

"COSTCO CLUB AT UC SAN DIEGO" CONSTITUTION

2023-2024 ACADEMIC YEAR

ARTICLE I. NAME OF STUDENT ORGANIZATION

The organization shall be called "Costco Club at UC San Diego."

ARTICLE II. STATEMENT OF PURPOSE

The purpose of this student organization is to provide new and existing Costco enthusiasts a safe space to express shared interest in wholesale products.

ARTICLE III. NONPROFIT STATEMENT

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

ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP

There are no dues or fees required for membership. Costco Club at UC San Diego is an all-inclusive organization on campus. There are no restrictions on who can be a member and any student can be a member of Costco Club at UC San Diego.

ARTICLE V. FREQUENCY OF ORGANIZATION MEETINGS

Meetings among board staff will be held on a bi-weekly basis unless any external situation preventing such would arise. As for general members, we plan to hold one general board meeting per quarter to inform students about Costco Club. There is no required/mandatory number of meetings a member must attend in order to be part of Costco Club at UC San Diego; however, attendance is highly encouraged to help build comradery and to be up-to-date with club activities/events. Minutes will be taken for board meetings and update posts for general body meetings will be done (if deemed necessary) to keep members that were not present informed and updated. Board

COSTCO CLUB AT UC SAN DIEGO CONSTITUTION - 2023-2024 ACADEMIC YEAR

meeting notes will also be taken and distributed to any officers who were not present. Board officers are expected to read, understand, and digest meeting notes to stay properly updated with club happenings.

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 application opens in the Winter Quarter of each academic year and closes the Sunday of Week 3. In Week 4, the applications are reviewed and desirable applicants are chosen to move onto the interview process. On Monday of Week 5, the interview process will start, and final decisions will be made no later than Week 9 of Winter Quarter. Before Week 1 of Spring Quarter, the officer confirmation is sent to the respective candidate. Spring Quarter will serve as the norming period among new officers and will be shadowed by the previous officers to teach responsibilities. The entire process from applicant to candidate to new officer will span two academic quarters (20 weeks), with Winter being decision and selection and Spring serving as norming and training.

General members in the Costco Club at UC San Diego may become officer applicants if they satisfy one of the following conditions:

1. A submitted application indicating interest in becoming an officer.
2. A nomination by a current officer to replace them once their service term has elapsed.

Upon review of both applications and nominations by all officers, the selection and implementation of new officers - executive, general, and committee - will operate in the following procedure:

WINTER QUARTER: MONDAY, WEEK 1 - SUNDAY, WEEK 3

1. The applicant's officer application will be initially reviewed by all officers (executive, general, and committee).
 - a. If the applicant was streamlined by the nomination choice (refer to the 2nd condition listed above), the applicant can effectively bypass the step required of submitting a formal application.
2. If the applicant(s) passes the initial review, they become designated as a candidate and move on to the interview process.

WINTER QUARTER: MONDAY, WEEK 4 - SUNDAY, WEEK 9

3. The interviewing process **FOR APPLICANTS INTERESTED IN A POSITION**

COSTCO CLUB AT UC SAN DIEGO CONSTITUTION - 2023-2024 ACADEMIC YEAR

NOT AS CLUB PRESIDENT OR CLUB VICE PRESIDENT (see next step for **President and VP process**) will be conducted by all members of the executive board as well as the current officer who the candidate is interested in replacing (i.e, Wholesome Wholesale Warden is present alongside executive officers in an interview with a Wholesome Wholesale Warden Kirkland Candidate)

- a. If the candidate is interested in a position of executive board **NOT CLUB PRESIDENT OR CLUB VICE PRESIDENT**, this step can be bypassed (as the current officer will have to be present due to their executive standing regardless).
4. For applicants interested in Club President or Club Vice President, they must undergo an interview with all current officers present (executive, general, and committee).
5. After the interview, a vote will be taken for the candidate to be officially installed as an officer. The voting specifics are as follows:
 - a. For applicants interested in a position **NOT PRESIDENT NOR VP**, the vote will be taken via executive board along with the current officer who the candidate is interested in replacing.
 - b. For applicants interested in a position of **PRESIDENT OR VP**, they will be voted on by all officers (executive, general, and committee).
 - c. All officers get one vote, including each individual constituting the committee.
 - d. You must be a current officer to vote.
6. Votes are tallied and majority vote wins. If there is a tie, there will be a fight to the death in which the winner obtains an additional vote. If a deathmatch is not preferred, an alternative rock-paper-scissors game can be played where the officer who obtains a "best-two-out-of-three" victory is granted an additional vote.

SPRING QUARTER: BEFORE MONDAY, WEEK 1 - SUNDAY, WEEK 10

7. Officer confirmations are sent out to the voted candidates.
8. The training period will begin where current officers shadow the new candidates and teach them of their responsibilities.

Costco Club at UC San Diego will have a total of 13-14 esteemed officers (+/- 1 officer due to the Costco Clerical Commander possibly having to assume the position of the Kirkland Discord Dean - see below) - with 4 officers holding executive level positions, 2-3 officers holding general officer positions, 4 officers forming the Coordinating Corps, and 4 officers forming the Media Mob.

If any situation arises in which any current officers are not able to properly uphold their responsibilities, their duties will be split among all remaining officers.

The titles of officer positions and committees with descriptions of their respective roles are as follows:

COSTCO CLUB AT UC SAN DIEGO CONSTITUTION - 2023-2024 ACADEMIC YEAR

1. "Chancellor Costco"

Traditionally referred to as the "club president", this top executive position is the primary officer responsible for drafting, establishing, and carrying out all the organizational procedures, goals, and policies of Costco Club at UC San Diego. The individual who takes on this role has vital importance in overseeing and directing all general functions, activities, and labor distribution within the organization. This position is the most important and carries with it the highest power and responsibilities within the organization. Chancellor Costco must possess extensive knowledge about anything and everything regarding club happenings and administrative procedures.

2. "Vice Chancellor Costco"

Traditionally referred to as the "club vice president", this executive position is the primary assistant and chief advisor to Chancellor Costco. The individual who takes on this role presides at meetings in the absence of Chancellor Costco, coordinates with fellow officers to draft/propose new organizational procedures, goals, and policies, as well as assist in any tasks upon request for the general upkeep of Costco Club at UC San Diego.

3. "Costco Clerical Commander"

Traditionally referred to as the "secretary", this executive position is responsible for all matters of record management and supervision on the flow of information. The individual who takes on this role will be the primary overseer of documentation; including but not limited to: the scribing of minutes at important meetings/events, storing and safekeeping of sensitive information, communicating details of club changes/events to members, and the maintenance of the bylaws and other records of correspondence pertaining to Costco Club at UC San Diego. Moreover, in the event of third-party outreach, the Costco Clerical Commander will work closely with the Costco Coordinating Corps to be the bridge of communication to keep members and fellow officers informed as well as in assisting with general planning.

4. "Costco Cost Captain"

Traditionally referred to as the "treasurer", this executive position is responsible for all matters that pertain to the funds, purchases, fundraising, and general expenses of Costco Club at UC San Diego. This individual must keep detailed records of any and all fund related activity - including but not limited to: club budget(s), quarterly spending, and fund acquisition. Moreover, the Costco Cost Captain is the primary facilitator in drafting and proposing fundraising strategies and initiatives.

5. "Costco Coordinating Corps"

Traditionally referred to as the "events board", this committee is composed of 5

COSTCO CLUB AT UC SAN DIEGO CONSTITUTION - 2023-2024 ACADEMIC YEAR

"Corpsmen" who are responsible for outreach of, drafting, creating, and promoting fun, exciting, and interesting activity ideas for the people and persons-of-interest of Costco Club at UC San Diego. The individuals who take on this role will be the primary creators and facilitators regarding any events for comradery, socializing, and community service - being also responsible for but not limited to: working closely with the Costco Clerical Commander to streamline planning, knowing the fiscal viability of all events, maintaining a list of event statistics to highlight popular ones for possible future reuse, and outreach with other organizations that express interest in collaboration with the Costco Club.

6. "Costco Media Mob"

Traditionally referred to as the "Marketing & Media Committee", this committee is composed of 5 people responsible for creating, distributing, and posting club event and activity information in the form of, but not limited to: electronic flyers, Instagram posts, and Instagram story posts. The Costco Media Mob can, upon request, create both electronic and physical copies of flyers to be distributed to existing and new potential members of the Costco Club at UC San Diego. Moreover, this committee will be responsible for the general maintenance and upkeep of the official Costco Club at UC San Diego Instagram as well as the Linktree accessible within the Instagram account. They are also the main committee responsible for marketing and promoting flyers and will work closely with the Costco Coordinating Corps. Many of the responsibilities that this Mob takes on will intertwine with the Costco Coordinating Corps.

7. "Wholesome Wholesale Warden"

A special general officer position created to ensure safety and security of members in our club, the Wholesome Wholesale Warden will be responsible for safety oversight of the events conducted by Costco Club at UC San Diego (examples of events listed after next sentence). Moreover, they will be the primary selector, coordinator, and manager of drivers to and from events conducted by Costco Club at UC San Diego. These events include but are not limited to: Costco Runs, General Body Meetings, potlucks, and community service events. If needed, the Wholesome Wholesale Warden may - with approval from Chancellor Costco - choose and assign other bodyguards to assist in meeting appropriate safety requirements. The Wholesome Wholesale Warden and, if applicable - other bodyguards - must maintain excellent physical fitness and mental aptitude. All bodyguards must swear an oath to protect members with their life. If a bodyguard is mortally wounded in action and subsequently ceases to exist, remaining bodyguards must assume responsibilities and continue to fight and protect. Retreat or surrender are unacceptable. As a final note, there have been no safety issues or dangerous situations that have arisen in Costco Club at UC San Diego; the implementation of this officer position is to serve as a preventative measure.

COSTCO CLUB AT UC SAN DIEGO CONSTITUTION - 2023-2024 ACADEMIC YEAR

8. "Kirkland Discord Dean"

Another special general officer position created to meet the digital demands of the 21st Century, the Kirkland Discord Dean (traditionally referred to as "Discord Moderator") will be responsible for moderation and maintenance of the official Costco Club at UC San Diego Discord server. Their specific responsibilities include, but are not limited to: overwatch over the Discord server to ensure proper use by members, implementing new features on the server, proper upkeep of the invite link in our Linktree every week so it does not expire, and making announcements in the server regarding club affairs if deemed appropriate. In the event that a Kirkland Discord Dean cannot be found, the Costco Clerical Commander will assume responsibilities indefinitely until an appropriate replacement is selected.

ARTICLE VII. RISK MANAGEMENT

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

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

There are no known risks associated with being a member of Costco Club at UC San Diego.