

## **ARTICLE I. NAME OF ORGANIZATION**

The organization shall be called Society of Cosmetic Chemists at UC San Diego.

## **ARTICLE II. STATEMENT OF PURPOSE**

The goal of the Society of Cosmetic Chemists at UC San Diego is to prepare undergraduates for the global cosmetics industry. We will oversee the research and development, financing, and marketing of cosmetics products. We will also host community engagement events. The products will be sold for fundraising.

Fundamentally, the org operates as a non-profit brand, not just a pre-professional chemistry org. There are three teams:

1. Research and Development
  - To research and develop the formulation and packaging of cosmetic products.
2. Finance
  - To source and manage funding while keeping financial statements.
3. Marketing
  - To retain a positive image of the Society of Cosmetic Chemists at UCSD through virtual and in person engagement and to decide the price of cosmetic products.

General and Team members will gain a community of folks passionate about cosmetic chemistry and business. Team members in particular will gain applied experience in cosmetic chemistry and business, having shown a commitment to these industries through leadership.

## **ARTICLE III. NONPROFIT STATEMENT**

Society of Cosmetic Chemists at UC San Diego is a non-profit student organization. Our cosmetic sales are meant to retain our fundamentals as a brand as well as a chemistry org. Sales will be fundraising events to raise money for future production and community engagement.

## **ARTICLE IV. REQUIREMENTS FOR TEAM MEMBERSHIP**

There are no dues or fees for team and general members. Team membership will be done through application and interviews when we decide to recruit. In cases of scarcity, team membership will be done through application.

As of Spring 2024, any undergraduate major graduating in Spring 2025 or later is eligible for team membership. After Spring 2024, any undergraduate graduating in the spring quarter of the current academic year is eligible. For example, in the 2025-2026 school year graduating in Spring 2026 or later is eligible. General membership is open to all undergraduates, regardless of major or graduation year.

From the UC San Diego [OFFICE FOR THE PREVENTION OF HARASSMENT & DISCRIMINATION:](#)

The University of California, in accordance with applicable Federal and State law and University policy, does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy,<sup>1</sup> physical or mental disability, medical condition (cancer related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services.<sup>2</sup> The University also prohibits sexual harassment. This nondiscrimination policy covers admission, access, and treatment in University programs and activities.

Inquiries regarding the University's student-related nondiscrimination policies may be directed to:

Michael S. Diaz

Director and Title IX Officer, Office for the Prevention of Harassment & Discrimination

Pepper Canyon Hall, Fourth Floor

9500 Gilman Dr. # 0024

La Jolla, CA 92093-0024

(858) 534-8298

#### **ARTICLE V. FREQUENCY OF ORGANIZATION MEETINGS**

Society of Cosmetic Chemist team members will meet at least twice a week for 1-3 hours. There will be at least two meeting times: one for each team, and one with all teams.

There will be occasional meetings engaging with the general student body throughout each quarter, such as outings, formulation demos, and panels with industry professionals. High impact meetings with the general student body will be fundraising sales with our products.

Minutes will be taken at each team and all team meetings.

#### **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.

There are at least 10 officers. The President/s oversee three team leads, with at least two working under each team lead.

President/s

- Be the face of the Society of Cosmetic Chemists at UC San Diego.
- Maintain good standing with the Society of Cosmetic Chemists.
- Maintain good standing with Associated Students, Center for Student Involvement, and the Student Life Business Office.

Research and Development Team

- Team Lead:
  - Delegate and oversee all deliverables.
  - Source space for work days.
  - Offer final verifications of the product before it is available for sale, including quality control and safety precautions.
- Team members:
  - Formulate product.
  - Determine and source packaging of product.
  - Assemble the final product so it is available for sale.
  - Determine raw materials and equipment needed for the product.
  - Network with industry professionals to find advice for product and potential panelists for community engagement events.

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**Finance Team**

- Team Lead:
  - Delegate and oversee all deliverables.
  - Source space for work days.
  - Purchase raw materials, equipment, marketing materials, and all other expenses using AS funding or other sources of capital.
- Team members:
  - Maintain financial statements on all org activities.
  - Leverage trends in cosmetics and raw materials markets to increase competitiveness of products.
  - Apply for funding and grants from sources of capital other than AS funding.
  - Manage org bank account.

**Marketing Team**

- Team lead:
  - Delegate and oversee all deliverables.
  - Source space for work days and community engagement events.
  - Maintain standardized communication and message of the org in virtual and in person outreach.
- Team members:
  - Leverage graphic design software such as Canva and Photoshop to make marketing advertisements for social media and flyering.
  - Administer data collection of UCSD student body for customer segmentation, price determination, and other decision making endeavors.
  - Host community engagement events such as outings, formulation demos, and panels with industry professionals.
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In times of scarcity, team members and leads are appointed. With a dedicated team and strong amount of interest, team members are elected through application forms and interviews, to be assessed by the team leads. Team leads and president are elected through speeches, where all existing team Team members will vote.

Team members are elected in Spring to serve for the following year, until spring quarter. All undergraduates graduating the spring quarter of the following school year or later are eligible. Elected team members will shadow existing positions through spring quarter and assume full responsibility in fall quarter.

Ideally, team members are replaced voluntarily, when they graduate or decide to leave. Team members are replaced involuntarily if they create a history of neglecting responsibilities, showing up to meetings, or create issues socially within the org. When this happens, the president and team leads will determine an action plan for change or remove them involuntarily from their position.

**ARTICLE VII. RISK MANAGEMENT**

Society of Cosmetic Chemists at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself.

Society of Cosmetic Chemists at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

The possible risks associated with our org's activities are specifically with the Research and

Development team. These include:

1. Handling raw materials and equipment.
2. Side effects from raw materials and cosmetics products, such as irritation.

We will mitigate these risks by following a strict SOP. This will educate team Team members on the dangers of each raw material and equipment used for production. We will also check each raw material and equipment meticulously for purity, shelf life, and adverse reactions. Cleanliness will be stressed at all R&D work days. No raw material nor equipment will be used for production until all team Team members are aware of these mitigation steps.

**ARTICLE VII. SECTION 4. IN CASE OF HANDLING OF HAZARDOUS CHEMICALS, MATERIAL, EQUIPMENT, AND/OR MACHINERY**

Society of Cosmetic Chemists 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, Society of Cosmetic Chemists at UC San Diego will abide by UC San Diego requirements for students in labs, including policies for minors in UC laboratories, and ensure Team members receive safety training regarding the use of chemicals and/or machinery before entering the lab. Team 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.