

**Armenian Engineers and Scientists Association @ UC San Diego Constitution - 2024-2025
Academic Year**

Article I - Name of Organization

The name of this organization shall be Armenian Engineers and Scientists Association (AESA) at UC San Diego.

Article II - Statement of Purpose

Armenian Engineers and Scientists Association at UC San Diego is an organization for students interested in Engineering and Science in the Armenian community. The objective of AESA is to encourage technical, and social interactions among Armenian scientists and engineers. We strive to create a community of kindness, cooperation, respect, and professionalism, that provides students a positive social experience as well as an opportunity to network with each other and professionals in the community.

Article III - Nonprofit Statement

Armenian Engineers and Scientists Association at UC San Diego is a non-profit student organization.

Article IV - Requirements for Membership

Section 1 – Any student at UC San Diego with an interest in the Engineering or Science regardless of

ability, age, gender, national origin, sexual orientation, race, religion, and sex shall be allowed to join the AESA at UC San Diego.

Section 2 - Members shall be registered students of UC San Diego.

Subsection 2.1 - Suspension handed down by UC San Diego shall result in suspension of membership

from AESA at UC San Diego for the duration of the original suspension.

Section 3 - Eligible students who have attended at least three general body meetings and/or events throughout the school year and are part of the AESA HQ will have the right to vote and run for office. Membership lasts until the beginning of the following academic year, as deemed by the UC San Diego Registrar.

Section 4 - AESA at UC San Diego events are open to anyone with an interest in Engineering or Science, regardless of ability, age, gender, sex, national origin, race, religion, and sexual orientation.

Section 5 - A membership roster shall be used to record the names and contact information of all members.

Section 6 - All members shall receive a copy of the constitution of the AESA at UC San Diego, via email.

Article V - Frequency of Organization Meetings

AESA at UC San Diego shall have at least two general body meetings per quarter.

**Armenian Engineers and Scientists Association @ UC San Diego Constitution - 2024-2025
Academic Year**

- The first general meeting shall be held at the beginning of the quarter to present the set goals to the membership, introduce members, and give an overview of events.
- The second general meeting shall be held at the end of the quarter to conclude quarterly accomplishments.
- The executive board shall announce when a meeting is a general meeting (events and/or activities are to be considered non-general meetings)
- One election meeting at the end of the school year where elections take place, can be regarded as a general meeting.

AESA at UC San Diego shall have bi-weekly executive board meetings. The executive board requires a quorum of at least four people in order to hold an official executive board meeting, including the president.

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.

Section 1 - Executive board members shall be selected in elections in Spring Quarter.

Section 2 - The term of office of each member of the executive board shall be from the end of the Spring Quarter until the conclusion of the Spring Quarter of the following year.

Subsection 2.1 - Following the Spring Quarter elections, elected members shall be given the title "executive board members-elect." Those elected members shall not have the powers of the executive board specified in the constitution, until the end of the Spring Quarter.

Subsection 2.2 - Only members of the AESA at UC San Diego who have been general members for three consecutive quarters are eligible to run for executive board positions for the following year. See Article IV, Section 3 for the definition of an official general member.

Section 3 - The Election Code of the AESA at UC San Diego shall be the governing document for elections.

Section 4 - The executive board of the AESA at UC San Diego shall be comprised of individuals elected by the general members of the organization, and shall be the representative voice of the organization to the University of California, San Diego at large, any collective student body, outside organizations, entities, and individuals, including systems of governance.

Section 5 - The executive board shall be composed of the following offices: President, Vice President, Treasurer, Social Media Manager, and Secretary.

- Additional positions and/or committees may be added in the future as necessary.

Subsection 5.1 - The President will oversee the organization, be the primary contact with our Faculty Advisor, book rooms, organize and lead board meetings, delegate responsibilities, take meeting notes, take attendance, and handle membership documents.

- Only members who have one year of executive experience in AESA and are members of the AESA HQ may run for the position of President.

**Armenian Engineers and Scientists Association @ UC San Diego Constitution - 2024-2025
Academic Year**

Subsection 5.2 - The Vice President will be in charge of communicating with other organizations on and off campus.

- Responsibilities may include contacting other UC San Diego organizations, communicating with ASA, communicating with AESA Main Branch, emailing engineers and scientists.
- Fulfills the president's duties in case of the president's absence and assists the President in any way needed.

Subsection 5.3 - The Treasurer will set up and track our funds, learn about funding sources on campus and relay information to the group, open a bank account, lead fundraisers, collect money, track funds.

Subsection 5.4 - The Social Media Manager will be in charge of creating images, video, and other media for the group. i.e. taking photos and video, designing flyers, designing social media ads, setting up and managing a website. They will be responsible for getting the word out about our organization and events.

- Responsibilities may include creating facebook events, sending emails, organizing flyer distribution, making posters.

Subsection 5.5 - The Secretary will be in charge of setting up events and activities to help build a friendly and supportive community i.e. plan ice-breakers, parties, social activities, get food and drinks, collaborate with ASA social chair.

- Responsibilities may include setting up study events, setting up a test bank, setting up mentorship and tutoring.

Section 6 - In the event of a vacancy (resignation, impeachment, etc.) on the executive board, a special election shall be held to fill the vacancy. Meanwhile, responsibilities of the vacated position should be delegated to the rest of the board.

Section 7 - An executive member shall be impeached in the event that she or he does not follow through on her or his responsibilities as stipulated in the bylaws. Any member of the executive board shall be removed from office if a majority of the executive board votes in favor of the removal.

- Removal shall be automatic if an executive member is absent more than three times per quarter from an executive or general meeting without an excuse accepted by the rest of the executive board members.

Section 8 – All members of the AESA at UC San Diego must treat other members of the organization with respect and kindness.

- Members who feel they have been disrespected or made uncomfortable should report to the executive board. Any intentional or repeated disrespect will result in removal from the AESA at UC San Diego community.
- Conflicts between members that may affect the organization in any way (community, decision-making, team trust, cooperation, etc.), should be brought up to the board for resolution.

**Armenian Engineers and Scientists Association @ UC San Diego Constitution - 2024-2025
Academic Year**

Article VII – Risk Management

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

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

Article VII. Section 1. In Case of Interaction With Minors and/or Elderly

Armenian Engineers and Scientists Association 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>. AESA at UC San Diego 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 2. In Case of the Provision of Medical Assistance

In the event that AESA 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 3. In Case of International Travel

AESA 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 4. In Case of Handling of Hazardous Chemicals, Material, Equipment, and/or Machinery

AESA 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, AESA 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

Armenian Engineers and Scientists Association @ UC San Diego Constitution - 2024-2025
Academic Year

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

Section 1 - The fiscal year of the AESA at UC San Diego shall begin with each academic year of the University of California, San Diego and end at the beginning of the next academic year.

Section 2 - Approval for all proposed activities of the AESA at UC San Diego shall occur only at the executive meetings.

Section 3 - Approval of fund allocations towards proposed activities will consist of a plurality vote of the executive board.

Section 4 - Financial information will be made available to the University of California, San Diego upon request.

Section 5 - The most recent financial records of AESA at UC San Diego will be made available to members of the organization, upon request.

Section 6 - Funding for the organization shall come from sources including but not limited to: the advisory councils that deal with student funding within the University of California, San Diego, donations, sponsorships, and fundraisers pursued by AESA at UC San Diego.