



UNITED TAIWANESE
ASSOCIATION

台灣學友會

United Taiwanese Association
2024 – 2025 Constitution

ARTICLE I. NAME OF STUDENT ORGANIZATION

The organization shall be called the United Taiwanese Association (UTA) at UC San Diego.

ARTICLE II. STATEMENT OF PURPOSE

UTA's purpose is to ensure the success of the United Taiwanese Association (UTA) and its continuation as one of the largest non-profit student-run Asian-interest socio-cultural organizations of UC San Diego, to promote and preserve the integrity of UTA and to improve and maintain the work ethics of officers as a team. This UTA constitution was drafted on June 13th, 2009 and updated at the start of each academic year. The most recent update was made on August 25th, 2024. UTA aims to strengthen social networks, celebrate Asian culture, and promote academic merit.

ARTICLE III. NONPROFIT STATEMENT

United Taiwanese Association at UC San Diego is a non-profit student organization.

ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP

All persons are eligible to attain membership in the United Taiwanese Association. Aside from participation in the office, membership is given to anyone who pays interest in being involved in Taiwanese culture and the organization. Membership will be recognized by a membership card which will be assigned with a member number when one registers via submitting an application form. Active members will be recognized by the activeness in which one attends the activities and events planned throughout the year.

ARTICLE V. FREQUENCY OF ORGANIZATION MEETINGS

UTA's meetings will be held at least once per week. The meeting time will be communicated to members at least a week prior. Meeting minutes will be drafted by the presidents and annotated by Internal during the meeting. If one is unable to attend the meeting, they must inform the president one day before the meeting time.

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. Officers who are elected through voluntary election will fulfill their duties as required by their position according to the description of responsibilities listed in the acceptance letter. An officer may be dismissed by a majority vote if they consistently fail to fulfill their given duties. UTA officers do not, and cannot gain any materialistic benefits through their positions. All UTA officers work together for the betterment of the club and are rewarded solely through personal growth in experience and leadership. Any UTA officer caught abusing their officer rights for personal materialistic benefits risks immediate dismissal from the UTA board.

UTA Board includes all *core* and *non-core officers*

UTA Core team includes the President(s), Vice Presidents, and Advisors.

Presidents:

- Purpose: Oversee the entire operation of UTA and provide direction for the school year.
- Manage a team of 13 or more officers to ensure UTA runs smoothly.
- Host and lead the weekly board meetings.
- Supervise all activities to ensure the safety and well-being of members.
- Ensure that shared Google Drive is organized.
- Review and refine the UTA Constitution.
- In charge of managing and refining the "UTA Summer Preparation" document.

Vice President:

- Purpose: Assist President(s) in running the organization.
- Record attendance and performance of the officers.
- *Note: based on years, we may have co-presidents but not vice presidents.
- **Note: President(s) may take over the Vice President's duty in the case when the Vice President isn't present.

Senior Advisor:

- Purpose: Assist the Core team in transitioning smoothly into the new year and overlook the organization's operation as a third party.
- Attend meetings to give suggestions to the President(s) for running the meeting.
- Attend meetings with the new Year's President(s) and/or Vice President to prepare for new year UTA operations at the school year's end.
- May schedule one-on-one meetings with the President(s) and/or Vice President and/or any of the board members if situations arise where third party consultation is deemed necessary.

UTA Non-core team includes the following officers:

Activities:

- Purpose: Lead the creation of all events' logistics and planning.
- Plan with the presidents to create the event calendar for the quarter
- Plan and host UTA Summer Orientation in Taipei or online.
- Proactively manage the progress of events planning

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- Present the logistics of any events during the meetings so that the rest of the board is familiar with the event's specifics.
- Recruit intern officers and plan duties for interns to participate in UTA.

Marketing:

- Purpose: Responsible for spreading UTA's presence through social media and drafting potential advertisement strategy
- Create captions for all posts on social media.
- Represent UTA to respond to messages regarding potential cooperation.
- Maintain UTA's social media presence and ensure content consistency.
- Manage UTA's social media account through various methods:
 - o Create Rules when needed
 - o Approve posts and members
 - o Mentor media discussions

Public Relations:

- Purpose: Get sponsors and connect UTA with other organizations.
- Represent UTA to contact and maintain close relations with sister student organizations.
- Hype mood of attendees at major events.
- Work closely with Publicity officers to decide on themes for GBM and other events that require video making.
- Organize the list of sponsors and be responsible for sponsor gathering through various methods
 - o Organize a list of businesses that have the potential to become UTA sponsors.
 - o Draft contracts for businesses that are interested in cooperating with UTA.
 - o Represent UTA to contact and visit potential sponsors over the summer period.
 - o Ensure all responsibilities listed on the contract are fulfilled.
 - o Create Sponsor slides incentivizes sponsors to cooperate with UTA
 - o Distribute work as needed for all the duties mentioned above
- Work with Internal to reserve venues for off-campus events.

Media Coordinator:

- Purpose: Proactively taking responsibility for any aesthetic element of UTA.
- Take photos during each event to post on UTA social media outlets.
- Assist and Direct any film-related creation.
- Take the role of decoration director for event venues and presentation powerpoints(if needed) with Graphic Designer.
- Work closely with Activities and Public Relations officers to decide on themes for GBM and other events that require video making.

Graphic Designer:

- Purpose: Proactively taking responsibility for any aesthetic element of UTA.
- Assist and Direct any graphic-related creation, which includes social media posts for events promotion.
- Take the role of decoration director for event venues and presentation powerpoints(if needed) with Media Coordinator.

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- Work closely with Activities and Public Relations officers to decide on themes for GBM and other events that require video making.
- Communicate with the marketing team about desired social media banners or post pictures.

Internal and Risk Management:

- Purpose: Deal with all school-related issues and help team coordination
- Reserve rooms for weekly board meetings.
- Reserve venues and fill out application forms for on-campus events.
- Take meeting minutes' notes during meetings using Google Docs under shared drive.
- Coordinate with One-Stop event coordinators and AV Tech for on-campus events.
- Ensure that all event forms and UTA events follow risk management guidelines
- Work with the Treasurer to ensure that the items in the storage room are kept safe.
- Draft and follow Standard Operating Procedures (SOP) through coordinating with technical personnel at the event location and ensuring that everything is functional.

Treasurer:

- Purpose: Govern UTA's monetary and physical assets.
- Keep track of UTA physical and monetary assets using Google Spreadsheet.
- Work with Public Relations on seeking fund sources from school and on-campus organizations.
- Reimbursing officers for any approved expenses made on behalf of UTA
- Collecting attending fees from attendees.
- Work with the Internal to ensure that the items in the storage room are kept safe.

Head of Intern:

- Purpose: Coordinate the UTA internship program.
- Be the assistant to the Activity officers.
- Thoroughly plan out intern programs to investigate future UTA talents.
- Provide a welcoming environment where interns can learn and gain experience.
- Lead intern discussions and monitor the progress of the intern program.

ARTICLE VII. RISK MANAGEMENT

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

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

ARTICLE VIII. OFFICER DEDICATION

Besides school and family, UTA should be each officer's main priority. However, this does not validate all school or family related excuses for an officer to miss a meeting or an event. Weekly meeting times will be declared at least a week ahead of time; it is an officer's responsibility to manage their time to avoid clashes between UTA and other responsibilities they may have. If an unavoidable school or family related responsibility will cause an officer to miss an UTA meeting or event, they must follow guidelines of excused absence and tardiness to avoid consequences

issued through the board. Please keep in mind that it is expected of officers to utilize free time and other avoidable obligations in order to fulfill one's duties as an UTA officer.

ARTICLE IX. WARNING, DISMISSAL, AND RESIGNATION

Clause (i): In the event that an officer has demonstrated a severe lack of dedication or has consistently failed to keep UTA as one of their top priorities and fulfill responsibilities associated with their respective position, they may be given a warning from the core team.

Clause (ii): If an officer fails to demonstrate improvement after up to 3 warnings in a year, the officer in violation will be dismissed by a majority vote of the core team.

Clause (iii): In the event that an officer is caught using UTA for materialistic gains, they risk immediate dismissal.

Clause (iv): In the event that an officer becomes incapable of fulfilling their duties or for any reason no longer wishes to remain in the organization, they may resign from the board and will be relieved of any further obligations associated with their respective position.

ARTICLE X. OPEN POSITION

In the event that a board position is for whatever reason open, the UTA board may elect, by majority vote, another officer, intern, or dedicated UTA member to fill the empty position. Open positions do not have to be filled; a majority vote of the board will decide if filling an open position is necessary.

ARTICLE XI. CLUB FUNDING AND SPENDING

Clause (i): If an officer is required to purchase goods or services for UTA usage, they must attempt to minimize the cost of the good or service.

Clause (ii): All spending must be approved by one of the core members BEFORE the transaction takes place. The treasurer must be notified immediately after the transaction is complete.

Clause (iii): It is the responsibility of the officers currently in office to ensure that there will be no deficits carried over into the next academic year. Deficits incurred by the officers are to be relieved through fundraising or other types of marketing by the same generation of officers who caused it without exceptions.

ARTICLE XII. NEPOTISM

Friends and family members of UTA officers are NOT granted any benefits and are required to pay the proper price as determined for each individual UTA event. Officers caught granting personal "discounts" or any other sort of unauthorized benefits to others will be impeached. If any special discounts and benefits are to be arranged, they must be worked out and agreed upon by a majority vote of the core team prior to the event.

ARTICLE XIII. AFFILIATION WITH OTHER GROUPS

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Clause (i): Any formal agreement between UTA and another organization needs to be approved by a majority vote of the UTA board.

Clause (ii): Any informal agreement between UTA and another organization needs to be approved by the core members.

Clause (iii): There is an exception to Clause I and II with the Public Relation Officer. The Public Relation Officer is expected to inform the board of contracts they are negotiating with sponsors, but they need not obtain a majority vote.

Clause (iv): On inter-club contracts for ticket sales, money must be received before handing over the items. Other clubs must comply with UTA policies such as pre-sale deadlines and turn in presale tickets before the deadline. It is the responsibility of every officer to maintain the professional reputation of UTA and to ensure that other organizations do not take advantage of the generosity and success of UTA.

ARTICLE XIV. PROJECT DEADLINES

Project deadlines are to be met without fail unless the officer to whom the project was assigned can give a convincingly acceptable reason for their delinquency. The given reason must be approved by the core members. If for any reason the deadline for a project assigned to an officer cannot be met, the officer must notify the core members of the club as soon as possible to ensure that the endangered project can be re-assigned to the next officer most capable of completing the project.

ARTICLE XV. CHARGES LEADING UP TO DISMISSAL

Any infringement of the UTA officer's code of conduct is to be counted against non-core officers. Should any non-core officer receive 5 warnings from the core team in a year and the majority of the core team agrees to dismiss the officer, the officer is subject to immediate dismissal. Severe infringement of the constitution leads to immediate dismissal regardless of the warning count. Regarding core officers, any dismissals must be approved by the majority of the board. If the impeached officer disputes the dismissal, they must request to appear before all board members and make a verbal appeal. Should the dismissed officer secure the core's majority support for the dismissal decision to be overturned, they will undergo a probation period of one academic quarter. During probation, if the officer gains another count of constitutional infringement, they will be immediately dismissed.

ARTICLE XVI. EXCEPTIONS AND APPEALS

In the event that an officer disagrees with a warning issued by the core, they may appeal to the board team for exoneration. An appeal requires a majority vote from the board to pass. A set of pre-approved exceptions are also available under Article X.

ARTICLE XVII. AMENDMENTS

While it is highly dissuaded, should the event that an amendment to this constitution appear necessary, the contents of this draft may be amended through a majority vote of the board.

ARTICLE XVIII. DEFINITIONS

Board Members: Board members are hereby defined as all of the officers in the UTA, inclusive of the core members.

Core Member: Core members are hereby defined as the President(s), Vice President(s), and Advisor(s).

Non-Core Member: Non-core members are hereby defined as the External Officer, Financial Officer, Head of Intern, Internal Officer, Marketing Officer, Public Relations Officer, Publicity Officer.

Excused Absence and tardiness: An excused absence or tardiness of more than ten minutes from a meeting or event must be approved by one of the core members. In order to receive approval from a core member, the officer must give a one hour prior notice for meetings and two hour prior notice for events. It is the responsibility of the officer to get in direct contact with a core member when obtaining their permission for tardiness or absence.

Exceptions: Pre-approved exceptions to tardiness and absences include severe sickness, medical or personal emergencies, and other incidents that cannot be accounted for prior to its occurrence.

Majority Vote: A majority vote is hereby defined as a board consensus over fifty percent.

Warning: Issued to officers who have in some way violated the codes of being an UTA officer. Except in the case of severe infringements, an officer will not be dismissed unless they receive 5 warnings.

Dismissal: In order to dismiss an officer from the board, a majority vote from the core team is required.

Immediate Dismissal: An officer may be dismissed without being impeached if they are caught profiting through their position in the UTA board. Other cases of severe offense to the UTA may also cause an officer to be immediately dismissed.

Resignation: An officer who for one reason or another decides to discontinue their service to the UTA may resign from their position.

Formal Agreements: Formal Agreements are hereby defined as any agreement that involves a signed contract.

Probation Period: A dismissed officer who has secured an overturn of dismissal will be placed under probation. During this period, they must demonstrate improvement and avoid additional infringements. Any additional infringement will lead to immediate dismissal.