

PRODIGY Constitution

Article I: Name of Organization

§1.1. The organization shall be called Promoting Research & Opportunities in Diagnostic Innovations & Genetics (PRODIGY) at UC San Diego.

Article II: Mission Statement

§2.1: The purpose of PRODIGY at UC San Diego is to:

- A. Raise awareness of and drive interest in the field diagnostic and genetics research,
- B. Provide workshops to build the skillsets needed to be effective in quantitative biology research,
- C. Encourage interdisciplinary modes of thinking and collaboration,
- D. Create a community for individuals of all biology-related interests,
- E. Foster the growth and development of open source biology at UC San Diego

§2.2: PRODIGY at UC San Diego shall support the service goals of a University Chapter by:

- A. Creating interactive, educational projects designed to teach members the concepts and applications of diagnostic research.
- B. Developing a seminar series to expose members to genetics research
- C. Holding journal sessions to expose members to topics within diagnostic research.
- D. Publicizing research and internship opportunities, and facilitating member involvement with research.
- E. Participate in local and national biology competitions for students to be able to present and showcase their work and research
- F. Working to organize an on-campus DIY biology lab for the furthering of open source Biology.

§2.3: PRODIGY at UC San Diego shall work with local industry to establish a professional community of researchers at the undergraduate level.

Article III: Statement of Nonprofit

§3.1: PRODIGY at UC San Diego is a non-profit student organization.

Article IV: Membership and Voting

§4.1: All voting members of PRODIGY at UC San Diego must be a currently enrolled undergraduate students at the University of California, San Diego.

§4.2: Graduates, postdoctorates, faculty, community members, and UCSD alumni, may participate as nonvoting members of the Chapter.

§4.3: New members of PRODIGY at UC San Diego will join with non-voting member status. Attendance of at least three meetings in one academic quarter are required for the acquisition of voting member status.

§4.4: Any UCSD student complying with Article IV.1 may become a voting member of the

Chapter upon accepting the principles established by the Constitution.

§4.5: Members using laboratory space will be required to pay a quarterly fee to aid in upkeep of the shared space.

§4.6: Membership in the Chapter shall not be denied to any student on the basis of race, color, national origin, religion, sex, sexual orientation, age, marital status, disability, or disabled veteran or veteran status.

Article V: Frequency of Organization Meetings

§5.1: PRODIGY at UC San Diego shall host, at minimal, one general body meeting per academic quarter.

A. Minutes shall be taken by the Secretary at each meeting and distributed to members and advisors.

§5.2: Other meetings of PRODIGY at UC San Diego shall include any activities and events contributing towards the organization mission statement outlined in Article II.1

Article VI: Qualifications for Holding Office and Methods of Selecting and Replacing Officers

§6.1: 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.

§6.2: The Executive Board of the Chapter will be composed of the:

- A. President
- B. Vice President
- C. Secretary
- D. Financial Affairs Officer
- E. External Affairs Officer
- F. Educational Affairs Officer
- G. Research Affairs Officer

§6.3: The Executive Board will run PRODIGY at UC San Diego in accordance with the Constitution and Bylaws.

§6.4: The Standing Committees of the Organization will be headed by an Executive Board member and will consist of:

- A. Internal Affairs
- B. Financial Affairs
- C. External Affairs
- D. Educational Affairs
- E. Research Affairs

§6.5: The duties of the Executive Board shall be defined as follows:

- A. The President shall:
 - a. Oversee all PRODIGY at UC San Diego activities and direct the Executive Board.
 - b. Cooperate with other Executive Board members to plan member activities and ensure that all Chapter resolutions are carried into effect.
 - c. Assign tasks to officers following the conclusion of each meeting to further the

goals of the organization.

- d. Have the ability to form and dissolve Ad-Hoc Committees as deemed necessary.
- e. Only have voting power in the event of a tied vote.

B. The Vice President shall:

- a. Manage the voting status of all members of PRODIGY at UC San Diego.
- b. Cooperate with other Executive Board members to plan member activities and ensure that all Chapter resolutions are carried into effect.
- c. Oversee the Internal Affairs Committee of voting members to aid in arranging events.
- d. Prepare an annual retreat to train incoming officers no later than the fifth week of Fall Quarter.
- e. Assist other Executive Board members with tasks as needed.

C. The Secretary shall:

- a. Assist in administrative management of all Chapter meetings.
- b. Keep all members informed of both Executive Board and General Body meetings and activities.
- c. Record attendance and minutes in meetings of the Executive Board and general body.
- d. Maintain and organize the PRODIGY at UC San Diego Google Drive.
- e. Maintain the organization email and forward messages to the relevant officers.
- f. Check the on-campus mailbox at least once a week.

D. Financial Affairs Officer shall:

- a. Be trained to handle money.
- b. Oversee the Financial Affairs Committee and all related activities and ensure that the aims of the Financial Affairs Committee are fulfilled in a timely manner.
- c. Have the ability to form and dissolve a Sub Committee of voting members to aid in arranging events.
- d. Keep all finances of the Chapter in order, including:
 - i. Arranging the yearly budget to be prepared using a two-year average.
 - ii. Keeping record of sponsor contacts and donations.
 - iii. Completing the annual financial report to be given no later than the eighth week of Spring Quarter.

- e. Give a quarterly update at the first meeting of each quarter.
- f. Be the only member with access to the PRODIGY at UC San Diego financial organization account and the liaison between PRODIGY at UC San Diego and fundraising advisor(s).
- g. Be the member to coordinate transactions involving any off-campus accounts with organization advisors.
- h. Inform the Executive Board of any intended account activity prior to expenditure and provide evidence of the activity following its conclusion.

E. The External Affairs Officer shall:

- a. Oversee the External Affairs Committee and all related activities, and ensure that the aims of the External Affairs Committee are fulfilled in a timely manner.

- b. Have the ability to form and dissolve a Sub Committee of voting members to aid in arranging events.
- c. Serve as a liaison between PRODIGY and the San Diego community, national and the UC San Diego community.

F. The Educational Affairs Officer shall:

- a. Oversee the Educational Affairs Committee and all related activities and ensure that the aims of the Educational Affairs Committee are fulfilled in a timely manner.
- b. Have the ability to form and dissolve a Sub Committee of voting members to aid in arranging events.
- c. Coordinate with the External Affairs Committee to organize workshops.

G. The Research Affairs Officer shall:

- a. Oversee the Research Affairs Committee and all related activities, and ensure that the aims of the Research Affairs Committee are fulfilled in a timely manner.
- b. Have the ability to form and dissolve a Sub Committee of voting members to aid in arranging events.

§6.6: Non-executive officers shall include:

- A. Publicity Chair
- B. Webmaster
- C. Organizational Representatives
 - a. Triton Engineering Student Council (TESC)
 - b. Bioengineering (BENG) Outreach Meetings
- D. Journal Lead

§6.7: The duties of the Non-executive officers shall be defined as follows:

- A. Publicity Chair
 - a. Manage the production of all promotional material for PRODIGY meetings and events, including, but not limited to, branding and advertising.
 - b. Manage any social media outlets.
 - c. Coordinate with External Affairs, Financial Affairs, and Webmaster as needed.
- B. Webmaster
 - a. Maintain the PRODIGY at UC San Diego website hosting.
 - b. Frequently update the website to reflect current events and organization activities.
 - c. Post approved minutes and budgets to the site.
- C. Organizational Representatives
 - a. Serve as the liaison between PRODIGY at UC San Diego and the external organization.
 - b. Attend all external organization meetings.
 - c. Report news and meeting minutes of the external organization back to PRODIGY at UC San Diego.
- D. Journal Lead
 - a. Work with the advisor(s), members and/or project lead(s) to find journals that would be most effective for the learning of diagnostic and genetic paradigms and

techniques.

§6.8: The responsibilities of the Organization Standing Committees shall be defined as follows:

A. Internal Affairs shall:

- a. Complete all procedures required to maintain organization status under the Center for Student Involvement.
- b. Manage officer elections during Spring Quarter.
- c. Assist in onboarding newly elected officers.

B. Financial Affairs shall:

- a. Coordinate with the Research Affairs Committee to determine organization financial need and oversee all activities that strive to meet financial goal(s).
- b. Request funds from UC San Diego, local and non-local industries, and any other organizations.
- c. Propose expenses necessary to the functioning of PRODIGY at UC San Diego for discussion and vote at meetings of the Executive Board.
- d. Propose non-essential expenses for decision at General Body meetings to be decided by a majority vote of eligible voting members.

C. External Affairs shall:

- a. Oversee and facilitate all events geared towards increasing membership and interest in PRODIGY at UC San Diego.
- b. Maintain collaboration with organizations and faculty outside of PRODIGY at UC San Diego.
- c. Organize social events for members of PRODIGY at UC San Diego.
- d. Appoint a TESC Representative.
- e. Appoint a Bioengineering Outreach Meeting Representative.
- f. Appoint a Publicity Chair.
- g. Find public bio research competitions for students to be able to showcase and display their research

D. Educational Affairs shall:

- a. Promote diagnostic research through educational activities, including, but not limited to, workshops and seminars.
- b. Coordinate with External Affairs to create educational opportunities for the San Diego community.
- c. Appoint a Journal Lead.

E. Research Affairs shall:

- a. Compile, document, and archive project ideas.
- b. Create interactive, educational projects designed to teach members the basic concepts and applications of diagnostic and genetics research.
- c. Ensure that a viable diagnostic research project proposal is completed prior to Fall and is ready for execution prior to the Summer.
- d. Ensure that a project timeline and budget is completed and proposed to the members of PRODIGY at UC San Diego prior to project execution.

§6.9: Committee Officers shall appoint a voting member to non-executive officer positions if a vacancy appears and cannot be filled with a vote by the General Body in a timely fashion of two weeks.

§6.10: The term of office for Executive Board members shall be one academic year.

§6.11: The term of office of elected or appointed voting members shall not exceed one academic year.

§6.12: The Executive Board shall meet weekly throughout each academic quarter to organize

events, perform tasks vital to the proper operation of PRODIGY at UC San Diego, and discuss any resolutions

brought to the Executive Board meetings by a simple majority vote of Executive Board members.

§6.13: A meeting of executive and non-executive officers shall be held not less than once a month.

§6.14: Vacancies in and succession for the office of any position shall be filled via a simple majority vote by the Executive Board members in accordance with the Chapter Bylaws.

A. In the event that the vacancy cannot be filled in a timely manner and said vacancy significantly impedes vital functions of PRODIGY at UC San Diego, the Executive Board shall appoint a voting member to the position pro tempore until a proper vote can be conducted.

Article VII: Risk Management

§7.1: PRODIGY at UC San Diego is a registered student organization at University of California, San Diego, but not part of the University itself.

§7.2: PRODIGY at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

§7.3: PRODIGY at UC San Diego acknowledges that working with biological reagents in a genetics biology lab setting carries with it certain unavoidable safety risks. However, PRODIGY at UC San Diego does not itself operate any facilities nor possess any materials that would present such a risk and is thereby inculpable for harm resulting from hazards that its members or affiliates are subjected to in the performance of tasks outside of the organization. Ultimately, the safety of PRODIGY at UC San Diego members is the responsibility of themselves and their employers.

§7.4: PRODIGY 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 the Center for Student Involvement, online or in person (in person by request only). PRODIGY at 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.

§7.5: PRODIGY 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, PRODIGY will abide by UC San Diego requirements for students in labs, including policies for minors in UCLaboratories, and ensure members receive safety training regarding the use of chemicals and/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.

§7.6: For questions or concerns that require the assistance of UC San Diego EH&S, PRODIGY at UC San Diego will contact Bryce Besser – bbesser@ucsd.edu – who will put PRODIGY at UC San Diego into contact with the Research Safety Team.

Article VIII: Advisors

§8.1: The PRODIGY advisor(s) shall be UC San Diego faculty member(s), who will advise and assist with the implementation of decisions promoting the goals and aspirations of PRODIGY at UC San Diego.

§8.2: An individual shall become the advisor following subscription to the Constitution of the Chapter.

§8.3: The advisor shall serve a term of at least one academic year and shall not be subjected to annual Chapter dues if such costs are defined.

§8.4: The advisor shall not be required to attend Chapter meetings or Executive Board meetings.

§8.5: The advisor shall be closely involved with PRODIGY at UC San Diego activities that require laboratory settings.

Article IX: Amendments

§9.1: An amendment to the PRODIGY at UC San Diego Constitution or Bylaws shall be brought forth to the

Executive Board by the Vice President whose preliminary language shall be constructed and proposed in mandatory meetings of the Internal Affairs Committee.

§9.2: Amendment language must be approved by a simple majority of the Executive Board once proposed by the Vice President at a meeting of the Executive Board.

§9.3: Amendments approved by the Executive Board shall be brought forth to the General Body for a vote at a predetermined General Body Meeting.

§9.4: An amendment is only ratified by a two-thirds majority vote by the General Body.

§9.5: The Secretary shall amend the Chapter Constitution and Bylaws to reflect the ratified amendment.

BYLAWS

Article I: Election of Executive Board Members

§1.1: Candidacy:

A. A nominee for positions in the Executive Board must be a voting member in good standing within PRODIGY at UC San Diego.

B. Nominations for candidacy may be brought to the Executive Board by both voting and nonvoting members of PRODIGY at UC San Diego.

C. An affirmative, simple majority vote of the Executive Board is required to affirm a Nominee's candidacy. A failure to attain such a vote results in the invalidation of the Nominee's candidacy for the current election cycle.

§1.2: Nominations shall be submitted in person to the Vice President by Executive Board members no later than the conclusion of the second General Body meeting of the Spring academic quarter.

§1.3: Elections shall be held no later than the last General Body Meeting of the Spring academic quarter. The candidate receiving the highest number of votes for each position shall be declared elected. New officer terms shall begin during the Fall quarter of the following academic year.

Article II: Election of Non-Executive Board Members

§2.1: Candidacy:

A. A Nominee for positions in the Non-Executive Board must be a voting member in good standing within PRODIGY at UC San Diego.

B. Nominations for candidacy may be brought to the Executive Board by both voting and nonvoting members of PRODIGY at UC San Diego.

C. Two nominations from different voting members shall affirm a Nominee's status as a candidate for office.

§2.2: Elections shall be held no later than the last General Body Meeting of the Spring academic quarter. The candidate receiving the highest number of votes for each position shall be declared elected. New officer terms shall begin during the Fall quarter of the following academic year.

Article III: Executive Board Meetings

§3.1: The Executive Board, hereby referred to as the Board shall meet weekly during the academic year. Scheduling of these meetings for each academic term shall be determined at the

first meeting of each academic quarter by a consensus of the Executive Board members, hereby

referred to as Officers. The President shall have the authority to schedule more meetings if deemed necessary in achieving the goals of the Chapter.

§3.1.1: In one academic quarter, excluding both Summer Sessions, an Officer may not miss more

than three Board meetings. Upon the third absence, this Officer must present to all Officers their

reasons for absences. The Board will subsequently hold a discussion and vote upon the status of this Officer. If a simple majority deems necessary, this Officer must relinquish their position and duties immediately.

§3.1.2: Officers and non-executive officers are required to attend three of the General Body Meetings each quarter, although attendance at all General Body Meetings is highly encouraged.

§3.1.3: If an Officer intends to be absent for a particular Board meeting, they must contact another attending Officer or arrange for a proxy who will present the absent Officer's updates at the meeting.

A. A Non-Officer proxy will be considered representative for the absent Officer and whose vote(s) will formally be considered as the absent Officer's own for the duration of the meeting.

B. An Officer proxy will not be able to vote for the absent Officer. The absent Officer's vote will be considered an "abstention."

Article IV: Officer Commitments

§4.1: All Officers and non-executive officers shall devote a mutually agreed upon amount of time to ensure the furthering of PRODIGY at UC San Diego goals.

§4.1.1: This commitment can be fulfilled in variety of ways, including, but not limited to, attendance at General Body Meetings and non-meeting events (including conferences, excluding social gatherings).

§4.1.2: All Officers and non-executive officers are required to partake in fundraising activities.