

GRAPHITE AT UC SAN DIEGO CONSTITUTION – 2023-2024 ACADEMIC YEAR

ARTICLE I. NAME OF STUDENT ORGANIZATION

The organization shall be called *Graphite* at UC San Diego.

ARTICLE II. STATEMENT OF PURPOSE

Graphite is an undergraduate chemistry-focused journal at the UC San Diego. The organization was established in 2021 to provide a platform for aspiring chemists to showcase their research and communication skills in an accessible and digestible format. Graphite is both an online and print journal and is split into four sections: news, research, features, and opinion. The journal aims to offer fresh insights into a variety of chemistry-related topics inside and outside of UC San Diego while providing a forum for aspiring writers under the guidance of trained student leaders. Graphite's in-house graphic design team collaborates with article editors to create effective visual representations that emphasize key scientific concepts in the article. At the end of each academic year, selected articles and artwork are featured in the annual print publication, which gets distributed to the faculty and students in the Department of Chemistry and Biochemistry. Although still relatively new, Graphite seeks to expand access to chemistry knowledge among the undergraduate population and eventually hopes to include members of the local San Diego high school community in the annual publication through the form of a writing contest.

ARTICLE III. NONPROFIT STATEMENT

***Graphite* at UC San Diego is a non-profit student organization.**

ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP

Membership of the organization is open to all registered UC San Diego students, consistent with the Nondiscrimination Policy Statement for University of California Publications regarding Student-Related Matters. To be considered a member, a student must contribute to the organization by serving as a writer and publishing articles, participating in graphic design work, serving on the officer board, and/or other activities that contribute to the operation of the organization and the annual Graphite print publication. There is no membership fee required to become a member of Graphite.

ARTICLE V. FREQUENCY OF ORGANIZATION MEETINGS*

The organization will have bi-weekly all-staff meetings and bi-weekly General Body Meetings (GBMs). Additionally, Graphite's editorial or design team may schedule more frequent meetings with general members if more oversight and guidance are desired by the writer or artist. General members will not be required to attend a certain number of meetings. Meeting minutes will only be taken at the bi-weekly all-staff meetings as well as any faculty advisor meetings.

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.

The board will consist of 9 positions occupied by 10 personnel: Editor-in-Chief, Editor-at-Large, Associate Editors, VP Graphic Design, VP Internal, VP External, Publicity Chair, Treasurer, and Webmaster.

ARTICLE VI. SECTION 1. CRITERIA FOR OFFICER CONSIDERATION

The candidate must be in good academic standing.

The candidate participated in at least one Graphite GBM during the academic year.

The candidate intends to be enrolled at UC San Diego for the full one-year duration of the term.

The candidate may not hold more than one position during a given term.

ARTICLE VI. SECTION 2. OFFICER DUTIES

Editor-in-Chief: *The Editor-in-Chief is responsible for the general operations of the organization. They are responsible for coordinating the various activities and tasks of the organization. The primary method by which this happens is through the bi-weekly board meetings, for which the Editor-in-Chief is responsible. The Editor-in-Chief must have held a different position in the organization for at least one year prior to becoming the Editor-in-Chief.*

VP Internal: *The VP Internal is responsible for sending out monthly newsletters, making room reservations, recording meeting minutes during all-board and advisor meetings, and working with VP External and the Publicity Chair to coordinate event advertising around campus.*

VP External: *The VP External is responsible for coordinating Graphite's outreach efforts and engaging with the greater San Diego community. In particular, the high school writing contest. They are also responsible for coordinating speaker events consisting of qualified candidates outside San Diego.*

Editor-at-Large: *The Editor-at-Large is responsible for the quality of published material and oversees Graphite's editorial board. This includes reading and editing all content produced within the organization, training Associate Editors, coordinating the article production process with graphic designers, and supporting Associate Editors in situations where they cannot complete their duties.*

Associate Editors: *Associate Editors are responsible for overseeing writers throughout the writing process. Their duties include problem-solving articles with writers, editing content throughout the production pipeline, and ensuring the quality and authenticity of the content produced. Associate Editors provide a first-pass review of all articles prior to sending them to*

the Editor-at-Large.

VP Graphic Design: *The VP Graphic Design role is responsible for the graphic design needs of the organization. This includes designing event posters, overseeing staff graphic designers, and overseeing other design needs as they emerge. They work closely with the Publicity Chair and Webmaster to make sure artwork is displayed on all fronts.*

Publicity Chair: *The Publicity Chair is responsible for the media-related needs of the organization. They will assist the VP Graphic Design in creating flyers for events and manage the organization's social media while ensuring Graphite is represented in a professional and positive manner.*

Treasurer: *The Treasurer oversees the finances of the club. Club finances must be tracked so that reimbursements are made when necessary and to ensure there is enough money to print the end-of-the-year publication. Additionally, this officer is responsible for submitting funding requests to Associated Students to gain resources for Graphite events.*

Webmaster: *The Webmaster is responsible for keeping the Graphite website up to date with events and articles. They are also in charge of the overall design and layout of the website.*

ARTICLE VI. SECTION 3. OFFICER SELECTION

All individuals who are running for an officer position must submit an application. All previous officers will be in charge of organizing the selection, moderating the actual selection and interview process, and accepting applications. All previous officers not running for a position will head the process of selection. The application process will include a supplemental section based on the positions. The supplemental materials must be turned in before the date of the interview and a group interview. Candidates may apply for more than one more position, if they are fully prepared to fulfill the duties of all positions applied for. Selections will occur in May.

New officers shall take office alongside the old officers for the remainder of the school year. This shall be the training period whereby old officers prepare new officers for the next school year and work closely together in their respective positions. New officers shall assume their positions during Week 10 of the Spring quarter. All board members are elected for a term of one year beginning in June and ending in June the following academic year.

ARTICLE VI. SECTION 4. OFFICER DISMISSAL

Officers may be dismissed for inappropriate conduct and failing to perform their duties. For dismissal, unanimous approval of dismissal by all other officers is required. Advisement from the faculty advisors may be sought.

ARTICLE VII. HAZING PREVENTION

The Graphite officer team will ensure that all members feel comfortable and will encourage members to report any malicious or forced activity. The appropriate actions will be taken by the

officer team if any incident is brought up, and the community advisors will be made aware of any such incident. Graphite understands that any Registered Student Organization that fails to abide by the UC San Diego hazing policy, and other UC policies applicable, and/or California State Law will result in referral to the Center for Student Accountability, Growth, & Education for an organizational violation and/or individual violation(s).

ARTICLE VIII. RISK MANAGEMENT

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

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

ARTICLE VIII. SECTION 1. IN CASE OF INTERACTION WITH MINORS AND/OR THE ELDERLY

Graphite 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 UC Learning <https://uclearning.ucsd.edu>. Graphite 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 IX. COMMUNITY ADVISOR

The community advisor(s) must be a faculty member of the Department of Chemistry and Biochemistry. The Executive Officer Board should update the faculty advisor(s) at least twice per quarter. The role of faculty advisor(s) is to advise, support, and serve as representatives between Graphite, university officials, and industry professionals. Selection, whether new or renewed, of faculty advisor(s) will occur during the spring quarter, after the decisions of the incoming Executive Officer Board. Final decisions regarding the selection of faculty advisor(s) will be determined by both the current and incoming Editor-in-Chief and Editor-at-Large.

ARTICLE X. FINANCIAL MANAGEMENT

There will be an organization bank account held by the Editor-in-Chief and Treasurer. This account will be transferred to the incoming Editor-in-Chief and Treasurer before the end of the school year. Financial decisions will be decided by a majority Executive Officer Board and subsequently approved by the faculty advisor(s).