

NANOENGINEERING AND TECHNOLOGY SOCIETY AT UC SAN DIEGO

2024-2025 CONSTITUTION

ARTICLE I. NAME OF STUDENT ORGANIZATION*

The organization shall be called the NanoEngineering and Technology Society at UC San Diego. The acronym for the NanoEngineering and Technology Society at UC San Diego is NETS.

ARTICLE II. STATEMENT OF PURPOSE*

Our name, NETS, stands for the NanoEngineering and Technology Society (NETS). We are an undergraduate student organization dedicated to building and supporting the UC San Diego nanoengineering community of students, faculty, and corporate affiliates.

As part of this mission, we conduct social, academic, networking, and professional development events. In addition to this, we support multiple research and outreach opportunities. Members can collaborate with other like-minded people and learn about new and exciting discoveries within the field. Meanwhile, our professionally oriented events help prepare our members for future success in industry or research through workshops and events involving faculty.

Our general body meetings are open to all and we are continuously looking for new members to join our organization. We aim to create a community that facilitates communication and cooperation in the fields of nanotechnology, nanoengineering, and science.

ARTICLE III. NONPROFIT STATEMENT*

The NanoEngineering and Technology Society at UC San Diego is a non-profit student organization.

ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP*

To be a member of NETS one must:

1. Be currently enrolled or a registered student at the University of California, San Diego (UCSD).
2. Be taking or have taken coursework relevant to NanoEngineering, or have an interest in NanoEngineering and nano-scaled science.

No fees are required for membership in the NanoEngineering and Technology Society. In order for someone to become a member, they must attend an event during the academic year.

ARTICLE V. FREQUENCY OF ORGANIZATION MEETINGS*

I. General Body Meetings (GBMs):

Will be held at least once each quarter (pending room reservations and holidays) and are open

Nanoengineering and Technology Society at UC San Diego CONSTITUTION
2024-2025 ACADEMIC YEAR

to all persons. Unless an unforeseeable event occurs, or a class conflict arises, board members are expected to show up to at least one GBM each quarter. At the GBMs, officers will hold events or provide further details about upcoming events which may include lab tours, workshops, presentations from guest speakers, or forums with business officials.

II. Seated Board Meetings:

Meetings will be held weekly on a day elected by the officers depending on their availability. It is mandatory that all students of board member positions are to attend the meetings. If an officer is unable to attend a meeting due to a conflict, it is their responsibility to contact and notify the President at least 24 hours in advance. In the event a board member cannot make the seated board meetings, it is their responsibility to check the meeting minutes and to catch up on what they have missed.

These meetings can be opened to NETS members by the executive decision of the NETS president or a majority of the officers. At the meetings, officers will substantively plan for future events and the maintenance of the organization's commitments. Meeting minutes will be recorded and are available upon request.

III. Officer Voting Meetings:

These meetings will be held at the discretion of the available times of officers. It is mandatory that all students of at least officer position attend the meetings. These meetings are not open to the public. In these meetings, the officers will vote on changes to make to the construct of the organization. Possible changes will be first discussed amongst the officers and then voted on, requiring at least a majority vote to pass. Changes to the construct of the organization will take place directly preceding the meeting. Meeting minutes will be taken. In the event, a voting board member is not present, their vote will not be included.

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

I. Officer Requirements:

- a. It is preferable that the elected President is a NanoEngineering major, however, if circumstances arise in which this is not possible, a non-NanoEngineering major is sufficient upon the approval of three-fourths of the previous officers.*
- b. There are no academic requisites.*
- c. Attend at least two NETS events per quarter.*

All officers are required to attend weekly seated board meetings and one NETS event each quarter (e.g., general body meetings).

Nanoengineering and Technology Society at UC San Diego CONSTITUTION
2024-2025 ACADEMIC YEAR

- a. In the case an officer cannot attend the weekly seated board meeting, it is their individual responsibility to notify the President 24 hours in advance.*
- b. In the event of failing to notify the President of an absence a warning will be given to that officer. The officer has 24 hours to review the meeting notes or else they will be administered a strike.*
- c. If the officer earns two strikes, they will be removed from the board for a period of three weeks. If any more strikes are earned during the probation period, the member is removed effective immediately from their position and an application will be publicly posted to find a replacement.*

II. Elections/Officer Selection Process:

Only registered UCSD students may hold office in the organization. Only registered UCSD students may vote in elections for the selection of the organization's officers.

- a. During the fifth week of winter quarter, an application form for each board position will be released for interested parties to fill out. In the ninth week of winter quarter all applications will be reviewed by board members and board members will decide upon which applicants will fulfill the board member position. All applicant positions shall be voted on and require a simple majority approval by the current board in an Officer Voting Meeting.*
- b. Newly appointed officers shall be briefed on the current state of the organization and meet with the predecessors of their corresponding position. Each newly appointed officer shall read their transition packet that corresponds to their role. After Election and reading their transition packet, it is expected that new officers will transition into their position by overseeing what the old officer did, assisting in the tasks performed by the old officer, and then by taking on all responsibility by the middle (week 5) of spring quarter.*

III. Executive Board Members

The executive board consists of the President, Vice President of Internals Relations, Vice President of External Relations, Vice President of Finance, Department Chair, Projects Chair, EDI Chair, Vice President of Operations. It is the job of the executive board to assist the President with administrative obligations and operations of the club.

Currently, the NETS board has 8+ positions (depending on the number of project chairs). In the absence of the President, the person to lead discussions and take charge are listed in order, if the next person is absent, refer to the next down the line etc.

Nanoengineering and Technology Society at UC San Diego CONSTITUTION
2024-2025 ACADEMIC YEAR

- a. **President** - *It will be the job of the President to oversee the communication between all other positions, as well as assist the other officers with their duties. They will also help to organize applications for board interns and select individuals. They will then work directly with each intern and partner board member on the specific tasks for the interns. In addition, they will send out periodic emails to members.*
- b. **Vice President, Internals Relations** - *It will be the job of the Vice President Internal Relations to oversee all affairs concerning NETS within UCSD. This includes handling matters including but not limited to collaborations with other student organizations, the career center, and others. The Vice President, Campus Relations will closely work with the Department/Social Media Chair.*
- c. **Vice President, External Relations** - *It will be the job of the Vice President External to oversee all affairs concerning NETS outside of UCSD. This includes reaching out to industry to bring in guest speakers, scheduling lab tours and more. In addition, the Vice President of External will work closely with the Vice President of Finance to secure funding for the organization.*
- d. **Vice President, Finance** - *It will be the job of the Vice President of Finance to manage monetary content and assist in keeping track of secured funding. Work alongside the other officers to seek and secure funding for NETS. The Vice President of Finance assists with the submission of AS Funding requests, TAP forms, Jacobs Funding, EDI Funding, Department funding, and reimbursements.*
- e. **Department Chair** - *They will be responsible for attending Town Hall and Department meetings as a student representative and work with the President on communicating student needs to the department. They will also oversee soliciting and analyzing student feedback for improvements on the behalf of NETS and/or the department. Additionally, they will work with the President on communicating department events/changes to the student body, to improve student understanding of department operations.*
- f. **Projects Chair**- *It is the responsibility of the project chair(s) to oversee any on-going or upcoming project teams, work with the President and Vice President, Finance to secure funding, and to secure lab space for each project when the team is prepared.*
- g. **Equity, Diversity, and Inclusion (EDI) Chair** - *It will be their responsibility to work with the executive board to set up and act upon EDI goals. This includes, but is not limited to, creating an action plan, determining feasible action items, setting goals, and adjusting as needed to improve our overall service in the realm of Equity, Diversity, and Inclusion. Finally, they will also be responsible for helping to ensure that NETS meets its CSI mandated EDI requirements both in letter and*

Nanoengineering and Technology Society at UC San Diego CONSTITUTION
2024-2025 ACADEMIC YEAR

spirit.

- h. **Vice President of Operations-** It will be the responsibility of the Vice President of Operations to keep NETS's social media accounts up to date. It will also be their responsibility to maintain up to date databases, such as a mailing list, and aid in any technical issues. Additionally, it will be their responsibility to update and maintain the official NanoEngineering and Technology Society LinkedIn page and website.*

IV. Removal from Office:

- a. If an officer/board member fails to perform their duties or neglects the requirements of their position, an officer of NETS may move to impeach another officer. This may only occur in officer mandatory meetings.*
- b. The motion shall require a second, and an immediate vote shall be held, in which the officer being impeached shall be excluded from voting, and shall require a three fourths majority of the officers to remove the candidate from office.*
- c. However to remove the president from office, the president must first be impeached, then the president shall be allowed a one day period in order to prepare and give an address regarding the impeachment, and at the time proceeding the address, there will immediately be a vote in which the officer being impeached shall be excluded from voting, and the vote shall require a three fourths majority of the officers to remove the candidate from office.*
- d. After removal, an emergency election shall take place in which a new officer is nominated and approved by the remaining officers, with a simple majority vote being required.*

V. Resignation from Office

In the event an executive board member or officer wants to resign, they shall notify the President of their resignation as soon as possible. It is the responsibility of the resignee to help in finding a replacement for their position and train the new officer or board member taking over their position. The resignation will last for the duration of that academic year.

ARTICLE VII. RISK MANAGEMENT*

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

NanoEngineering and Technology Society at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

**Nanoengineering and Technology Society at UC San Diego CONSTITUTION
2024-2025 ACADEMIC YEAR**

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

NanoEngineering and Technology Society 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 the Center for Student Involvement, online or in person (in person by request only). NanoEngineering and Technology Society 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 NanoEngineering and Technology Society 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

NanoEngineering and Technology Society at UC San Diego recognizes that the University generally recommends against all international travel by Student Organizations due to the myriad of risks that 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

NanoEngineering and Technology Society at UC San Diego recognizes that all student

Nanoengineering and Technology Society at UC San Diego CONSTITUTION
2024-2025 ACADEMIC YEAR

organization activities must be conducted safely, in accordance with all applicable federal, state and local laws. Additionally, NanoEngineering and Technology Society 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 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. These rules likewise extend to members of NETS project teams.

ARTICLE VIII. COMMUNITY ADVISOR

I. A Faculty Advisor shall be chosen every year and will serve for one entire academic year. This individual will be chosen by the beginning of each fall quarter and the Faculty Advisor will be from the Aiso Yufeng Li Family Department of Chemical and Nano Engineering.

II. The chosen Faculty Advisor will provide support to the organization on a semi-regular basis and will meet with at least one member of the organization periodically .

ARTICLE IX. FINANCIAL MANAGEMENT

- I. The NanoEngineering and Technology Society's finances will be primarily handled by the Vice President of Finance and the President.
- II. Both the Vice President of Finance and the President will have direct control of and be formally registered to the organization's bank account. This includes the bank account's password and account name. Furthermore, the bank through which the bank account is held must be accessible by public transportation.
- III. Resources on campus like A.S. Funding, the Student Travel Fund, and others will be utilized to fund the NanoEngineering and Technology Society.
- IV. In the event outside funding is received from a grant or company, this funding will be directly put into the organization's bank account unless otherwise directed by the NanoEngineering Department Fund Manager or by grant requirements.
- V. By the end of the academic year, it is expected that the prior Vice President of Finance and the prior President meet with their incoming counterparts at the bank, formally register their counterparts as the new account managers, and hand over control of the account.

ARTICLE X. AFFILIATION WITH OTHER GROUPS

- I. The NanoEngineering and Technology Society is also associated with the American Institute of Chemical Engineers (AIChE).

Nanoengineering and Technology Society at UC San Diego CONSTITUTION
2024-2025 ACADEMIC YEAR

- II. The NanoEngineering and Technology Society is also associated with the Triton Engineering Student Council (TESC).
- III. The NanoEngineering and Technology Society is associated with the Nano & Emerging Technologies Student Network (NextTech Network).

Officially updated as of August 23, 2024