

The Lotus Project AT UCSD CONSTITUTION – 2024-2025 ACADEMIC YEAR

ARTICLE I. NAME OF STUDENT ORGANIZATION

The organization shall be called The Lotus Project at UC San Diego.

NOTE: A registered student organization shall not use the name of the University of California or abbreviations thereof as part of its name except in accordance with the campus regulations. The geographical designation “at UCSD” may be used by any campus/student organization as part of its name without obtaining special approval. The full name of the organization should be used throughout this document.

ARTICLE II. STATEMENT OF PURPOSE

The Lotus Project provides mental health awareness to high school youth in the San Diego community. We spark discussions in mental health to destigmatize topics in order to help educate the community at different classrooms in San Diego high schools. We are a diverse group of people excited about mental health education, advocacy, research and hope to promote learning surrounding wellness.

ARTICLE III. NONPROFIT STATEMENT

The Lotus Project at UC San Diego is a non-profit student organization.

ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP

- There are no fees or dues required for membership
- Current undergraduate students at UC San Diego who have a demonstrated interest in community engaged projects, activism, based on the jurisdiction of the organization’s board members, can join The Lotus Project
- Students from any academic discipline may apply by submitting an online application for available positions and will be selected by Board approval. After initial online application, applicants will be notified by email if they are invited by Board members for an in person interview. If Board members select a student candidate for inclusion, the applicant will gain official student member status in the organization.
- Members must attend weekly meetings and actively stay up to date with presentation/research deadlines on a role by role basis.
- Members must participate in at least one service work activity through The Lotus Project per quarter. This will be recorded to identify members

The Lotus Project AT UCSD CONSTITUTION – 2024-2025 ACADEMIC YEAR

- Student membership is valid for one academic year. Returning members must submit a returning member specific application form prior the next academic year in order to continue student membership in The Lotus Project.

****Nondiscrimination policy based on UC San Diego:** https://ophd.ucsd.edu/policies/procedures/nps_student.html

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,¹ physical or mental disability, medical condition (cancer related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services.² The University also prohibits sexual harassment. This nondiscrimination policy covers admission, access, and treatment in University programs and activities.

ARTICLE V. FREQUENCY OF ORGANIZATION MEETINGS

The Lotus Project holds general body meetings once a week (members will be notified about any scheduling changes) to discuss presentation progress, project updates, research, volunteer work, and other relevant matters. Attendance is regulated as members are required to attend every meeting, but are allotted a maximum of two excused absences each quarter. Extra absences will be evaluated on a case by case basis by Board members. Meetings will last for 1-2 hours, contingent on efficiency and progress of current projects. Meetings begin as a collective general body meeting during which the board members gather updates from all committees, discuss important issues, hold presentations, etc. Committees then separate and delve into their respective work, facilitated by executive leads. Meeting minutes are taken by the secretary and are available on the The Lotus Project shared folder on Google Drive for future usage. Individual teams may meet outside of general body meeting hours for team specific projects, volunteer work, or individual meetings with other organization members and are conducted accordingly with board members' approval.

ARTICLE VI. QUALIFICATIONS FOR HOLDING OFFICE AND METHODS OF SELECTING AND REPLACING OFFICERS

President:

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.

- Manages members, teams and board members

The Lotus Project AT UCSD CONSTITUTION – 2024-2025 ACADEMIC YEAR

- Creates new project ideas
- Works with physicians working on project to get volunteer opportunities and presentation feedback

Vice President:

- Promotes org and volunteering events on social media pages and website
- Creates flyers/promotional materials for promoting events
- Recruitment: Leads and organizes tabling events, chalking/placing flyers in lecture halls, advertising on newsletters
- Work with president to book rooms for events and perform logistical tasks
- Create slides for GBMs and other events

Co-Education chairs: (can be 2 people)

- Helps to plan a yearly workshop timeline and aid in topic brainstorming process ●
- Finalizes and reviews mental health education presentations
- Checks with physicians working in organization to make sure presentations are accurate/effective ●
- Oversees members in research, data collection, resource processes in making presentations on various mental health topics
- Work on blog posts about impact on website
- Sets up trainings for incoming presenters
- Handles surveys during education events

Internal Affairs/Events Chair

- Takes meeting minutes at GBM and board meetings
- Mediate conflicts within group and improve GBMs as needed
- Plans fun social events for members throughout the quarter
- Runs volunteering events with President and divides tasks
- Keeps track of events for the quarter and presents ideas for events at board meetings
- Helps to track and maintain CCR credit

Community Relations Chair

- Find opportunities to connect with local schools to do presentations/volunteering ●
- Searches for collaborations with on campus organizations
- Network with local San Diego mental health organizations to do projects

Fundraising Chair:

- Financial Planning and Budgeting: Creating and overseeing the organization's budget, forecasting

The Lotus Project at UCSD CONSTITUTION – 2024-2025 ACADEMIC YEAR

financial needs, and monitoring the bank account.

- Grant management - Researching and identifying grant opportunities, submitting grant proposals, and managing grant awards. This includes ensuring we use the funds according to grant requirements
- Oversees fundraising events with on and off campus businesses

Social chair:

- Captures photos and videos during events and activities
- Creates social media content: posts, stories, reels, etc
- Collaborates with and encourages general member participation in content creation

**There are 8 positions total, depending on whether social chair is present, they can be the co education chair to balance around.

Board members will be executive committee leaders depending on their interest:

Committees are formed based on presentation topics: can be anything from wanting to do a presentation on stress/time management to a group working on a talk about alcohol/drugs. Each committee will be different and education chair(s) will make sure that no topics overlap.

Officers elected yearly, any UCSD student that has been with the group for at least one year can run for a position. Remaining positions can be offered to UCSD undergrads that are interested in joining after they complete the application process. Officers are elected during April of the academic year and finalized. Application will run for 2 weeks, one week for students to fill out the application and the following week for conducting interviews. Officers assume their positions if based on any of the categories listed under their position or if they are given to a board member during a GBM meeting. To help prevent confusion, they can check in with the president if they need to do a task. Board members will be removed if they repeatedly miss deadlines for their projects, miss 2 GBM or 2 board meetings. They must communicate in advance in order to help other board members know they will not be able to attend the meeting.

ARTICLE VII. RISK MANAGEMENT

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

The Lotus Project AT UCSD CONSTITUTION – 2024-2025 ACADEMIC YEAR

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

****Possible risks include escalated situations where youth are having an emotional response to a presentation topic to which the teacher in the classroom will be the adult advisor for talking to their student and getting the help that they need during that crisis moment.**

ARTICLE VII. SECTION 1. IN CASE OF INTERACTION WITH MINORS AND/OR THE ELDERLY

The Lotus Project 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> . [Name of the organization] 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 The Lotus Project at UCSD 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 VIII. COMMUNITY ADVISOR

Community Advisor role will be based on the type of organization this is which is a health professional group doing community service.

NOTE: Community Advisors are required for certain types of student organizations, including:

- 1. Academic*
- 2. Health Profession*
- 3. National Pan-Hellenic Council (NPHC)*
- 4. Interfraternity Council (IFC)*
- 5. Multicultural Greek Council (MGC)*

The Lotus Project AT UCSD CONSTITUTION – 2024-2025 ACADEMIC YEAR

6. College Panhellenic Association (CPA)

7. Pre-Professional

Student organizations seeking official co-curricular records (see <https://myccr.ucsd.edu/home.htm>) recognition for participation should seek out UCSD faculty or staff community advisors.

Learn more about community advisors at <https://students.ucsd.edu/student-life/involvement/organizations/onestop/community-advisors.html>.

Helpful questions:

Dr. Chapman will be our advisor, he is a Psychology professor on campus. He will support through attending meetings, providing advice on projects, verifying CCR credits, and helping to facilitate events when needed. Additionally, we will work with Dr. Desire Shaprio from Rady's Children's Hospital for workshop opportunities