



Article I

Unheard Cries Charity

The name of this organization shall be Unheard Cries Charity (aka Unheard Cries) at UC San Diego

Article II

Purpose of the Organization

The purpose of this organization shall be:

To raise awareness and help eliminate Middle Eastern poverty.

Article III

Membership Practice

Active membership of this student organization shall be chosen without discrimination on the basis of race, religion, sex, sexual orientation, color, disability, national origin, age, or marital status. Active membership should also be composed of at least 50% students from this school. Unheard Cries Charity at UC San Diego is a non-profit student organization.

A. Eligibility for Membership

- a. All students currently enrolled at this school shall be eligible for membership.

B. Categories of Membership

- a. Active members: Currently registered students who are signed up on Unheard Cries' roster. Active members can vote in elections and other group matters, can run for officer positions, and can propose amendments.
- b. Inactive members: Members who do not fit or fulfill the above definition of "Active Members."

C. Removal of Members (members can be removed from this organization for the following reasons)

- a. Making racist/discriminatory comments
- b. Breaking Federal, State, Local, or University Law/Policy

All active members have the ability to request the removal of another member. Any active member who wishes to have another member removed must present their reasoning in writing to the executive board through an email/electronic or hard copy documentation. Once the complaint/request is brought to the executive board, the following process must take place: 1)

Charges or complaint brought against an individual

- 2) Evidence to support complaint is presented
- 3) Individual given an opportunity to argue a defense and offer counter evidence
- 4) Vote is taken by the executive board
- 5) A majority vote will result in the removal of the member in question

6) Appeal process for the decision made by vote. Only one level of appeal is required.

Article IV



2

Officers

A. List of officers

The officers of this organization shall be:

1. President
2. Vice President
3. Treasurer
4. Secretary (I & II)
5. Visibility Coordinator
6. Public Relations Director
7. Community Outreach Director (I & II & III)
8. Historian
9. Volunteer Coordinator

B. Rules & Regulations for all officers

1. Each officer is **granted three strikes per quarter**. The following qualify as strikes:
 - a. Uncompleted tasks
 - b. Unexcused executive meeting
 - c. Unexcused general meeting
 - i. If an officer reaches three strikes, he/she will be called to a counseling meeting with either the president or vice president. Based on the majority decision of the president, vice president, and secretary, any other strikes may result in either temporary suspension or expulsion from the officer's position.
2. In order to excuse your inactivity, you must **contact** the volunteer coordinator at least **48 hours** before the task is due. The volunteer coordinator will decide whether or not your circumstance is considered excused based on his/her discretion.
 - a. Example of an unexcused activity: I forgot to complete my task
 - b. Example of an excused activity: I have two finals and a presentation during the same week as this deadline

C. Responsibilities for all Officers

- **Register** on Highlander link within the ***first week*** of being an officer
- **Fill out** one event sheet ***per quarter***
- **Table** at least ***once a quarter***
- **Attend** all executive and general meetings (check ***item one*** of rules and regulations for more information)
- **Check** and **complete** all tasks on the task sheet ***every week***
- **Communicate** with committee members ***every week***

D. Officer by Officer Responsibilities

President



Scheduling/outlining:

- Meetings
- Counseling sessions
- Fundraisers
- Service events
- Elections
- Assigning roles to others
- Filling out task sheets on a weekly basis
- Assuring that all activity is legal
- Approving of new ideas
- Assuring that all other officers complete their tasks
- Voting to suspend/expel a member

3

Vice President

- Assisting the **president** with scheduling/outlining:
 - Meetings
 - Counseling sessions
 - Fundraisers
 - Service events
 - Elections
- Checking to see if officers have completed their tasks/assigning strikes (check **item one**)
- Voting to suspend/expel a member
- Motivate club members
- Create events to celebrate successes
- Communicate with various branches of Unheard Cries
- Help organize Unheard Cries' website

Treasurer

- Depositing donations/funds
- Making payments on behalf of Unheard Cries
- Establishing a budget
- Recording all monetary processes
- Collecting all receipts in a safe area (these can be scanned and uploaded on a google folder)
 - All spending must be approved by the **president**

Secretary (I & II)

- Counting votes for elections
- Tracking meetings minutes

- Taking notes at all meetings
- Tracking volunteer hours
- Updating contact information for all members/officers
- Collecting sign in sheets
- Voting to suspend/expel a member



- All information collected by the secretary must be submitted to the **president**

4

- Assuring that rooms are reserved for all meetings
- Assuring that all necessary tools are gathered for every meeting
- Working with the information desk on renting tables/chairs
- Bringing pens and sign in sheets to every meeting

Visibility Coordinator

- Creating flyers/posters/business cards
- Working with property administrator on storing advertisements
- Teaming up with UC San Diego's newspaper
 - You must get the **president's** approval before submitting this the **public relations director**

Public Relations Director

- Prior to posting about events: writing/proofreading messages/posts
- Contacting club members about events/fundraisers/meetings via:
 - Remind 101
 - Instagram
 - Facebook
- After events: updating social media about successes

Community Outreach Director

- Creatively advertising to the community at large about Unheard Cries' purpose/events by contacting other:
 - Clubs
 - Charities
 - Businesses
 - Nonmembers
- Assisting the **Grass Roots** event coordinator in all of his/her tasks

Historian

- Taking pictures of all club events
 - If the historian is unable to attend an event, he/she must delegate the responsibility to **another officer**
- Sending pictures to the **visibility coordinator/public relations director**
- Storing all pictures from the academic school year in a google folder

Volunteer coordinator

- Before events:
 - Motivating volunteers
 - Sending individual reminders to volunteers
 - Assuring that volunteers are properly trained



- ing events:
 - Checking on volunteer attendance

5

- If the volunteer coordinator is not able to make it to an event, he/she must delegate the responsibility to **another officer**

- After events:
 - Thanking volunteers for their participation
 - Follow up with volunteers after event

E. Qualifications for Becoming an Officer

To be eligible to become an officer in this organization, potential candidates must be currently registered undergraduate students at UC San Diego and must be Active Members as outlined in Article III Section B.

D. Terms of office

Every officer position will last no more than ONE academic year, but officers can be reinstated if voted for

E. Procedure for filling vacated offices

When a position is vacated, the executive board will appoint someone—either an Active Member or another officer—to fill the position.

F. Procedure for removal of officers

Officers can be removed from the organization for the following reasons:

- 1) Making racist/discriminatory comments
- 2) Breaking Federal, State, Local, or University Law/Policy
- 3) Failure to fulfill duties for an extended period of time

All Active Members have the ability to request the removal of an officer. Any Active Member who wishes to have an officer removed must present their reasoning in writing to the executive board (this could be done through hard copy or an email/electronic). Once the complaint/request is brought to the executive board, the following process must take place:

7) Charges or complaint brought against an individual

8) Evidence to support complaint is presented 9) Individual given an opportunity to argue a defense and offer counter evidence

10) Vote is taken by the executive board

11) A majority vote will result in the removal of the member in question 12) Appeal



process for the decision made by vote. Only one level of appeal is required.

Article V

Meetings

A. Quorum

A quorum defines the minimum number of members that must be present in order to vote and make decisions for the group. The quorum for this organization is: 50% of the Active members plus ONE more Active Member (50%+1 of the Active Members).

6

B. Meeting minutes and records

The officer in charge of all meeting minutes and keeping all related records of meetings (including special and emergency meetings) shall be the secretary.

Meeting Minutes and other records are vital for an organization's success. Election results, impeachment of an officer, approval of a budget or expense, and passing of an amendment are just a few of the important items that meeting minutes are used to validate/verify.

Previous minutes will be read or distributed at the beginning of next meeting. Additions and corrections are to be made at this time and a final approval of the minutes must be made.

Article VI

Elections

A. Times and period when elections occur

Yearly elections will be held every Spring quarter no later than the last week of May. New officers will shadow current officers and will be transitioned through Spring quarter. Newly elected officers will take their positions on the first day of summer. 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.

B. Nominations

Only active members are eligible for nomination. Any active member can nominate another active member. Any active member can also self-nominate themselves, but must be seconded by another active member.

C. Notification and posting of elections

Active members will be notified about elections through email, social media, and through announcements at meetings.

D. Election procedures

The quorum necessary for elections to take place is 50% of the active members plus one more active member. Electronic voting may be allowed and may count toward the quorum requirement. Only active members are able to run for elections and only active members are allowed to vote. A majority of votes will secure an officer position. The newly elected officers will be transitioned throughout the remainder of the Spring quarter, and will officially take

their positions on the first day of summer. The President, Vice President, and Treasurer (also known as the Executive Board) positions must be elected via the process outlined above. All other positions may have a process that involves applications and interviews. It is best practice, that the selection of all other officers for the following year be selected by the following year's Executive Board since they will be the ones leading all other officers. This means that Executive Board elections should be done with enough time as to allow the newly elected Executive Board to have enough time to select the rest of their board.



Article VII

Financial

7

The University shall have the right to audit the financial records of this organization. If the organization will receive funding from Associated Student at UC San Diego (ASUCSD) or the Graduate Student Association (GSA), the organization must comply with all funding policies and procedures issued by the funding authority.

A. Dues/membership fees

The membership dues for this organization will be \$0.

Article VIII

Advisors

A. Selection of Advisors

This organization has the option to either have an advisor or not, depending on availability.

Article IX

Amendments

A. Proposing amendments

All Active members can propose amendments at general meetings. Amendments must be proposed to the board and presented to the active members, and will be voted on at the following general meeting.

B. Provisions

The Quorum necessary for amendments to the constitution to be voted on shall be no less than 50% +1 of the active members. Amendments to the constitution shall be approved by a 2/3 vote in favor of the amendment. All amendments shall be in agreement with University regulations and policies and are not approved until reviewed by a Student Life official. An updated Constitution must be filed with the Student Life office through the online organization system within one week of adoption. Groups will notify their Organization Advisor in Student Life once the document has been uploaded in the system so that it might be reviewed.

Unheard Cries Charity at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself.

Unheard Cries Charity at UC San Diego understands that the University does not assume legal liability for the actions of the organization.