

**ARTICLE I. NAME OF ORGANIZATION**

1. The name of this organization shall be the Hidden Road Initiative (HRI) at UC San Diego.

**ARTICLE II. STATEMENT OF PURPOSE**

1. Hidden Road Initiative is a student operated, charitable non-profit organization that provides educational and leadership opportunities to underprivileged students living in remote villages in Armenia.
2. Hidden Road Initiative aims to enhance the social capabilities of the village children and empower a new generation of students providing college scholarships, running youth-led educational summer camps with volunteers from across the world, and ultimately training the youth of the village to run service programs themselves.
3. Hidden Road Initiative also works to promote the economy and social equality of remote village schools by conducting various development projects, such as renovating schools, installing computer rooms and constructing kindergartens.

**ARTICLE III. NONPROFIT STATEMENT**

Hidden Road Initiative at UC San Diego is a non-profit student organization.

**ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP**

1. The Hidden Road Initiative does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran. This also prohibits sexual harassment.
2. The financial records of this organization shall be made available to university administrators upon request.
3. The membership of this organization shall consist of any UC San Diego undergraduate/graduate student or administrator with a \$10 membership fee. Membership fees must be paid by members to allow for voting rights and application acceptance for executive board positions for the next school year.
4. An active member is defined as one who attends meetings on a regular basis.

## **ARTICLE V. FREQUENCY OF ORGANIZATION MEETINGS**

**Section A:** Meetings – Regular meetings shall be held monthly during the regular school year.

**Section B:** Special Meeting – Special meetings may be called by the President with the approval of the Executive Committee.

## **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.

### **Section A. Officers**

Hidden Road Initiative's development team consists of the Vice Presidents (Internal and External), Fundraising and Events Managers, and Public Relations Director

Hidden Road Initiative's operations team consists of the Secretary, Treasurer, and the President.

### **Subsection A.I. Development Team**

#### **1. Vice President**

The Development Team will be led by the Vice President, and will consist of the Fundraising and Events Manager, and the Social Media/Graphic Designer.

#### **Responsibilities:**

- Oversee development projects: fundraisers, events, website projects.
- Hold board team meetings (at least once per month)
- Keep donors updated on the status of our project, ensure Thank You letters get sent out by fundraising manager
- Networking: build a contact list for dispersal of any information or press releases regarding HRI (ensure Social Media Manager sends out posts)
- Spreading awareness about our current projects by advertising.
- Schedule reservations for meetings
- Vice President Internal will oversee development projects within the UC San Diego community.
- Vice President External will oversee development projects with non-UC San Diego affiliated organizations.

#### **2. Fundraising and Events Manager**

The Fundraising and Events Manager, working under the Vice President, and will work towards implementing a successful strategy in fundraising.

### **Responsibilities:**

- Organizing public events to raise awareness and stimulate contributions towards HRI's current project
- Manage and oversee donor campaigns
- Donor relations: thank you letters
- Project planning, on average, **two or more** fundraising events a quarter
- Help social media manager to advertise events
- Attend monthly board meetings
- Schedule reservations for event venues
- Schedule Quarterly Social on average **one or more** per quarter

### **3. Public Relations Director**

The Public Relations Director, working with all members of the Development Team, will employ a successful networking strategy for HRI, attracting positive media towards the organization and engaging media partners to solicit press releases in targeted print and online publications. The Public Relations Director will be responsible for developing and maintaining the UC San Diego HRI Instagram, as well as building our online community by managing our social networking accounts.

Note: For the 2023-2024 Academic School Year, the Public Relations Director and Secretary responsibilities will fall under the same board member.

### **Responsibilities:**

- Develop a successful networking strategy to promote and strengthen the reputation of HRI
- Publish articles and videos on instagram at least once/quarter
- Advertise upcoming fundraisers and events , by working closely with fundraising and events manager
- Consult with HRI President before publishing anything on the media
- Attend monthly board meetings
- Advertise events
- Creating fliers, posters, and any other graphic art that the organization needs
- Create designs for the organization

## **Subsection A.II Operations Team**

### **1. Secretary**

The secretary will handle administrative tasks in support of smooth program operation. They will help the President and Vice President manage workload, and will facilitate internal communications as needed.

Note: For the 2023-2024 Academic School Year, the Social Media Director and Secretary responsibilities will fall under the same board member.

### **Responsibilities**

- Support administrative needs of Executive Director and Executive Team
- Take notes at weekly Team Meetings
- Email the members about upcoming meetings and notes
- Check email regularly and correspond to people
- Organize and coordinate team building events
- Provide additional support to any team

### **2. Treasurer**

Treasurer will work to maintain and manage the funds of the organization.

#### **Responsibilities:**

- Manage the inflow and outflow of funds. Update the google doc excel weekly.
- Keep cash funds from fundraisers and record them immediately
- Report to HRI President and Vice President for any issues or questions regarding funds
- Communicate with the General HRI Treasurer if needed
- Create an extra personal bank account for HRI funds if needed.
- Attend monthly meetings

### **3. President**

The President shall oversee the operations of the organization domestically and internationally. They will define or approve the strategic road map for the organization, and will provide guidance and leadership in support of the overarching mission, philosophy and yearly goals agreed upon by the executive team. They will virtually check in with different team members, ensuring strong communication channels throughout the organization, and will act as the face of the organization for all outbound media communications.

#### **Responsibilities:**

- Define organizational philosophy, mission, strategy, annual goals, and objectives
- Offer guidance to the executive team, review goals and reflect on performance
- Interface with media contacts and build a strong reputation for the organization.
- Monitor organizational advancement and effectiveness through executive team
- Oversee and approve projects in Armenia with Director of Operations
- Manage organizational bank account, keep records of all cash inflows and outflows, and advise treasurer
- Advise Development team to identify and pursue strategic partnerships, advisors, and funding opportunities to advance organizational goals.
- Assist Operations Team to plan summer camp trip to Armenia

## **Section B. Voting Privileges and Procedures**

All active members, having attended at least 3 general body meetings, participated in at least 1 fundraising event per quarter, and having paid the \$10 membership fee will be eligible to vote for the officer position elections at the end of the school year. Each member shall be entitled to one vote and one vote only in the relation of such matters. In the event of there being an equality of votes in any ballot, there will be a recasting of votes.

## **ARTICLE VII. RISK MANAGEMENT**

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

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

Possible risks associated with Hidden Road Initiative may include working with non-UC San Diego affiliated organizations and working with minors. Hidden Road Initiative 2023-2024 Executive Board will mitigate these potential risks by being courteous towards those in relations with the organization and respectful of set boundaries when conducting fundraisers or other activities with others.

## **ARTICLE VII. SECTION 1. IN CASE OF INTERACTION WITH MINORS AND/OR ELDERLY**

Hidden Road Initiative 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> . Hidden Road Initiative 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 Hidden Road Initiative 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**

Hidden Road Initiative at UCSD 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 VII. SECTION 4. IN CASE OF HANDLING OF HAZARDOUS CHEMICALS, MATERIAL, EQUIPMENT, AND/OR MACHINERY**

Hidden Road Initiative 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, Hidden Road Initiative 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.