

# **Cognitive Science Student Association at UC San Diego Constitution 2023-24**

## **Article I. Name of Student Organization**

The organization shall be called the Cognitive Science Student Association at UC San Diego, which may herein be referred to as CSSA.

## **Article II. Statement of Purpose**

CSSA is a professional, academic, and social community for UC San Diego students who are interested in the interdisciplinary nature of cognitive science. We maintain a strong relationship with UC San Diego's Cognitive Science Department to make cognitive science one of the fastest-growing majors on campus. Our mission is to equip students with practical skills and highlight the various career paths that a cognitive science degree can open up. We strive to provide a welcoming space that fosters opportunity and growth for our members.

## **Article III. Nonprofit Statement**

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

## **Article IV. Requirements for Membership**

All students are eligible to be members of the association, although cognitive science students are our main focus. There are no membership fees; however, the executive board reserves the right to revoke membership from individuals who demonstrate improper conduct as defined in the UC San Diego Student Handbook.

## **Article V. Frequency of Organization Meetings**

General board meetings will be held quarterly. CSSA holds a national conference at the beginning of Spring Quarter. The executive board will convene weekly on Thursdays to coordinate and plan events.

## **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.

The executive board is responsible for maintaining the general welfare and objectives of CSSA. The executive board members will be elected by the last year's executive board members. In the event that an executive board member forfeits their role during the academic year, the current executive board members will elect a replacement at the end of the quarter. The roles of each board member are listed below.

- I. President (2)
- II. Secretary
- III. Treasurer
- IV. Community Chair
- V. Public Relations Chair (4)
- VI. Marketing Chair (2)
- VII. Design Chair (1)
- VIII. Content Writer (2)
- IX. Photographer/Videographer
- X. Web Developer (3)

The **President (x2)** is responsible for maintaining and delegating the responsibilities that are necessary for stable functional status of CSSA.

#### Duties

- Establish and carry out short- and long-term goals for the organization
- Prepare meeting agenda and lead executive board meetings
- Plan and oversee annual conference during Spring Quarter
- Monitor CSSA's email – [cssa.ucsd@gmail.com](mailto:cssa.ucsd@gmail.com) – and respond in a timely, professional manner
- Update and enforce the Constitution, policies, and procedures of CSSA
- Serve as the primary point of contact for faculty, staff, students, and the external community
- Act as the undergraduate representatives of the Cognitive Science Department
- Meet with the faculty advisors on a monthly or quarterly basis to discuss updates with CSSA
- In charge of all Center of Student Involvement matters, including re-registration
- Keep the executive board updated on yearly contact advisors, including CSSA faculty advisor, CSI advisor, Fund Manager, Event Manager, etc.

The **Secretary** is responsible for maintaining the internal organization of CSSA and helping plan the logistics of events.

#### Duties

- Take meeting minutes during all executive board meetings (if applicable)
- Keep record of attendance for executive board members during meetings and events
- Prepare check-in forms for events
- Keep mailing list up-to-date on MailChimp
- Regularly check CSSA mailbox (in Price Center)
- Reserve rooms for events, meetings, and Library Walk tabling days through [reservations.ucsd.edu](https://reservations.ucsd.edu)
- Fill out TAP forms for all CSSA-related events through [tap.ucsd.edu](https://tap.ucsd.edu) and communicate heavily with Community Chair
- Contact One Stop for necessary equipment at events including AV tech
- Ideate, plan, and lead at least one workshop during the academic year

The **Treasurer** is responsible for handling and maintaining records of all financial matters and in charge of creating fundraising opportunities.

#### Duties

- Manage CSSA's financial accounts, including Chase, Paypal, and Venmo
- Maintain yearly budget and record all expenditures
- Be in charge of reimbursements, appeals, and other funding
- Keep in communication with CSI fund manager
- Develop a fundraising plan for the academic year to meet budgetary needs for CSSA and conference
- Ideate, plan, and coordinate fundraisers
- Ideate, plan, and lead at least one workshop during the academic year
- Create reports on spending and funds intermittently, for presentation during EBMs.

The **Professional Relations Chair (x2)** is responsible for connecting the CSSA community with UC San Diego faculty and the professional world, as well as cultivating sponsorships.

#### Duties

- Maintain an alumni database and a network of professional contacts
- Maintain a database of professors and graduate students to contact for future events
- Contact professors, graduate students, and industry professionals for CSSA events and conference
- Contact potential sponsors to lead and provide financial help for CSSA events and conference

- Enact the contact and based on the contact, supervise the work needed to be done by CSSA and the sponsor
- Arrange alumni social mixers and reunions
- Ideate, plan, and lead at least one workshop during the academic year
- Lead a professional relations committee to help out on tasks

The **Community Chair** is responsible for planning and executing socials for the CSSA community and organizing CSSA's committees.

#### Duties

- Ideate, plan, and lead socials
- Ideate, plan, and lead at least one workshop during the academic year
- Work with Treasurer to oversee any event catering
- Organize socials for executive board and committees
- Create and send out feedback forms to implement changes during the quarter as necessary
- Work with presidents to organize combined executive board meeting

The **Marketing Chair (x2)** is responsible for marketing all CSSA events and conferences on social media and encouraging attendance through promotions. They will oversee the Marketing Committee and establish clear marketing guidelines.

#### Duties:

- Maintain all social media platforms (Facebook page, Facebook group, Instagram, LinkedIn)
- Create event pages on Facebook
- Advertise events and posts. Answer the public's questions about such advertisements.
- Work closely with PR Chairs, Design Chair, and Web Developer
- Work closely with the Web Developer and Photographer to ensure the website photos and event links are updated.

**Design Chair (x3)** is in charge of all designs (visual graphics, logos, etc.) involved in the promotion, advertisement, circulation, or branding of CSSA events. They will establish and maintain design guidelines for the organization.

#### Duties:

- Designing flyers, posters, and other marketing materials
- Working closely with Web Developer and Marketing Chair to choose and design appropriate content to be shared through media.
- Working with other board members (PR, Treasurer, Community Chairs) to get event information for flyers.
- Create appropriate and attractive designs for the conference logo.

- In charge of designing and ordering flyers, banners, pamphlets, etc. for the conference.
- Designs must be completed by assigned deadlines.

**Content Writer** is in charge of creating written content for CSSA's Medium page and monthly newsletters.

Duties:

- Design and create a monthly newsletter and distribute it to CSSA members through MailChimp
- Ideate, write, and upload articles to CSSA's Medium page

**Photographer/Videographer** is in charge of maintaining and generating creative content for CSSA's YouTube page and documenting all CSSA events through photographs/videos.

Duties:

- Be present at each event for photographing/video recording (or assign a committee member to attend)
- Manage all photo and video content for the organization
- Document events through media
- Help originate and manage Youtube channel
- Work closely with Marketing Chair for increasing CSSA's visibility through media

**Web Developer (x3)** is responsible for developing and maintaining the CSSA website and working closely with PR Chairs, President and Vice President to produce and maintain content for the website.

Duties:

- Design and implement additions to the website
- Maintain all website-related information
- Maintain and improve website design and theming
- Keep our official website, [cssa-ucsd.org](http://cssa-ucsd.org), updated and active
- In charge of Tech Support if needed
- In charge of Custom Site Pages/Integration
- Keep executive-board members up-to-date with technology

## **Article VII. Risk Management\***

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

The Cognitive Science Student Association at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

There are no possible risks associated with the Cognitive Science Student Association, as we are not related to any activities that involve working with elderly/minors, medical assistance, international travel, hazardous materials, etc. Our activities mostly take the form of lecture/conference-style gatherings.

## **Article IX. Financial Management**

The Cognitive Science Student Association has an officer position (Treasurer) who will manipulate the finance involved in our activities. Their work will also be investigated by the whole executive board and the President, through a report in the executive board meeting (as applicable). The money we earn will either be collected by cash or Venmo (to our official account). The money will finally go to the organizational Chase account we created. We will submit a budget to the A.S. committee quarterly.