

SAN-VN at UC San Diego

2023-2024 Constitution

Article I - Name of Student Organization

The organization shall be named SAP-VN at UC San Diego.

Article II - Statement of Purpose

The SAP-VN at UC San Diego's mission is to connect UCSD students to our local community and homeless outreach to the vulnerable Vietnamese populations of San Diego. Once a month, SAP-VN at UCSD works alongside SAP-VN's San Diego chapter to donate and distribute food or clothes to homeless communities in downtown San Diego in conjunction with TACO.

Article III - Nonprofit Statement

The SAP-VN at UC San Diego is a non-profit student organization.

Article IV - Requirements for Membership

The SAP-VN at UC San Diego is inclusive to the entire UCSD community, and any member of the undergraduate student body is eligible to receive membership. Membership is attained by attending GBMs, with the option of volunteering at our homeless outreach events indicating the official membership. The SAP-VN at UC San Diego does not have any dues which it requires of members.

Article V - Frequency of Organization Meetings

SAP-VN at UC San Diego typically holds one or two General Body Meetings per academic quarter. Students who are interested in joining the organization need only attend one GBM or any other event to familiarize and situate themselves within the organization. Officer meetings are held once a week for every week in the academic quarter, with the Secretary taking meeting notes and compiling them in a folder for future reference.

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 Secretary organizes the following year's board elections, which is suggested to occur within the first three weeks of Spring Quarter. Anyone can run for positions besides President which requires one year of board experience prior to running.

Section A:

Principal Members - Officer positions are open to any enrolled UCSD student. Each school year will require the following positions to be listed as principal members under UCSD Student Organizations: *President, Vice President, Treasurer, Secretary*

Section B:

Executive Board - The Executive Board, which consists of the aforementioned Principal Members, will have final say over all SAP-VN related matters. An exception to this clause requires a 2/3 majority vote from the rest of the officer cabinet. Only one person may be appointed to each position, unless the term requires a co-chair to the discretion of the current President.

President – The President shall be the chief executive officer. The President presides over all organizational matters, delegates tasks, and facilitates collaboration between all officers. The President is responsible for attending monthly SAP-VN Meetings. The President makes final approvals on financial decisions. Only one candidate may be chosen as President of SAP-VN unless the previous year's President sees the upcoming year's SAP-VN board to require a co-presidency.

Vice President – The VP handles reservations for all on-campus events, weekly board meetings, programs, and other UCSD resources such as the UCSD website and on-campus storage space. The VP also fills out TAP forms when necessary. They act as the representative for SAP-VN when interacting with other on-campus organizations. The VP shall assume the duties of the President should the office become vacant, or in the absence of the President. They will keep and have available current copies of the Constitution. The VP will work closely with Public Relations to maintain relations with other on-campus organizations. The VP works with the Secretary to handle reservations for off-campus venues, programs, and resources. The VP also helps monitor the SAP-VN email account and responds to relevant emails if necessary, and will mention any noteworthy emails during officer meetings. The VP represents SAP-VN outside of UCSD on a case by case basis. The VP handles reservations for all off-campus venues, programs, and resources for said events. Otherwise, the Secretary works with the VP to handle reservations for off-campus venues, programs, and resources.

Treasurer – The Treasurer shall keep a current record of all financial transactions. They are responsible for checking the accuracy of all bills and invoices and paying them correctly and on time. They will assist the President to set budgets for events and programs. They are responsible for approving and reimbursing organizational investments and fees paid by SAP-VN officers. In addition to the following responsibilities, the Treasurer is tasked with acquiring funds from internal and external sources. They should also maintain a budget sheet for events as well as

manage the club's bank account and/or SAP-VN Venmo Account. They must compile and maintain an *accurate* log of all of the supplies received and distributed. Finally they are responsible for reimbursing members for expenses related to the club.

Section C:

Officer Cabinet - The SAP-VN Officer Cabinet consists of the *Secretary, Historian, Social Chair, Event coordinator, and Community chair*

Secretary – The Secretary shall email administrative documents to all officers and to all SAP-VN members. They shall maintain a complete and accurate account of attendance. They shall also maintain a master sheet with all the events. For all events they must ensure that all board members and drivers RSVP, and make a master sheet of attendance for all events working with events coordinators. Their primary objective is to maintain good communications within SAP-VN and its members. The Secretary shall be responsible for keeping the minutes of all meetings. The Secretary presides over all matters external to UCSD. They keep track of all supplies and records if the treasurer is absent and relays the information to them afterward.

Media Chair pt 1 – Media Chair MUST be fluent in Canva, Photoshop, Illustrator, InDesign, or other relevant software. The Media Chair coordinates and designs all promotional items, such as printed flyers, advertisements, and computer graphics. The Media Chair publicizes all SAP-VN related events. When in the designing process, they should take other officers' opinions into consideration, but are not limited to them. They work closely with the Social Chair and Historian. Graphic design MUST be your passion. They will make presentations for the meetings and events utilizing the graphics that have been provided by the official SAP-VN company as well as creating their own

pt 2 The Media Chair will manage Instagram and Facebook accounts in order to increase engagement and awareness of events and the club itself. The Social Chair serves as the primary way to connect to general members, and the Instagram and Facebook accounts create a feeling of connectedness even in the absence of current events. The Media Chair will publicize/advertise before events occur, as well as make posts after events in order to solidify the feeling of connectedness. Weekly goal: make Instagram posts highlighting board members, post after events. This will allow general members to easily identify board members. The Social Chair will respond to Facebook and Instagram inquiries and messages. They are required to post a minimum of once per week, tagging the official SAP-VN account on every post and any other relevant accounts to their discretion

Historian - The Historian will take pictures and videos at all SAP-VN events and films and edit videos to be displayed at every general body meeting. The Historian uploads whatever media immediately to SAP-VN google drive into a folder. The Historian shall attend all events with a camera and maintain an organized folder structure to store images. In coordination with the

Social Chair, the Historian shall keep the website updated with the most recent images which best reflect the organization.

Community Outreach- The Community Outreach chair serves as a bridge between the general members in SAP-VN and the board. They shall keep track of people that have membership and encourage the board to talk to new members. They will also help general members to get to know the board and vice versa. When members have questions or suggestions for the board, member outreach will communicate with them and reflect back to the board.

Event Coordinator- The event coordinators will organize and coordinate rides for monthly local outreaches and planned events. They will plan quarterly cooking outreaches, which includes creating the meal preparation plan, coordinating with volunteers for grocery items, bringing and buying food(pizza &/or bagels), and keeping a stock of gloves, plates, and napkins. Following the outreaches, the event coordinators will work with the treasurer to obtain funds and reimbursements.

Officer responsibilities are not limited to those outlined above. All officers have a responsibility to help in group-workload whenever possible.

Section D:

Creation of new officer positions - The creation of new officer positions must be proposed by an officer at a board meeting and voted amongst all board members and added to the SAP-VN Constitution. The officer should have prepared justification for the new position as well as a detailed description of its duties, similar to those outlined above. A 3/4 majority in voting is needed to introduce the position into SAP-VN.

Section E:

Voting Procedure for Elections

Procedures and Conditions:

1. Elections are held annually on the 3rd and 5th week of Spring quarter.
2. Presidential candidate(s) must have at least one year of experience as an officer.
3. For President, Vice President, and Treasurer, the nominees each give a 3-5 minute speech, followed up by questions by the presiding Executive Board. If there are no opposers, the nominee must receive $\frac{3}{4}$ total 'yea's from the total board.
4. Officers are not required to attend Elections, but those that do can vote on those they do attend. Everyone's votes all are counted as 1 singular vote
5. After Elections, all newly appointed officers must attend all officer meetings.

6. General Members may participate in the voting process; however, the presiding Executive board makes final decisions over the new officer cabinet.

These voting procedures may be susceptible to alterations. The decision for any alterations to the voting procedure lies solely in the hands of the President; the final decision of the President is irrefutable.

Section F:

Impeachment process – When a board member does not fulfill their responsibility, the presiding board has the right to remove that officer. Impeached officers are allowed to run for an officer position again. This can be brought up at any officer meeting and a defense may be made by the defendant. A 2/3rds agreement from the Executive Board and Office Cabinet must be reached for the impeachment to go through.

Article VII - Risk Management

The SAP-VN at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself.

The SAP-VN at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

One possible risk would ensue from organization fundraisers, in which the use of hot stoves/pots/utensils will be used. The SAP-VN cabinet at UC San Diego will ensure proper handling of said equipment in order to prevent any bodily harm to members.

Article VIII – Violations and Penalties

Section A:

Code of Conduct – There shall be no discrimination based on race, gender, age, sexual orientation, political affiliation, Mac or PC, favorite cereal brand, etc.

Section B:

Violations and Penalties – Officers must attend all officer meetings. If an officer cannot make the meeting on time, he or she must inform the President one day before the meeting (except for an emergency). If one cannot make it to their assigned duty, then they must inform the President. Arriving 10 minutes after the shift/event time without contacting the President is considered being late. Officers are required to attend at least 70% of the quarter's events. Attendance

evaluation will be performed if officers are excessively tardy or absent. If an officer has more than 3 meeting absences per school year, they are to be immediately expelled from their officer position. The President makes the final call for all decisions.

Article IX – General Body Meetings and Membership

- There must be at least 1 General Body Meetings (GBM) per quarter.
- The first GBM in each quarter must be held within the first two weeks of school.
- The function of the GBM is to welcome new members and announce upcoming events, fundraisers, social activities, joint events, etc. A social event may take place following the GBM.
- Membership is open to all current and former UCSD students.

Article X – Amendment Process

Addition or modification of the constitution must be discussed and voted by executive board officers. A 2/3 majority is required to pass an amendment.

Article XI – Reimbursements

Section A:

All individuals must provide official documentation (receipts, invoices, permits, etc.) as proof of money spent for SAP-VN events to SAP-VN to be considered for reimbursement by the President and Treasurer.

Section B:

For staff retreats and any events that involve transportation outside of the UCSD campus, staff will each pay an average amount to cover the total gas, parking and/or transportation fees spent for that event by the transportation providers. The total of the average will be collected by the Treasurer and then be distributed among the individuals requiring compensation. This average cost, from staff and interns to the party of intended reimbursed individuals, should not exceed the amount of \$10. If the total of average reimbursement collected from staff and interns are not sufficient to reimburse all individuals who have provided transportation, SAP-VN will reimburse or compensate for the difference between this total and the total spent by the transportation providers, as decided accordingly by the President and Treasurer. If there are only a few SAP-VN members who attended events, their cost may be covered at the discretion of the President and Treasurer.

