

Chemistry Peer Advisory League (ChemPAL) at UC San Diego Constitution

Article I: Name of Student Organization

The organization shall be called Chemistry Peer Advisory League (ChemPAL) at UC San Diego.

Article II: Statement of Purpose

ChemPAL provides mentoring to undergraduate students studying Chemistry and opportunities to serve as mentors for graduate students. The group focuses on supporting first generation undergraduate students and other minority students who are majoring in chemistry, though is not exclusive to those groups. Small mentoring groups matching graduate student mentors with undergraduate mentees meet throughout the academic year to support the undergraduate mentees. Additionally, group-wide events may be hosted too per annual interest, such as resume-review or literature-reading workshops.

Article III: Non-Profit Statement

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

Article IV: Requirements for Membership

Membership is free and open to any undergraduate but intended for those whose coursework includes Chemistry & Biochemistry and who has an interest in a career in Chemistry or Biochemistry. Membership is also free and open to any graduate students in the Chemistry & Biochemistry department who wishes to mentor undergraduates. Membership is obtained by submitting an application. Applications will be accepted during a short application period at the beginning of a quarter. Application acceptance will be capped such that the ratio of undergraduate mentees to graduate mentors does not exceed 4:1. Mentorship expires at the end of every academic year.

Article V: Frequency of Organization Meetings

A minimum of one group-wide meeting open to all participants will be held per quarter during the academic year. Small meetings of mentor groups consisting of one graduate student and several undergraduate mentees will occur once per quarter at minimum. Additional meetings that are required for specific events or initiatives will be scheduled and advertised as needed.

Article VI: Qualification 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 are nominated by prior principal members in the organization. Officers are replaced according to a majority vote.

Article VII. Hazing Prevention

All officers are educated in hazing according to their principal member training. To account for power-dynamics that exist between mentors and mentees, as a part of the graduate student mentor onboarding procedure, a document is provided about tips for a healthy mentee-mentorship relationship, which includes a section with information about how to avoid an environment that creates hazing. Mentees are encouraged to reach out to ChemPAL officers regarding possible hazing incidents for help to resolve the problem or receive a new mentor. ChemPAL officers will also report potential incidents of hazing to the university.

Article VIII. Risk Management

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

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

Considering the organization's activities center around conversation and food, there are no possible risks associated with organization membership outside of everyday life.

Article VIII. Section 1. In Case Of Interaction With Minors And/Or The Elderly

ChemPAL 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). ChemPAL 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 VIII. Section 2. In Case Of The Provision Of Medical Assistance

In the event that ChemPAL 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 VIII. Section 3. In Case Of International Travel

ChemPAL 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.

Article VIII. Section 4. In Case Of Handling Of Hazardous Chemicals, Material, Equipment, And/Or Machinery

ChemPAL 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, ChemPAL 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.

Article IX: Community Advisor

The faculty advisor must be a professor in the Chemistry & Biochemistry Department. The faculty advisor will provide assistance to successfully organize ChemPAL events. A faculty member may serve as advisor for as long as he/she is willing to serve. Members of the executive committee may propose obtaining a new advisor if they deem the current advisor insufficient/ineffective with regards to the success of ChemPAL.

Article X: Financial Management

Depending on whether funds are needed, they will be requested from the Chemistry & Biochemistry Department, the GSA, and Triton Community Fund. If necessary, additional funding will be obtained from fundraising activities and additional sponsorships.

Article XI: Affiliation With Other Groups

ChemPAL is not currently affiliated with any other organizations on or off of UC San Diego campus.