

**2023-2024**

**Constitution of the UNICEF  
Club at UC San Diego**

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

The organization shall be called UNICEF Club at UC San Diego.

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

Take action to protect the rights of children facing challenges around the world through advocating, fundraising, educating, and community building.

## **Article III. Nonprofit Statement**

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

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

### **Article IV. Section I. General Membership Eligibility**

- (a) Membership does not include any annual fees, excluding those indicated for special events and/or activities.
- (b) Undergraduate students at UC San Diego are eligible for membership in UNICEF Club at any point in the year, regardless of major.
- (c) Students can register for UNICEF Club membership through any applicable forms sent by email or presented at events.

### **Article IV. Section II. Active Membership**

- (a) Point requirements for active membership will be determined by the Officer Board at the beginning of the school year. Active Membership requirements may change, however, modification of the requirements within the school year is highly discouraged.
- (b) Active membership requirements shall be stated at the every GBM of each quarter and clearly stated on our social media.
- (c) Any changes made to the active membership requirements shall be stated at the next GBM and announced to all members through email and social media.
- (d) All changes made to active membership may only go into effect at the start of the next academic quarter. If active membership is not being met, a notification will be issued to the member via email to inform them of their status.
- (e) Failure to meet active membership requirements is not grounds for removal of general membership.
- (f) Active membership status will affect eligibility for UNICEF Club officership.

### **Article IV. Section III. Membership Points**

Membership will be associated with point values as determined by the Officer Board at the beginning of each Academic year. Each member will be required to earn 3 points minimum per quarter from 3 different categories to remain an active member of the UNICEF Club. One of the categories must be a GBM.

- a) One (1) point max will be awarded for attending a GBM
  - i) If a member is unable to attend a GBM, they shall email the UNICEF Club prior to the meeting. 2 Board Members/chairpersons will work to schedule a make-up meeting to relay all GBM information.

- b) One (1) point will be awarded per official social event
  - i) A max of (1) point will be counted towards active membership per quarter
- c) One half (½) point will be awarded for flyering for any UNICEF event
  - i) A maximum of (1) point will be counted towards active membership per quarter
- d) All other UNICEF events/activities will be awarded (1) point per event
  - i) A maximum of (1) point per event will be counted towards active membership per quarter for a total of (2) points
- e) Any extra points earned that are not counted towards active membership will be used to be eligible for privately funded incentives (i.e. Starbucks gift card, stickers, etc.)
- f) Attendance sheets from events and meetings will be maintained as a record for future reference and will be recorded by the secretary.
- g) The point system stated may be changed by the Officer Board.
- h) Membership points do not carry over between Academic School Quarters

**Article IV. Section IV. Nondiscrimination Statement**

- a) There will be no discrimination or harassment in any UNICEF Club at UC San Diego activity based on race, color, religion, gender, sexual orientation, age, etc., according to UC San Diego Discrimination policies.
- b) Any person found violating this statement will be subject to the terms set forth in Article IV. Section V. Violations

**Article IV. Section V. Violations**

Any violation of club policy will be documented and reviewed by the officer board. Officers will vote to decide whether the violation is grounds for termination of membership and/or officership. A complaint of violation may be presented to the board from any member of the club, and any possible documentation will be collected promptly. The person accused will be informed of the complaint made against them and be given a chance to appeal to the officer board if they choose to.

If it is deemed that a chairperson is not fulfilling their responsibilities, the officer board will decide the consequences, including but not limited to termination of membership, a 2 week probation period, or removal of board position.

If it is deemed that an officer is not fulfilling their responsibilities, the remainder of the board will vote to decide the consequences, including but not limited to termination of membership, a 2 week probation period, or removal of board position.

If an officer is removed from their position due to negligence of responsibilities, the President will assume their responsibilities until another election is held for the position.

**Article V. Frequency of Organization Meetings**

- a) There shall be 1 GBM meeting per quarter
  - i) If an active member is to miss the meeting please cite Article IV Section III

**Article V. Section I. Board & Chairperson(s) Meetings**

- a) All officer board members are required to attend biweekly board meetings.
- b) At least 2/3 of the board members must be present for the meeting to be official.

- c) Officer attendance will be recorded by the Secretary. Minutes will be documented in the UNICEF Club Google Drive on a weekly basis by the Secretary and access will be given to all officers for the meeting to be official.
- d) See Article V. Section III. for the officer unexcused absence policy.

**Article V. Section II. Committee Meetings**

- a) The frequency of Committee meetings shall be up to the discretion of the current presiding chairperson.
- b) Committee meetings must occur on a regular basis throughout the quarter. A summary of meeting notes will be documented in the UNICEF Club Google Drive.
- c) Location, Date, and Time of the recurring committee meetings must be reported and stated in a prior officer meeting or must be shared with the officer Board.
- d) Committee member attendance will be recorded by the presiding chairperson, for the purposes of membership points.
- e) Article V. Section III. Unexcused Absences policy may be used at the discretion of the presiding chairperson.

**Article V. Section III. Unexcused Board/Chairperson Absences**

- a) Failure to attend one meeting without prior notice of their absence with a plausible excuse will result in a warning.
- b) After a second unexcused absence, the said board member will be placed on probation. The said board member, the President(s) and/or advisors will meet to explain attendance policies and potential termination.
- c) A third unexcused absence will result in immediate termination of board duties.

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

**Article VI. Section I. Officer Qualifications**

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. Applications for officer board membership will open in the Spring Quarter of each year, or in the event that a board/chairperson position becomes available prior to annual elections. Applicants must hold active membership at the time of application for officer board. For President/Vice President, the member serving must have junior or higher standing. Electing of officers will be based on a vote by the current officer board, taking into consideration votes from general and active members.

**Article VI. Section II. Shared Officer Responsibilities**

- (a) Adhere to and enforce all UNICEF and UC San Diego policies
- (b) Must remain fair and impartial during decision making processes and policy enforcement
- (c) Ensure smooth and successful transfer of roles and responsibilities for the next Academic Year
- (d) Advise other Officer Board and Chairpersons on all logistical and decision-making processes

- (e) Assist in the planning and oversight of GBMs and any activities that require additional assistance
- (f) Appoint all positions following their year of leadership upon election
  - (i) Ensure a smooth transition between the old and new Officer Board and chairs
- (g) Hold at least one (1) committee check-in per quarter
- (h) All Officer Board members will work on the End of the Year Report for record keeping
  - (i) All financial and attendance records (for Fall and Winter quarters), Fall Events, and Winter Events will solely be the outgoing Officer Board's responsibility to fill out
  - (ii) Incoming Officer Board will work in conjunction with outgoing officer board to create the Spring Events, financial records, and attendance section of the report
- (i) All Officer Board members will officially register as volunteers on the UNICEF USA website
- (j) Submit any flyers, banners, etc. utilizing the UNICEF logo to the UNICEF USA volunteer email for approval.

**Article VI. Section III. Officer Titles and Duties**

- (a) President(s)
  - (i) Chief Executive Officer and official representative of UNICEF Club at UC San Diego
    - (1) Guide the UNICEF Club board in forming a cohesive vision for the year
    - (2) Ensure that all committees are functioning well
    - (3) Address Officer and chair disputes
  - (ii) Must oversee the entire UNICEF Club board and preside over biweekly Officer Board meetings
    - (1) Prepare the agenda for biweekly Officer Board meetings
    - (2) Assist and advise chairs in their responsibilities, committee logistics, and event planning
  - (iii) Facilitate transition to new elected Officer Board and chairpersons
  - (iv) Plan at least one General Body Meeting per Quarter
  - (v) Must formulate and update UNICEF Club's constitution as needed yearly
  - (vi) Must formulate a financial budget for UNICEF club in coordination with the whole Officer Board
  - (vii) Re-register the Organization with the Center of Student Involvement and UNICEF USA
  - (viii) Handle collaborations with other organizations and student groups
- (b) Vice President
  - (i) Assume the duties and responsibilities of President in their absence
  - (ii) Assist the President in planning/overseeing Officer Board meetings
    - (1) Help prepare agenda for biweekly Officer Board meetings

- (2) Help assist and advise chairs in their responsibilities, committee logistics, and event planning
  - (iii) Assist in planning at least one GBM per quarter
  - (iv) Act as direct liaison between the Officer Board and the committees
  - (v) Submit the required Reporting and Reflection Survey to UNICEF USA before the biannual due dates.
  - (vi) Complete the UNICEF End of Year Survey in May
  - (vii) Help coordinate any activities with other organizations and student groups
- (c) Secretary
- (i) Attend biweekly Officer Board meetings
    - (1) Take minutes for weekly officer board meetings
    - (2) Assist and advise chairs in their responsibilities, committee logistics, and event planning
    - (3) Book and arrange the venue for board meetings
  - (ii) Maintaining a membership list of all official members, including, but not limited to
    - (1) Contact information
    - (2) Attendance records
  - (iii) Collect and store any forms/waivers for all UNICEF club events for each calendar year
  - (iv) Keep and update a secure list of all UNICEF club accounts and passwords
  - (v) Ensure all club activity is documented, flyers/design templates are stored, and all details are easily accessible.
  - (vi) Stay up-to-date on all UNICEF USA and club activities/events
    - (1) Send out reminders to other board members/officers regarding upcoming events
  - (vii) Work with the officer board in all aspects of planning events (TAP, venue, funding, etc.)
- (d) Treasurer
- (i) Oversees all funds and transactions associated with the UNICEF Club
  - (ii) Attend weekly officer board meetings
    - (1) Update the officer board about the financial status and address financial concerns
    - (2) Advise the Officer Board and chairs on the organization's financial budget
    - (3) Follow and enforce the Financial Budget, Policies, and fundraising related matters set forth by the Officer Board
  - (iii) Completing and signing all necessary paperwork with the Student Activities Office (SAO)
  - (iv) Collaborate and support the Fundraising Chair
    - (1) Create UNICEF Club fundraising goals

- (2) Submitting all donations to UNICEF USA
- (v) Maintaining records for the club's budget
- (vi) Maintain correspondence with fund manager
- (e) Communications Officer
  - (i) Oversees the club's social media accounts and other communications
  - (ii) Manage the email notifications/newsletters
    - (1) Forward any/all emails to the corresponding officers
  - (iii) Designs flyers and any merchandise for the UNICEF Club
- (f) Chairpersons: will initiate/organize meetings and record meeting minutes of their respective committees. They will act as a liaison for their committee at board meetings.
  - (i) Advocacy Chair
    - (1) Relay information specific to UNICEF USA supported legislation and take action accordingly
    - (2) Keep club members up to date about what elected officials are up to
    - (3) Main coordinator for any and all activities/events relating to advocacy
  - (ii) Education Chair
    - (1) Create informational presentations regarding UNICEF USA approved issues, using their online resources, powerpoints, etc.
      - a) Stay up to date on UNICEF news, emergencies, and campaigns to ensure the club is kept informed
    - (2) Plan and organize initiatives relating to educating about UNICEF or teaching children
    - (3) Work with communications officer to share the club's impact through social media
  - (iii) Community Building Chair
    - (1) Main coordinator for any and all activities with other organizations and student groups
    - (2) Help create flyers, banners, and other promotional material to raise student awareness and engagement. Submit designs containing UNICEF logo for approval
    - (3) Submit requests for tabling and organize tabling events
    - (4) Work with UNICEF USA National Youth Council and Community Engagement Associates to grow a presence in the community
  - (iv) Fundraising Chair
    - (1) Register all fundraising activities with UNICEF USA's Fundraising and Events application
    - (2) Plan and organize fundraising events
    - (3) Work with UNICEF USA Community Engagement Team to manage fundraising efforts

#### **Article VI. Section IV. Committees**

Committees will work with/under the corresponding chairperson to organize relevant events. All events must be proposed and approved at Officer Board meetings before their occurrence. Each committee must apply for and secure funding and venues for their events. Events must follow the guidelines set forth by UC San Diego and UNICEF USA.

- (a) Advocacy
- (b) Education
- (c) Community Building
- (d) Fundraising

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

UNICEF Club at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself.

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

#### **Article VII. Section I. In Case of Interaction with Minors and/or the Elderly**

UNICEF Club 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 UC Learning <https://uclearning.ucsd.edu>. UNICEF Club 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.

#### **Article VII. Section II. In Case of the Provision of Medical Assistance**

In the event that UNICEF Club at UC San Diego provides medical assistance to a community, all volunteers will work under the direction of licensed professionals (doctors, nurses, counselors, etc.). The University does not recommend that students provide medical assistance.

#### **Article VII. Section III. In Case of International Travel**

UNICEF Club at 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. Student organizations are discouraged from traveling to foreign countries due to the wide variety of risks involved with foreign travel, and the extensive planning efforts required by the Student Organization's Members to manage those risks. Security risks and health care services vary widely from one country to another, so thorough research on those topics is especially important.

International travelers are advised to research US State Department Travel Advisories and the CDC Travel Health site and abide by all recommended alerts and warnings, and procure travel insurance with medical coverage that covers their chosen destination because most USA Health Plans are not valid in foreign countries.



## **Article VII. Section IV. In Case of Handling of Hazardous Chemicals, Material, Equipment, And/Or Machinery**

UNICEF Club 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, UNICEF 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**

All club financial activities shall be tracked using an Excel record. The record shall be maintained by the President and Treasurer and may be reviewed by any current officer at any time upon request. The financial records will be submitted to UNICEF USA in the Reporting and Reflection Summary.

All activities must be appropriate to the identity of the US Fund for UNICEF. Fundraising activity expenses should be less than 25 percent or less of generated revenue. Funds raised for a specific purpose must be used for that purpose. All money raised in the name of UNICEF and the US Fund for UNICEF must benefit UNICEF, as per their policy.

Organized under the laws of New York State as a not-for-profit corporation, the U.S. Fund for UNICEF is exempt from tax under section 501(c) (3) of the Internal Revenue Code and qualifies for the maximum charitable contribution deduction by donors.

Should the club become defunct, all remaining funds in the club financial account are to be donated to the US Fund for UNICEF within one month of the termination of the club.

## **Article IX. Affiliation with Other Groups**

UNICEF Club at UC San Diego is affiliated with UNICEF USA. Founded in 1947, UNICEF USA is the oldest of 33 worldwide National Committees for UNICEF. Together, the national committees raise approximately one-third of the operational budget of UNICEF. UNICEF USA prioritizes advocacy, education and fundraising to fight for children's rights globally.

### **Article IX. Section I. UNICEF USA Membership**

UNICEF UNITE Club members are united by a common desire to make a difference both locally and globally. Members engage with their classmates, community and local organizations to become champions for children. Any member can work on behalf of UNICEF USA by participating in events on fundraising, advocacy or the issues affecting the world's children. UNICEF USA will provide the resources and support you need to make the biggest impact. Club members may register as official volunteers on the UNICEF USA website.

**Article IX. Section II. Benefits to UNICEF Club Membership**

- a) Join a diverse community of UNICEF supporters who are passionate about advancing the survival, protection and development of children everywhere.
- b) Develop your leadership skills to make an impact by participating in trainings with UNICEF USA staff.
- c) Build relationships with student leaders around the country.
- d) Gain a deeper understanding of UNICEF's programs and how they make a difference for children.
- e) Receive invitations to UNICEF USA regional events and national webinars.
- f) Gain opportunities to be nominated for special service awards and get volunteer hours.