

**“NSA”**  
**Nigerian Student Association at**  
**University of California, San Diego**  
  
**Constitution**

**Article I**

**Name of Student Organization**

The organization shall be called Nigerian Student Association at UC San Diego. Hereon, it shall be referred to as NSA. Furthermore, Associated Students at the University of California, San Diego recognize this organization as an official student organization.

**Article II**

**Statement of Purpose**

The goal of NSA will be to foster and promote Nigerian culture and heritage to the UC San Diego community. Furthermore, NSA shall bring awareness to the Nigerian-American diaspora throughout California and nationwide. It will promote positive social interactions and unity among Nigerian students at UC San Diego.

**Article III**

**Nonprofit Statement**

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

**Article IV**

**Requirements for Membership**

1. Members and Rights
  - a. NSA is open to any interested student, faculty member, or employee of UC San Diego regardless of national origin, race, religion, gender, sexual orientation, and physical ability.
  - b. All members in the organization may attend any meeting and event, by the

discretion of the executive board. All participants in the organization shall be able to obtain a copy of the constitution upon request.

2. Active Members and Rights

- a. An individual may become an active member if they are a student or faculty member of UC San Diego and if they have paid all dues to the organization for the school year.
- b. Yearly or quarterly dues shall be determined at the beginning of the school year by the executive board and announced to the general body.
- c. Deadline to pay dues shall be determined by the executive board in office.
- d. Rights of active student members include, but are not limited to: running for an executive position, nominating another paid member for office, and voting at the elections.
- e. Only registered UCSD students, who are active members of NSA, may hold office in the organization. Only registered UCSD students, who are active members of NSA, may vote in elections for the selection of the organization's officers.

3. UCSD Non-Affiliate Members and Rights

- a. Students of other Universities and Colleges regularly attending UC San Diego NSA meetings and events shall be considered members of the UC San Diego NSA.
- b. If such members pay all dues to the organization, they shall be considered a paid member of the UC San Diego NSA with the approval of the executive board, and will hold all the accompanying privileges excluding eligibility to run for an executive position or vote in elections.

## **Article V**

### **Frequency of Organization Meetings**

1. General Body Meetings (GBM)

- a. NSA shall have bi-weekly GBMs throughout the duration of the academic year.
- b. The executive board shall announce all GBMs.
- c. NSA events and/or activities are to be considered non-general meetings.
  - i. If an event and/or activity is to be held in substitution for a GBM, this will be announced.
- d. The secretary shall be responsible for taking minutes at GBMs.

2. Executive Board Meetings (EBM)

- a. EBMs shall be held bi-weekly on the alternate weeks of GBMs.
- b. EBMs can only be held with quorum.
  - i. Quorum is achieved when at least four members of the executive board are present.

## **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. Timeline
  - a. Elections will be held at least two weeks prior to the end of Spring Quarter. Members shall be notified of the elections meeting at least two weeks in advance
2. Rules of Elections
  - a. Only active members who are full-time registered UCSD students shall be eligible to participate in elections and run for the positions of Vice President, Secretary, Treasurer, Outreach Chair, Events Directors, Public Relations Director. Only paid members who have one year of executive experience in NSA may run for the position of President.
  - b. The executive board shall run elections. The ballots shall be counted by an unbiased party (such as a graduating senior) who will be supervised by a witness.
  - c. Executive board members shall be elected by a majority of the voting members present.
3. Open Positions
  - a. In the case that a position is left unfilled after elections, the new executive board of the new term has the authority to appoint whomever they deems fit for the position if the appointed person should wish to serve.
4. Executive Positions
  - a. Any amount of official membership in NSA is a requirement for eligibility to run for an executive position.
  - b. The executive board shall consist of the following positions: President, Vice President, Secretary, Treasurer, Outreach Chair, Events Directors, Public Relations Director.
  - c. All executive board members are required to attend 80% of all UCSD NSA hosted events.
    - i. The individual member who does not fulfill this quota regularly shall have their position put up to review by the discretion of the executive board.
5. Terms of Office
  - a. The term of the old executive board expires on the conclusion of the spring quarter and the new board begins on the conclusion of the spring quarter.
6. Executive Board and Duties
  - a. The executive board is in charge of running the organization. The executive board shall work as a cohesive unit toward the same goals.

- b. The executive board shall enforce the NSA Constitution and serve as a review board for any Amendments.
- c. The duties of each executive board member include, but are not limited to the following:
  - i. President
    1. Oversees all committees and all activities.
    2. Responsible for preparing an agenda before every Executive Board meeting and General Body Meeting.
    3. In charge of running all general and executive board meetings. It is also his/her duty to call executive board meetings.
    4. Acts as the liaison for NSA and must uphold and enforce the articles of this Constitution.
    5. One year of membership as an executive member in the UC San Diego NSA is required for eligibility to run for President.
  - ii. Vice-President
    1. Fulfills the president's duties in case of the president's absence and assists as needed.
    2. Oversees the completion of each executive member's tasks.
    3. One year of membership as an executive member in the UC San Diego NSA is required for eligibility to run for President.
    4. TAP and PEEF
  - iii. Secretary
    1. Takes minutes at all executive, general, and other official NSA meetings.
    2. Responsible for the organization of all official documents regarding the UC San Diego NSA.
    3. Responsible for preparing an agenda before every executive Board meeting and General Body Meeting.
    4. Responsible for the Gmail account ([ucsdnsa@gmail.com](mailto:ucsdnsa@gmail.com)) and relaying emails to executive board.
    5. In charge of reserving rooms for meetings.
    6. Roster of Membership and GBM Attendance
  - iv. Treasurer
    1. Maintains legible, accurate, and detailed accounts of all NSA funds, income, and expenditures on a ledger. These records must be presented at every executive meeting.
    2. Provides the executive board with an updated, weekly expense report and budget.
    3. Acts as the sole executive member with the responsibility of making all deposits and withdrawals to the account, with the President's oversight.
    4. Presents a report of the UC San Diego NSA account to the

membership at the year-end meeting.

5. Presents fundraiser plan to Executive Board prior to executing.
6. Responsible for any missing funds at the end of their terms (along with the president).
7. In charge of all financial paperwork.

v. Events Director

1. Responsible for planning and executing social events geared towards the UCSD student body.
2. In charge of delegating tasks to executive members for events.
3. Oversees the planning and organizing of social events, informing the membership of these activities, as well as, gathering ideas for activities from the membership at the beginning of every quarter.
4. Finds and organizes philanthropic events within the community that the NSA can partake in, as well as outreach programs to Nigeria, etc.
5. Establishes ties with other organizations.
6. Responsible for holding a minimum of one fundraiser per quarter.
7. Presents fundraiser plan to Executive Board prior to executing.

vi. Publicity Chair

1. Be in charge of the social media accounts
2. Collaborate with campus at large in regards to articles and information to post such Nigerian student events, etc.
3. Have the ability to chair a committee of 2-3 non-executive board members in order to help get the opportunities published termly.

vii. Community Outreach:

1. Bridge the gap at UCSD between faculty, cultural organizations, and the San Diego community at large.
2. Look for potential opportunities to visit other schools with Nigerian associated events

7. Officer Qualifications

a. Officers must:

- i. be currently enrolled as a UCSD student.
- ii. be in good academic standing throughout their term.

8. Running & Voting for Office

- a. Candidates must submit a letter of intent, curriculum vitae, and a letter of good academic standing from the registrar's office four weeks prior to voting.
- b. Voting will take place the week resuming Spring Break.

- c. The elected positions start at the beginning of the academic year. Each elected official shall serve one full year.
9. Impeachment
- a. Failure to perform the duties of office as prescribed in the constitution and bylaws, or conduct detrimental to the good of the UC San Diego NSA shall constitute grounds for impeachment.
  - b. Impeachment proceedings are in order upon submission of a petition by two thirds of the eBoard.
  - c. The impeached member will be notified via the President. If the impeached member is President, they will be notified via Vice President.
  - d. Requests for resignation must be done by written submission three general meetings prior to the last day of office.

## **Article VII**

### **Risk Management**

The Nigerian Student Association at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself.

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

## **Article**

### **Statement of Compliance**

*The organization will comply with all University policies, procedures, and practices and all local, state, and federal laws.*