

## **ARTICLE I. NAME OF STUDENT ORGANIZATION**

The organization shall be called La Familia de UC San Diego.

## **ARTICLE II. STATEMENT OF PURPOSE**

*The mission of La Familia de UC San Diego is to foster a supportive and inclusive community for Latinx students. Through promoting open-mindedness and challenging harmful stereotypes, the organization aims to empower its members to reach their full academic potential. La Familia values vulnerability and encourages self-expression as essential elements of personal and professional growth.*

## **ARTICLE III. NONPROFIT STATEMENT**

La Familia de UC San Diego is a non-profit student organization.

## **ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP**

1. Eligibility: Any undergraduate student currently enrolled at UC San Diego is eligible for membership.
2. Study Hours: Members must complete 45 study hours per quarter to be eligible for active membership.
3. Community Service Hours: Members must complete 3 hours of community service per quarter to be eligible for active membership.

*The University is committed to a policy against legally impermissible, arbitrary, or unreasonable discriminatory practices. All groups operating under the authority of The Regents, including administration, faculty, student governments, University-owned residence halls, and programs sponsored by the University or any campus, are governed by this policy of nondiscrimination. The intent of the University's policy on nondiscrimination is to fully reflect the spirit of the law. In carrying out this Policy, the University also shall be sensitive to the existence of past and continuing societal discrimination. (See also Appendix C [Nondiscrimination Policy Statement for University*

*of California Publications Regarding Student-Related Matters]; Section 140.00; Section 150.00; and Section 160.00.)*

- **UCOP:** <https://policy.ucop.edu/doc/2710522/PACAOS-20>
- **UC San Diego:** [https://ophd.ucsd.edu/policies-procedures/nps\\_student.html](https://ophd.ucsd.edu/policies-procedures/nps_student.html)

## **ARTICLE V. BOARD POSITIONS**

1. **Co-Presidents:** The Co-Presidents will be the main representatives of La Familia de UC San Diego. They will:
  - Oversee all projects, facilitate meetings, and provide practical planning for projects
  - They will create agendas that will be distributed and discussed during meetings, and make sure that the committees are operating efficiently
  - They will report and resolve any problems or conflicts with other officers by communicating effectively amongst officers and general members of La Familia de UC San Diego.
  
2. **Academic Chair:** The Academic Chair is responsible for ensuring a steady balance between La Familia and their academic and professional endeavors at University of California, San Diego. They will:
  - Coordinate and create a space for study hall hours per quarter during the academic year.
  - Maintain and keep an up-to-date record of each member's academic hours
  - Coordinate academic field trips that will expand what is taught in the classroom.

3. **Community Service Chair:** The Community Service Chair will encourage and organize community service projects at least once a quarter. They will:
  - keep all members informed of any on-going community service projects that are taking place inside the community events at UC San Diego
  - They will not only lead in coordinating community service events, but will also oversee the committees working on the organization of the events
  - They are responsible for maintaining adequate, up-to-date records of members completing community service hour(s).
  
4. **Secretary:** The Secretary will be responsible for maintaining accurate records of all meetings, including attendance and minutes. They will:
  - Be responsible for maintaining accurate records of all members and their contact information.
  
5. **Treasurer:** The Treasurer will be responsible for managing the organization's finances, including budgeting, and expense tracking. They will:
  - be responsible for submitting reports to the organization's advisor and board on the financial status of the organization.
  - be responsible for finances, making budgets, handling group funds, and allocating money during events.
  - Provide a monthly financial update to all the members
  - Be responsible for collecting dues, donations, submitting prospective budgets, keeping receipts, keeping accurate files on record, weekly spending records, and changing signatures for bank accounts.
  - Be responsible for having records in print; The account of La Familia de UC San Diego will be under the name of both the Treasurer and the Co-chairs. The disbursement of any funds from this account in the form of a check shall always have the signatures of both Co-Chairs and the Treasurer. The card associated with this account shall be under the name of the Treasurer.

6. **Fundraiser Chair:** The Fundraiser Chair will coordinate funding events for La Familia de UC San Diego throughout the school year. They will:
- Be responsible for planning and executing fundraising events and campaigns to support the organization's goals and activities.
  - Be in charge of planning at least 2 fundraising events per quarter.
  - Be responsible to check UC San Diego guidelines for fundraising on and off campus.
  - The Fundraising Chair will not only lead in coordinating fundraising events, but will also oversee the committees working on the organization of the events
7. **Marketing Chair:** The Marketing Chair shall be in charge of promoting the La Familia and its events through different platforms. They will:
- Be responsible for creating and implementing a marketing plan to promote the organization and its events to the general public.
  - Monitor the organization website and social media (Facebook, Instagram, TikTok, and alike).
  - Live up to his responsibility by photographing events as well as gathering and preserving documents with the purpose of keeping the history and traditions of La Familia de UC San Diego.
  - Collaborate with the other chairmen on the Steering Committee, and be responsible for any design projects, such as apparel, brochures, etc

8. **Networking Chair:** The Networking Chair will ensure that La Familia members develop connections inside and outside the Organization. They will:

- Be responsible for developing and maintaining relationships with other organizations, businesses, and community leaders to support the organization's goals and activities.
- Be responsible for collaborating with on-campus and off-campus organizations in order to create partnerships for La Familia.
- Obtain information regarding scholarships, internships, and fellowships inside and outside campus that will increase member's exposure to resources.
- Be responsible for creating and overseeing committees that coordinate events with the purpose of networking.

9. **Alumni Chair:** The Alumni Chair will be responsible for maintaining contact with alumni and organizing events to engage with them. They will:

- The alumni chair is responsible for creating and overseeing committees that coordinate events with the purpose of connecting with alumni from UC San Diego.
- The alumni chair is responsible for constructing at least 1 event each quarter with alumni from UC San Diego.
- The alumni chair is responsible for keeping the alumni updated with everything that is happening with La Familia de UC San Diego, by source of emailing, group chats, etc.

## **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.

1. Active membership is required to run for office.\*
2. Presidential candidates shall have served in at least one board position.\*
3. The alumni chair must be at least a 4th year undergraduate student.\*

4. Elections shall be held at the end of the spring quarter.\*\*
5. Only active members are eligible to vote.
6. Only registered UC San Diego students are eligible to vote
7. The election process shall be determined by the current board of La Familia at UC San Diego and shall be outlined at least 2 weeks before the elections.
8. Officer terms shall be a full academic year.
9. Removal of Board members: Board members may be removed from their position for failure to fulfill their duties, violation of the organization's bylaws or code of conduct, or other just cause as determined by a majority vote of the remaining board members. A board member subject to removal shall be given notice and an opportunity to be heard before the vote is taken.

*\*The requirements for running for a position can be waived if a candidate, in written, presents a good reason or has demonstrated qualifying abilities as determined by the current year board. Being a registered UC San Diego students cannot be waived in order to hold office in the organization.*

*\*\*Special elections shall be held at board members discretion to fill vacancies.*

## **ARTICLE VII. RISK MANAGEMENT**

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

La Familia de UC San Diego understands that the University does not assume legal liability for the actions of the organization.

1. La Familia de 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 [hps://uc learning.ucsd.edu](https://uclearning.ucsd.edu) . La Familia de UC San Diego 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.

2. In the event that La Familia de UC San Diego at UC San Diego provides medical assistance to a community, all volunteers will work under the direction of licensed professionals (doctors, nurses, counselors, etc.).
3. La Familia de 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.
4. La Familia de UC San Diego 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, La Familia 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 VIII. FINANCIAL MANAGEMENT**

La Familia at UC San Diego will maintain accurate financial records and will ensure that all financial transactions are conducted in compliance with the laws and regulations governing non-profit organizations. The organization will have a budget in place and will provide regular financial reports to the board of directors and members.

1. All finances for events require authorization from the Treasurer. Bypassing the Treasurer's authorization shall result in a consequence set by the board.
2. Budget for major events, such as retreats, banquets, etc. shall be determined by the board members.
3. Funds gained from fundraisers shall be deposited into the La Familia de UC San Diego Account.
4. Funds gained shall be used to fund La Familia de UC San Diego activities, not limited to retreat, banquet, socials, apparel, etc., at the discretion of the board members.

5. Under no circumstances La Familia de UC San Diego funds shall be used for the purchase of alcohol or illegal substances.

## **ARTICLE IX. CODE OF CONDUCT**

La Familia at UC San Diego expects its members to conduct themselves in a manner that reflects positively on the organization and its mission. Any member found to be engaging in behavior that is detrimental to the organization or its members may be subject to disciplinary action, up to and including expulsion from the organization.

1. *General body members of La Familia de UC San Diego shall be considerate of others' opinions, thoughts, religious beliefs, etc.*
2. *Members shall not be disruptive during weekly meetings*
  - a. *Be professional during the weekly meetings, avoid disturbance*
  - b. *limiting technological use (laptops, cell phones, etc).*
3. La Familia de UC San Diego strictly prohibits any form of hazing, which is defined as any action taken or situation created, whether on or off organizational premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. This includes, but is not limited to, any activity expected of someone joining or participating in an organization that could be seen as a prerequisite for initiation or continued membership in the organization. Any member found to be engaging in hazing will be subject to disciplinary action, up to and including expulsion from the organization, and may also be subject to legal action. The following are examples of activities that will be considered hazing
  - a. *All forms of physical activity not a part of an organized athletic contest and not specifically directed toward constructive work is prohibited*
  - b. *The application of foreign substances to the body is prohibited*
  - c. *Such activities as a new member scavenger hunt, new members ditches, kidnaps, and the like are prohibited.*
  - d. *Any activity that is mandatory for new member only, and is not educational in nature is prohibited*
  - e. *Depriving students of sufficient sleep (6 hours per day minimum), decent and edible meals, or access to means of maintaining bodily cleanliness is prohibited.*
  - f. *Depriving students of "sense awareness" (sigh, sound, etc.), which may cause mental and/or physical stress, is prohibited.*

- g. Forcing, coercing or permitting students to eat or drink foreign or unusual substances such as raw meat, salt water, onions, etc., or excessive amounts of any substance is prohibited.*
- h. Forcing, or allowing, students to dress in any unusual or awkward fashion is prohibited.*
- i. This list should be used as a guide only, other activities not included in this list may be also considered as hazing.*

#### **ARTICLE X. COMMUNITY ADVISOR**

1. The organization shall have a community advisor who will provide guidance, support and advice to the board of directors and members of La Familia at UC San Diego.
2. The community advisor will be appointed by the board of directors and will serve a term of one academic year, with the possibility of renewal.
3. The community advisor will be responsible for attending regular meetings of the organization and providing input on important decisions and initiatives.
4. The community advisor will also be responsible for ensuring the organization is compliant with all university policies and regulations.
5. In addition, the community advisor will serve as a liaison between the organization and the university administration and will help to facilitate communication and collaboration between the two.

#### **ARTICLE XI. AMENDMENTS**

These bylaws may be amended by a two-thirds vote of the members present at any regular meeting of the organization, provided that notice of the proposed amendment has been given to the members at least two weeks in advance of the meeting.