society at UC San Diego recognizes that all student organization activities must be conducted safely, in accordance with all applicable federal, state and local laws. Additionally, Data Science Student Society 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.**

*Further articles, if applicable:*

Article VIII. Community Advisor

*We have Bradley Voytek (HDSI) and Niema Moshiri (CSE) as our advisors.*

Article IX. Financial Management

*With the help of the president and VP Finance, the finances will be taken care of through the fund advisor for the org and through applying to different funding sources. We will work with both HDSI and CSE for funding and room reservations.*