

iGEM @ UC SAN DIEGO CONSTITUTION

2023-2024 ACADEMIC YEAR

ARTICLE I. NAME OF STUDENT ORGANIZATION*

The organization shall be called iGEM @ UC San Diego.

ARTICLE II. STATEMENT OF PURPOSE*s

iGEM @ UC San Diego aims to introduce students to a competition and research environment which is focused on innovating genetic engineering solutions to real-world problems including disease mitigation, climate change prevention and more.

ARTICLE III. NONPROFIT STATEMENT*

iGEM @ UC San Diego is a non-profit student organization.

ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP*

iGEM stands for International Genetically Engineered Machine, and it is a global synthetic biology competition that challenges participating teams to engineer innovative solutions to worldwide issues through synthetic biology approaches. iGEM @ UC San Diego is a competition-based student organization that aims to form a team from undergraduates at UC San Diego that will compete in the annual iGEM competition.

As such, only undergraduates of UC San Diego will be eligible for iGEM @ UC San Diego membership. There will be no restrictions based on class level, major, or college for membership.

To become a member, individuals must submit an application that will be released annually by the organization in the Spring academic quarter (May). Candidates will be evaluated and selected for membership by the joint effort of the Principal Investigator, typically a professor sponsoring the iGEM team, and the current members of the organization. There will be no dues or fees required for submission of application or membership.

Membership does not roll over to the next cycle of iGEM competition. The term of membership lasts from the time of selection until the selection of new members for the next iGEM cycle. This is typically, but does not have to be strictly, a year. If a current member wishes to remain in the organization and participate again in the next year for iGEM competition, he or she must gain the approval of the Principal Investigator prior to the recruitment of new members.

ARTICLE V. FREQUENCY OF ORGANIZATION MEETINGS*

iGEM @ UC San Diego will have official meetings at least once a week during normal academic quarters. As such, there will be a minimum of 10 official meetings per academic quarter, and a minimum of 30 official meetings per academic year.

Organization meetings can be held hybrid, in-person or virtually online, to accommodate for the schedule of members. Minutes will be taken for official meetings which will detail discussions held during the meeting.

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 six official officer positions in iGEM @ UC San Diego. These positions include the Team Captain, Chair of Outreach, Chair of Publicity and Public Relations, Chair of Finance, Chair of Technology, and Chair of Operations.

Only members of the organization participating in the upcoming iGEM competition may be eligible to vote or run for an officer position. All officer positions will be elected, after member selection in May, by members participating in the next iGEM competition, and the elected candidates must also gain the approval of the Principal Investigator. A majority vote of 2/3 from the voting members elects an officer. In the scenario of a tie or absence of any majority vote, the Principal Investigator will appoint officer positions.

Officer positions are immediately effective after officer elections. Meaning all officers have been selected, in May. The term of officer positions lasts from the point of election until the selection of members for the next iGEM competition cycle. This is typically, but not fixed to, one year. Officer positions do not roll over and officers must be re-elected for every new iGEM cycle. An individual may serve on the same officer position, with the exception to the team captain position, if he or she has their membership retained per the approval of the Principal Investigator and was re-elected by the new cycle of voting members. The team captain is the only position that can be served only once per individual, meaning re-election of a previous team captain to serve again as the team captain of the next iGEM cycle is not permitted.

Officers may be removed by a majority vote of 2/3 by the members participating in the next iGEM competition combined with the approval of removal by the Principal Investigator. After removal, a new officer may be appointed by a majority vote of 2/3 by the members participating in the next iGEM competition combined with the approval of appointment by the Principal Investigator. In the case of a tie or absence of majority vote in appointing a new officer, the Principal Investigator will appoint the new officer. It is also worth noting that membership can be similarly revoked, in which a member can be removed from the team via a majority vote of 2/3 from the voting members and with the approval of the Principal Investigator. The decision to recruit new members, if a member/s has been removed, will be decided by the voting members through a majority vote of 2/3.

Officers may hold committees that help with their respective tasks and initiatives. Committees can be joined by regular members or officers of the organization. A committee member may be removed from the respective committee by the officer leading that committee.

Team Captain

The team captain is also the president of the organization and is responsible for leading and overseeing the iGEM project. It is possible for the organization to have more than one team captain. The decision to elect more than one team captain is approved by a majority vote of 2/3 from the voting members participating in the next iGEM competition and must be approved by the Principal Investigator.

Appointed team captains will have their CSI officer role updated accordingly to President or Chair of the organization, and they will be marked as Team Leaders on the iGEM competition team roster.

The team captain is responsible for the oversight of the iGEM project as well as leading official meetings, discussions, and working closely with the Principal Investigator. The team captain must also work closely with all officer positions and communicate with officers to ensure project success.

Chair of Outreach

The Chair of Outreach is responsible for the outreach initiatives within the organization. This may include reaching out to other iGEM teams to exchange ideas and negotiate collaborations, reaching out to local high schools for outreach opportunities, and public presentations or engagements in presenting public information. In addition to these duties, the Chair of Outreach is responsible for spearheading any iGEM requirements or program components that involve public service and volunteering.

The Chair of Outreach is a principal member of the organization.

Chair of Publicity and Public Relations

The Chair of Publicity and Public Relations is responsible for the overall image the organization presents itself to the public and to the judges in iGEM. This includes running social media accounts, helping to build an informational website that introduces the product, and answering public inquiries that may come in. The Chair of Publicity and Public Relations is also responsible for spearheading components and programs of iGEM that involved public education or public image, such as shooting a project promotional video or putting together a scientific presentation.

The Chair of Publicity and Public Relations is a principal member of the organization.

Chair of Finance

The Chair of Finance is responsible for everything related to money and finances. This can include spearheading initiatives in fundraising, contacting sponsors, managing funds, and planning costs that may be involved with international travel. The Chair of Finance is also responsible for spearheading any components and programs of iGEM that may involve finances and funding, including travel grants and impact grants.

The Chair of Finance is a principal member of the organization.

Chair of Technology

The Chair of Technology is responsible for overseeing and spearheading any experimental work. This may be wet lab work if the project is experimental focused or dry lab work if the project involves bioinformatics and systems biology. The Chair of Technology should keep track of progress of experimental work and be diligent in accomplishing periodic goals to ensure the overall success of the project from the point of view of experimental results. The Chair of Technology is also responsible for spearheading initiatives and components of iGEM that may involve experimental work such as helping to draft the impact grant and complete experimental challenges that iGEM may release.

The Chair of Technology is a principal member of the organization.

Chair of Operations

The Chair of Operations is responsible for monitoring internal operations of the iGEM project team. This includes ensuring that members are working well together, resolving potential conflicts between members, and may involve delegating tasks and duties to members. The Chair of Operations is also responsible for scheduling meetings and taking agenda. The Chair of Operations should also be actively involved in coordination of internal social events, if there are any, and spearhead any tasks and initiatives that builds team bond and community.

The Chair of Operations is a principal member of the organization.

ARTICLE VII. RISK MANAGEMENT*

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

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

iGEM @ UC San Diego may expose members working in the wet lab to hazardous materials and/or infectious agents. To avoid risks of hazardous exposure and injuries, we require all members who wish to work in a wet lab to pass the Laboratory Safety Exam from UC San Diego as well as the Hazard Safety Exam from UC San Diego. Further, a member of the Principal Investigator's lab group will provide a safety orientation and explain good laboratory practices to all members participating in the wet lab. Beyond this, members will be working with materials per the advice provided by the safety data sheet of those materials, paying special attention to the use of appropriate gloves, biological hood, fume hoods, and personal protective equipment. Access to proper protective equipment will be provided by the Principal Investigator, and members are always encouraged to raise concerns regarding safety and can always reject participation if they are uncomfortable or is concerned with safety. iGEM @ UC

San Diego understands and recognizes that UC San Diego assumes no legal liability for the actions of the organization including potential exposure of members to hazardous and/or infectious agents.

iGEM @ UC San Diego may engage in international travel, if the annual iGEM conference is held in another country. However, members are not required to travel internationally to the conference and may engage only in project development and choose to not attend the conference. In the case of international travel, individuals are required to recognize and accept the risks involved with international travel as well as the extensive planning and potential costs associated with it. During international travel, individuals are responsible for their own well-being, though members of the organization will strive to minimize all risks associated with foreign travel through prior planning. There will be no restrictions on individual freedom and traveling in another country, but individuals are required to assume personal responsibility and liability for their actions. iGEM @ UC San Diego understands and recognizes that UC San Diego assumes no legal liability for the actions of the organization including coordination and engagement in international travel.

ARTICLE VII. SECTION 3. IN CASE OF INTERNATIONAL TRAVEL

iGEM @ 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 VII. SECTION 4. IN CASE OF HANDLING OF HAZARDOUS CHEMICALS, MATERIAL, EQUIPMENT, AND/OR MACHINERY

iGEM @ UC San Diego recognizes that all student organization activities must be conducted safely, in accordance with all applicable federal, state and local laws. Additionally, [Name of the organization] at UCSD 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. FINANCIAL MANAGEMENT

iGEM @ UC San Diego will aim to participate in the annual iGEM synthetic biology competition, and there are costs associated with this event. Firstly, there is the registration fee for each member that wishes to attend the conference. Additionally, there will be a team entry cost to participate in the iGEM program and participate in the judging session that makes the team eligible for awards. If the iGEM conference is held in a different country, costs associated with international travel must also be considered.

The organization will finance these costs through travel funds available in UC San Diego. These conference travel funds are mostly individual applications, and members of the organization will be encouraged to apply to as many eligible ones as possible. The organization will also apply to competition funds and travel funds specific to student organizations such as the AS Competition fund and the Jacobs IDEAS fund.

The organization will also actively look for sponsorships both within UC San Diego and outside of it. This means the organization will actively reach out to academic departments and professors for potential sponsorships and collaborations. The organization will also actively reach out to companies, mostly associated with biotechnology and scientific equipment, for potential sponsorships.

Funds will be managed and handled by the Chair of Finance and potentially by the Principal Investigator. For most UC San Diego travel funds and competition funds which operate on a reimbursement process, these funds are generally managed via the individual. For instance, an individual would submit his or her receipts that show costs related to iGEM and the programs which have approved of his or her travel funds will reimburse the individual on a personal basis. If there is an off-campus account, the account will be managed and be signed to the Chair of Finance.

This concludes the iGEM @ UC San Diego organization's constitution for the 2023-2024 academic year.