Surfrider Foundation at Scripps Constitution

ARTICLE I. NAME OF ORGANIZATION
The organization shall be called Surfrider Foundation at Scripps at UC San Diego.

ARTICLE II. STATEMENT OF PURPOSE
Surfrider Foundation at Scripps is dedicated to the protection and enjoyment of our world's ocean, waves, and beaches for all people, through a powerful activist network.

Through Surfrider's Student Club Network, we display our passion for these causes through active leadership in the community (both on-campus and off-campus) via environmental stewardship projects that encompass conservation, advocacy, and/or education.

To fulfill this mission statement over the course of a year, the club will provide a platform for students to develop and engage in their own environmental stewardship project related to Surfrider's mission

The purpose of the Surfrider Student Club is to:
1. Increase student interest in the goals of the Surfrider Foundation.
2. Provide opportunity for discussion of current environmental events and activities among students.
3. Provide educational programming to local schools on issues that are pertinent to the Surfrider Foundation.
4. Organize local programs (beach cleanups, film screenings, etc.) to actively involve students in ocean conservation and activism.

ARTICLE III. NONPROFIT STATEMENT
Surfrider Foundation at Scripps at UC San Diego is a non-profit student organization.

ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP
It is the policy of The Surfrider Foundation at Scripps that this organization practices an open membership policy for members of the school community, both from SIO and UCSD, without regard to age, color, disability, national origin, race, religion, military service member or veteran status, or sexual orientation. Membership and participation in this student organization must be open to all currently registered students regardless of gender. There is no set number of meetings that must be attended per year to stay a member of the Surfrider Group.

(UCOP Policy on Registered Campus Organizations, Section 70.10).
● UCOP: https://policy.ucop.edu/doc/2710522/PACAOS-20
● UC San Diego: https://ophd.ucsd.edu/policies-procedures/nps_student.html

ARTICLE V. FREQUENCY OF ORGANIZATION MEETINGS AND CLUB REQUIREMENTS

Board Meetings:
The executive board of directors (mandatory) and other officers (if available) shall meet every other week in person to discuss agenda items, goals, and progress on planned club activities.
- Minutes will be recorded by the Secretary and logged into the Annual Agenda Log

Club Meetings:
The club shall meet once a month to build community, hold events, beach clean-ups etc.

Club Requirements:
Club members must complete at least one project per year with photos, either individually or as a group and fill out the *Annual Club Activity Report*, which is to be submitted by the Secretary to the Surfrider Club Network Coordinator.

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 of a Surfrider Club consists of a chair, vice chair, and secretary. Other officers and positions may be appointed as seen fit. A minimum of 10 participants must be active members of the Surfrider Foundation at Scripps at UCSD.The duties of the officers listed are not intended to be exhaustive or limiting. They are intended to assign accountability, guide progression, and evoke communication and collaboration. It is the general understanding of each officer to help to the best of one's ability with the larger responsibilities assigned to each position.

EXECUTIVE BOARD
Co-Presidents (2 required)
- Acts as the main administrator & leader of the club
- Acts as the main contact to HQ
- Transmits communications from Surfrider Club Network staff or Surfrider Chapter leaders to club
- Ensures all internal school club registration requirements are completed
- Runs club meetings
- Makes meeting agendas
- Oversees choice of projects and event tasks
- Uses the [schoolname]@clubs.surfrider.org email address for club related emails and to setup club social media accounts
- Is a spokesperson for the club for any public facing communications
- Responsible for submitting annual club application to UCSD

Secretary (required)

- Takes notes at meetings, including key decisions/action items, and distributes to attendees
- Communicates to the club membership via text, social or email
- Responsible for submitting *Annual Club Report* to Surfrider's Club Network Coordinator
- Fills out Event Approval Form for Surfrider HQ for all off campus events
- Checks the club email account and distributes emails appropriately
- Oversees and approves all actions of the Social Media Officer
  - Ensures SF branding is accurate
- Writes thank you letters to donors

OFFICERS
Social Media Officer/Outreach Coordinator (optional)
Refer to the Surfrider Student Club Leader Handbook for More Information
- Responsible for managing the club's social accounts
- Responsible for advertising meetings
- Sends all SF at Scripps photo/video to SF club organizer
- Sends out club newsletters once a month
- Maintains membership email list
- One of the most important jobs in the club because there are typically many members in every club being led by a few
- Coordinates with committees (events or treasurer) and/or campaign and program leaders to identify volunteer needs
- Leads volunteer recruitment by communicating those needs to club members and posting volunteer opportunities elsewhere as appropriate
- Gets to know volunteers, their interests and match them to opportunities
- Responds to inquiries from people seeking to volunteer

Events Coordinator (optional)
Refer to the Surfrider Student Club Leader Handbook for More Information
All Chapters and Clubs **must submit the** Activities & Events Approval Request Form **and receive approval** *prior* to verbally or contractually agreeing, signing, permitting, licensing, promoting, publishing to any public calendars or otherwise obligating the Club to any activity or event in any way. (*This is not required for any on-campus meetings, education, outreach, tabling, presentations on campus.*) These are the deadlines/timelines for approval requests to be submitted before your event:

- Standard activities/events with a headcount less than 500: **2 weeks**
- Non-standard activities/events with a headcount less than 500: **4 weeks+**
- Any activity/event with a headcount exceeding 500: **8 weeks+**

Other Event Coordinator responsibilities will include:
- Sourcing and proposing events for the club to participate in
- Managing external partnerships/relationships in conjunction with the President

- Filling out "[Event Review Sheet](#)" for every event.
- Coordinating with committees (outreach or treasurer) and/or campaign and program leaders to identify volunteer needs
- Leading volunteer recruitment by communicating those needs to club members and posting volunteer opportunities elsewhere as appropriate
- Getting to know volunteers, their interests and match them to opportunities
- Responding to inquiries from people seeking to volunteer

Treasurer (optional)
SEE ARTICLE XI
- Organizes donations and sends receipts
- Coordinates with committees (events or outreach) and/or campaign and program leaders to identify volunteer needs
- Maintains club financial records
- Establishes and or maintains club bank account at the school (all club funds must be held by your school or a Surfrider club)
- Reports chapter financial transactions at monthly meetings
- Expends club funds as decided by the club Executive Committee
- Share financial data with SFHQ when requested
- Gives donor information to Secretary for thank you letters
- Contributes to the clubs website (if applicable) and social media pages
- Adheres to the Surfrider Student Club Network Guidelines.

At-Large Members:
The club can elect additional people to serve on the Executive Committee
A member of the executive board may be removed from office if a 2/3 majority of the total members vote that the officer should be removed.
When optional offices are not held, responsibilities should be absorbed and divided amongst the executive board.

Committee Chairs:
Committees should be where much of the work in a club happens. Committees can be for a campaign like "Ban Single-use Plastics our School", or for a program like Beach Cleanups, Blue Water Task Force or Ocean Friendly Restaurants, or for an event like an annual fundraiser. This can also be a great way to recruit future club leaders when the current leadership graduates.
- Committee Chairs must be held by an executive or officer.
- Holds committee meetings for volunteer committee groups and makes agendas
- Serves as the lead organizer for all committee-related events, programs, campaigns, etc.
- Reports to Executive Committee regularly
- Mentors and develops new club leaders

ARTICLE VI (2). ELECTION/APPOINTMENT OF OFFICERS

There are two ways in which officers can be appointed, depending on the leadership style of a club at the time--elections, or case-by-case basis. Only a majority vote is required to win in all elected offices. On a case-by-case basis, members can volunteer to officer positions (and if multiple volunteers for the same position, can create a co-leader position) and be considered officers without an official vote, as long as the rest of the club is in agreement.

ARTICLE VII. RISK MANAGEMENT
Surfrider Foundation at Scripps at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself.
Surfrider Foundation at Scripps at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

- **Event approval _is required_ for** *ANY* activity that takes place outside of school / off campus (beach cleanups, water quality testing, marches, field trips, etc.)
- Participatory waivers must be signed by all participants for off-campus activities.
- Clubs must obtain full insurance coverage through the Surfrider Foundation HQ for Club events held off campus, which are (1) initiated, organized and led by the Club and (2) where the Club is the beneficiary of all proceeds from the Event. Surfrider Foundation will not insure events that are not organized and run by the club or the Foundation. Surfrider Foundation will not insure events for *outside entities* such as, but not limited to, surf contests, beach clean ups, paddle outs and water related events. In order to obtain insurance, you must contact the Surfrider Foundation Headquarters via the event approval process **at least 2 weeks in advance**.

Information on all this can be found on the Surfrider Foundation Student Club Portal

ARTICLE VIII. ADHERENCE TO POLICY
This organization will adhere to all rules, regulations, and policies outlined by the school and the Surfrider Foundation, as well as adhere to all local, state, and federal laws. This organization will renew membership through The Surfrider Foundation, and adhere to their standard policies. This entails re-registering at the beginning of every academic year with the Student Club Network program.
- Clubs cannot take public positions on an issue on behalf of the Surfrider Foundation without prior approval from Student Club Network staff and/or local Chapter.
- A Club is not a political organization and ***may never function in a partisan manner***

ARTICLE IX. HAZING PREVENTION
The Surfrider Foundation at Scripps at UCSD opposes any and all forms of hazing. If hazing occurs, any participatory members will be removed immediately.

Visit the sites below to learn more about hazing and how to report it.
http://hazing.ucsd.edu

https://adminrecords.ucsd.edu/ppm/docs/160-10.html
https://policy.ucop.edu/doc/2710530/PACAOS-100
Any reports of hazing can be reported anonymously via email to hazing@ucsd.edu

ARTICLE X. COMMUNITY MENTOR
As a graduate club, we are not required to have a community mentor. If at any point, the Surfrider Foundation at Scripps at UCSD is led by an undergraduate student, they must acquire a community mentor as stated in the Surfrider Foundation Student Club Leader Handbook.

ARTICLE XI. FINANCIAL MANAGEMENT
The club is permitted to open up an outside bank account in the name of your club. Any funds must be held by the school, local chapter or HQ. The best option is to set up an account with your school. If this is not an option, please reach out to Student Club Network staff for assistance with alternative options.

Donations over $250 to the club need to be reported to Student Club Network staff and require approval to ensure the donor receives proper paperwork. Only the school, local chapter or HQ may hold on to any club money.

ARTICLE XII. RATIFICATION
The constitution is ratified by a 2/3 vote of members present.

Signatures:

Morgan Burger	*[signature]*	10/31/2023
Co-President Printed Name	Co-President Signature	Date
Ella Merkle	Ella Merkle (Oct 31, 2023 12:51 PDT)	Oct 31, 2023
Co-President Printed Name	Co-President Signature	Date
Helena Milazzo	Helena Milazzo (Oct 31, 2023 12:52 PDT)	Oct 31, 2023
Secretary Printed Name	Secretary Signature	Date

2023-2024 UCSD Constitution_ Surfrider Foundation

Final Audit Report   2023-10-31

Created:	2023-10-31
By:	Morgan Burger (hello@morgvn.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAQ_y1cfdYfdBoaFlDl75dxa--AZ-CHKpF

"2023-2024 UCSD Constitution_ Surfrider Foundation" History

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2023-10-31 - 7:46:31 PM GMT- IP address: 69.196.34.134

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2023-10-31 - 7:47:33 PM GMT

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2023-10-31 - 7:47:37 PM GMT- IP address: 66.249.91.161

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2023-10-31 - 7:51:27 PM GMT- IP address: 66.249.91.172

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