

ARTICLE I. NAME OF ORGANIZATION

The organization shall be called Triton Software Engineering at UC San Diego.

ARTICLE II. STATEMENT OF PURPOSE

Section 1 - Goal of the Organization

Our purpose is to serve the community by providing technical design and development services pro bono to non-profit organizations while giving students at UC San Diego practical, real-world experience outside of the classroom.

Section 2 - Organization Members

Students who join will gain valuable mentorship and experience that will help them become better designers, developers, and leaders.

ARTICLE III. NONPROFIT STATEMENT

Triton Software Engineering at UC San Diego is a non-profit student organization.

ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP

Section 1 - Dues

There will be no dues to join.

Section 2 - Eligibility for membership

All undergraduate students currently attending UC San Diego are eligible to join.

Section 3 - Restrictions

There are no restrictions to join.

Section 4 - New Member Process

To join Triton Software Engineering, one must apply during the organization's recruitment phase. The potential new member's qualities are then evaluated by the leadership within the student organization. All applicants are evaluated based on the role descriptions of the position they are applying for in the resume phase. Next, the leaders in the executive board conduct a phone interview with each applicant to ensure that they align with our Statement of Purpose. Finally, the leaders interview each applicant to assess their technical abilities. In each phase (resume, phone screen, technical interview), the applicant is given a score. After all applicants are evaluated, the President, Vice President of Engineering, and Vice President of Design use

each applicant's overall score to determine if the potential new member shall be admitted into the organization. If Triton Software Engineering at UC San Diego and the potential new member mutually agree on their membership, then they are then integrated into the organization.

Section 5 - Membership Status

Members are identified through a roster maintained by VP Operations. Membership of Triton Software Engineering is a strict privilege, and the student organization's President reserves the right to revoke any member's status within the organization.

ARTICLE V. FREQUENCY OF ORGANIZATION MEETINGS

Individual project meetings (for both product, design, and development work) will be held as frequently as the team members deem necessary to complete work. There will be at least ten of each of the following meetings per quarter (one meeting per academic week):

- 1) President and the Vice Presidents.
- 2) Vice President of Design and the Designers.
- 3) Vice President of Engineering and the Engineering Managers.
- 4) Vice President of Products and the Product Managers.
- 5) Project teams (Engineering Manager, Product Manager, Designers, and Developers).

Minutes will be taken at all meetings.

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 - Officer Position Eligibility

Only registered undergraduate UC San Diego students may vote in elections for the selection of the organization's officers. Only registered undergraduate UC San Diego students may hold office in the organization.

Section 2 - Methods of Selecting and Replacing Officers

The President and each Vice President are selected by the lame duck officer holding the position two quarters before the lame duck officer graduates. Officers hold their positions until graduation. Succeeding officers assume their positions once the respective lame duck officer graduates.

Members must have served on the executive board for at least one academic quarter to be eligible for the President position. The President must interview all potential candidates to

determine eligibility. The board will vote on each candidate for the presidency, without an org-wide vote. The successor will be decided by a simple majority vote, with the option for the President to veto, in which case the second highest candidate would succeed the position. A $\frac{2}{3}$ majority vote can override the President's veto.

All organization members are eligible to apply to the Vice President positions. The respective lame duck Vice President must interview all potential candidates to determine eligibility. The board will vote on each candidate for the vice presidency, without an org-wide vote. The successor will be decided by a simple majority vote, with the option for the lame duck Vice President to veto, in which case the second highest candidate would succeed the position. A $\frac{2}{3}$ majority vote can override the respective Vice President's veto.

The President reserves the right to remove any officer from any board position at any time.

Section 4 - Board Definition

The board of Triton Software Engineering represents the leaders of the organization. The board is composed of the President and Vice Presidents.

Section 3 - Board Positions

There are 6 officers within the board: President, Vice President of Design, Vice President of Engineering, Vice President of Operations, Vice President of Products, and Vice President of Technology

Section 4 - Responsibilities

President

- Oversees the entire organization.
- Represents Triton Software Engineering in any legal dispute.
- Decides the organization's direction of its culture and development.
- Leads the organization's member recruitment and board succession processes.
- Hosts bi-quarterly mandatory All Hands meetings for the organization. Discusses the status of the organization in each.
- Revokes membership of any member if necessary.
- Leads the board. Hosts weekly board meetings with all Vice Presidents.

Vice President of Design

- Oversees design team in the organization and is responsible for supporting design's ever evolving role at Triton Software Engineering.
- Monitors design timelines of projects and delegates designers to work on new projects.
- Aids in facilitating conversation between designers and product managers, developers, the outreach team, and/or clients as needed.
- Helps in resolving any design team related conflict and provides any other support for designers throughout their projects.

- Organizes the recruitment and onboarding of new designers.

Vice President of Engineering

- Oversees all Engineering Managers in the organization.
- Facilitates communication between the Engineering Managers and the board.
- Monitors each project's progress, supports each team and their projects, and resolves any intra-team conflict.
- Maintains the platforms the project teams use such as Slack and GitHub.
- Organizes the onboarding process for new members.

Vice President of Operations

- Maintains infrastructures of organization. Makes necessary connections and actions to ensure thriving culture within Triton Software Engineering.
- Schedules social events, workshops, board meetings, etc. Books rooms and handles food at these events.
- Maintains Slack and Discord.
- Leads the marketing team to maintain the community presence of the organization.
- Manages the budget, bank account, and all financial needs of the organization.

Vice President of Products

- Connects Triton Software Engineering to external non-profit organizations that need design and development services.
- Performs outreach to find new non-profit clients and corporate sponsors. Role involves frequently communicating with nonprofit organizations and businesses in the form of email, phone, and video calls.
- Acts as a liaison for development of projects between the product and Engineering Managers of Triton Software Engineering and external non-profit organizations.
- Coordinates product managers for each individual client/product.
- Creates and reviews proposals with product managers that outline what kind of software solutions non-profit clients want.

Vice President of Technology

- Oversees the technical direction of Triton Software Engineering.
- Plays an overarching role in deciding which technologies the organization should be focusing on and how they are used within the organization's various projects.
- Helps individual project teams when necessary and collaborates closely with Engineering Managers in doing so.
- Leads development of any internal tools that would benefit the organization holistically.
- Provides support for projects that have been handed off to clients after development.
- Assists recruitment of new developers by creating technical interview questions and training interviewers.

ARTICLE VII. RISK MANAGEMENT

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

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

Section 1. In Case of Interaction with Minors and/or Elderly

Triton Software Engineering 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>. Triton Software Engineering 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.

Section 2. In Case of Handling of Hazardous Chemicals, Material, Equipment, and/or Machinery

Triton Software Engineering 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, Triton Software Engineering 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.

ARTICLE VIII. HAZING PREVENTION

Triton Software Engineering at UC San Diego has a zero tolerance policy in regards to hazing. Members will be made aware of their behavioral expectations at our initial All Hands meeting and be reminded throughout the year. In addition to a ban on hazing, these expectations include respectful conduct towards other members and the responsibility to report hazing should it be seen. Any member found in violation of our anti-hazing standards will be removed from the organization. We aim to foster an inclusive community where everyone is equal both at our organization-wide events and in our day-to-day operations. This staunch stance on inclusivity aims to combat any form of marginalization whether that be hazing or otherwise.

ARTICLE IX. COMMUNITY MENTOR

A community advisor would not be needed for Triton Software Engineering.

ARTICLE X. FINANCIAL MANAGEMENT

Triton Software Engineering may request funds from Associated Students, Triton Engineering Student Council, the Computer Science & Engineering Department, or other student organization funding to finance various on campus activities. Triton Software Engineering also has a bank account under BluPeak Credit Union for sponsorship funds. The Vice President of Operations will be responsible for all financial management and be the designated signer of the bank account.

ARTICLE XI. AFFILIATION WITH OTHER GROUPS

Triton Software Engineering at UC San Diego does not have affiliation with other groups.