

Education Studies Student Association (EDSSA) at UC San Diego

Article I. Name of Student Organization

The organization shall be called the Education Studies Student Association (EDSSA) at UC San Diego and is recognized by the Education Studies (EDS) Department at UC San Diego.

Article II. Statement of Purpose

The Education Studies Student Association (EDSSA) at UC San Diego strives to create a community for UC San Diego students with interest in the field of education through informal academic support, social events, and professional networking and mentorship. It aims to provide students with opportunities to form both social and professional connections with other EDS-associated students, and provides pathways to partnering with other organizations that offer volunteer or activism opportunities related to education. EDSSA will promote professions in education and will provide space to openly discuss topics related to education, including recent developments, current events, and controversial issues. Members of EDSSA will build a strong community with other individuals at UC San Diego interested in education and receive support in growing a background in education-related topics.

Article III. Nonprofit Statement

EDSSA at UC San Diego is a non-profit student organization.

Article IV. Requirements for Membership

- i. Dues/Fees: No dues are required for EDSSA membership, excluding fees required for optional special events, activities, or merchandise. However, members are *requested* to contribute \$10 per quarter (or \$30 per year) as a function of their membership. Although highly encouraged, students are able to opt out of the membership fee with no impact on their membership. Dues will be used to purchase event related items, including but not limited to food and beverages, games and activities, and other resources.
- ii. Membership Eligibility: EDSSA membership is open to all currently enrolled UC San Diego undergraduate students interested in education and/or associated with the EDS department. This includes, but is not limited to, students who are currently enrolled in EDS courses, have taken or plan to take EDS courses, are studying education-related topics, or are interested in teaching or education careers. EDSSA is not exclusive toward members of any group and does not discriminate against any race, gender, sexual orientation, religion, or identity.

iii. Membership Status:

- a. *Establishing Membership:* Interested students must fill out a Google form to initiate membership, identifying contact information and a brief description of their interest in education and EDSSA.
- b. *Member Identification:* Members may be identified by attendance at events and merchandise such as pins, badges, stickers, and/or graduation stoles.
- c. *Active Membership:* EDSSA members who meet the Co-Curricular Record requirements of the year for either the “member” or “board member” position will be considered Active Members (AMs). Only AMs will be eligible to apply as Principal Members in the Spring for the following year (see Article VI.i). Inactive members are not restricted from any organization activities, other than PM applications.

Article V. Frequency of Organization Meetings

- i. Organization Events: EDSSA will conduct a minimum of three EDSSA Assembly meetings, two organized/official events and two unofficial gatherings per quarter. No events or gatherings will be mandatory for any members.
- ii. Planning Meetings: PMs will meet once a week or as deemed necessary by the Co-Event Planners (see Article VI). AMs may be eligible to attend weekly PM meetings by request and approval of PMs. Notes will be recorded for the duration of the meeting by the Logistics Coordinator (see Article VI).

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.

- i. EDSSA Executive Committee: The EDSSA Executive Committee will have six official PMs each year. All PMs will share event-planning responsibilities, represent EDSSA in communication with department faculty and Community Advisor (see Article VIII), and be responsible for promoting EDSSA on campus. Members of the executive committee are expected to attend all EDSSA events barring special circumstances.
 - a. *Principal Member Roles:*

- i. Co-Event Planners (2): Oversee other PMs, delegate event-planning duties, initiate and manage planning of events and overall functions of the organization, update the EDSSA Constitution as needed.
 - *Senior Co-Event Planner*: Incoming active fourth-year members are eligible to apply for this role, as it is necessary for at least one Co-Event planner to step down from leadership at the end of the year, to allow room for a new Co-Event planner in the Fall. Responsible for re-registering the organization in the Fall (August/September), creating weekly meeting agendas, and leading the weekly meetings.
 - *Junior Co-Event Planner*: Incoming second- and third- year EDSSA active members are eligible to apply for this role.
- ii. Logistics Coordinator: Open to all active members. Completes necessary paperwork, takes meeting notes, creates weekly task lists, tracks membership and event attendance, updates email/distribution lists, manages financial information, including applying for university funding.
- iii. Communications Chair: Open to all active members. Creates social media and on-campus promotions, manages email communications (including periodical updates to members), Instagram, and Discord, communicates with the EDS Department Communications Student Assistant to include EDSSA-related announcements in the EDS newsletter.
- iv. Co-Continuation Executives (2): Rising second- or third-year EDSSA active members are eligible to apply for this role. Learns and supports all other PM roles – specifically the Logistics Coordinator and the Communications Chair – with the commitment of remaining on the board in future years to ensure continuity.
- v. Pen PAL Program Lead: Open to all active members. Organizes all Pen PAL program logistics. Maintains communication with EDSSA, PAL, and partnering teacher(s) regarding the program. Plans Pen PAL specific events.

b. *Principal Member (PM) Selection:*

- i. Selection Process: Interested, eligible (see “PM Eligibility”, Article VI.b.iv) members may apply to become officers for the coming year mid-Spring quarter, and will be selected through an interview process with the graduating board members.
- ii. Selection Timeline: All selection-related activity will occur during the Spring Quarter. Current PMs will retain their positions officially until the end of the Spring Quarter. At this time, new PMs will assume their positions officially.
 - Week Four: Application deadline for new PMs
 - Week Six: Hold interviews for new PMs
 - Week Seven: Selection of new PMs
 - Week Nine: Planning and transition meeting with current and new PMs
- iii. Continuing Principal Members (PMs): Current PMs wishing to continue in the same role for the following year need not reapply; however, PMs interested in changing roles must reapply in Spring for the following year, without guarantee of selection. Current Co-Continuation Executives aging out of the role ARE guaranteed a spot on the board (barring extreme circumstances) but are not guaranteed their first choice position.
- iv. *Principal Member (PM) Eligibility*: Eligible members must be considered Active Members (AMs) (see “Active Membership”, Article IV.iii.c) for at least two consecutive quarters. Only registered UC San Diego students may hold office in the organization.
- v. *Removal/Replacement of Principal Members (PMs)*: PMs may be removed from office before the end of their term (see “Election Timeline”, Article VI.i.b.ii) by a unanimous vote from the rest of the EDSSA Executive Committee and with the support of the Community Advisor (see Article VIII). Valid reasons for removal include lack of engagement, poor academic performance, or abuse of organization resources. In this scenario, the remaining PMs will share responsibilities until a suitable replacement is found. Replacement may occur in any manner agreed upon unanimously by the EDSSA Executive Committee so long as each PM is only fulfilling one PM role.

- ii. Non-Executive Planning Committees: PMs may start smaller, event-, responsibility-, or program-specific committees. A committee will consist of a committee chair approved by the PMs, a PM serving as PM Liaison, and any other roles designated by the PMs and the committee chair. The committee chair leads the committee and oversees all committee activity; the PM Liaison oversees communication between the committee and the PMs. A PM may serve as both committee chair and PM Liason.

Article VII. Risk Management

EDSSA at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself. EDSSA at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

EDSSA at UC San Diego assumes no responsibility for risks associated with events advertised by other organizations through EDSSA. However, members will be required to sign waivers for any official EDSSA off-campus events. Additional waivers or liability documents may be required in the event of partnership with other volunteer-based organizations. EDSSA events may include food or beverages. Individual members are responsible for ensuring management of their own personal needs and safety in these cases. EDSSA assumes no responsibility for financial risks associated with any specialty events or merchandise requiring individual payment by members.

Article VIII. Community Advisor

EDSSA's Community Advisor will be filled by the Education Studies Department's Undergraduate Advisor/Outreach Coordinator. This individual will advise the principal members on matters involving the EDS department, in coordination with department faculty, staff, and space reservations for events. They will serve as long as they remain the EDS Department's current Undergraduate Advisor/Outreach Coordinator.

Article IX. Financial Management

EDSSA will be financed through a combination of applying for funds available through the University and voluntary member contributions (see Article IV.i). Any and all funds obtained from UC San Diego, member dues, or otherwise will be directed toward organization activities and events only. No member or prospective member is required to pay dues to participate in EDSSA events; however, members may be charged in the case of special events, purchasing merchandise, or engaging off-campus gatherings. Some funds may be set aside per quarter to assist students who are not able to afford such activities.

The Logistics Coordinator, along with the Co-Event Planners and Community Advisor will be responsible for bookkeeping and all handling of funds.

Article X. Affiliation with Other Groups

EDSSA at UC San Diego is affiliated with the Education Studies Department at UC San Diego. This affiliation not only provides members with an opportunity to connect with faculty, staff, and students in the EDS department, but also allows them to connect with events and current developments within the field of education in San Diego, California, and the U.S. This affiliation provides the foundation for networking opportunities, building strong personal and professional relationships, reinforcing skills such as teamwork, communication, and collaboration, adding to a resume, and creating a strong support system.