



## CONSTITUTION

### ARTICLE 1: ORGANIZATION DESCRIPTION

#### 1.1 Name of Organization

The organization shall be called Darkstar Science Fiction and Fantasy Library at UC San Diego. The short form “Darkstar” may be used to refer to the Organization. Both the name of the Organization and its abbreviation are case and punctuation insensitive.

#### 1.2 Form

Darkstar is an unincorporated non-profit association.

#### 1.3 Campus Affiliation and Risk Management

Darkstar Science Fiction and Fantasy Library at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself.

Darkstar Science Fiction and Fantasy Library at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

In accordance with UCSD policy, non-undergraduate UCSD associates and non-affiliate residents of the San Diego community are explicitly encouraged to participate.

#### 1.4 Statement of Non-Discrimination

Darkstar shall not discriminate on the basis of association with other groups, or on the basis of race, sex, color, creed, national origin, disability, status as a veteran, sexual orientation, marital status, medical condition, alignment, chirality, preferred breathing atmosphere, or number of appendages. Everyone shall have the opportunity to participate cooperatively in organization affairs to the extent that each is willing and capable.

#### 1.5 Regulation

Darkstar’s actions shall be governed by (in descending order of precedence): applicable Federal, State, and local laws, University policies, UCSD regulations, § 1.5 of this document, § 3.4 of this document, the remaining sections of this document, and the Darkstar Policy and Procedure Manual.

#### 1.6 Lack of Political Activity

No substantial part of the activities of this organization shall consist of carrying on propaganda or otherwise attempting to influence legislation, and the organization shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

#### 1.7 Dedication

The property of this organization is irrevocably dedicated to charitable purposes and no part of the net income or assets of this organization shall ever inure to the benefit of any director, officer, or private person.

#### 1.8 Dissolution

Darkstar may dissolve itself by a Supermajority Special Item Vote (§ 4.2.4.6).

Upon dissolution of the organization, after payment of all of the liabilities of the organization or due provision therefor, the principal members, or student voting members if there are no principal members, or voting members if there are no student voting members, shall distribute all remaining assets of the organization exclusively in accordance with the educational and literary purposes of the organization, in such manner or to such organization or organizations or purposes as qualify at the time under Section 501(c)(3) of the Internal Revenue Code, as said principal members or members shall determine.



# DARKSTAR SCIENCE FICTION & FANTASY LIBRARY

## ARTICLE 2: STATEMENT OF PURPOSE

### 2.1 Science Fiction and Fantasy

Darkstar is an organization whose purpose is not for profit but for literature, fandom, tabletop games, social interaction, and other activities associated with science fiction and fantasy.

Darkstar Science Fiction and Fantasy Library at UC San Diego is a non-profit student organization.

### 2.2 Library

The group shall maintain a library of works associated with these fields.

### 2.3 Events

Darkstar shall promote, sponsor, and organize events associated with science fiction and fantasy, including through aspects of literature, fandom, tabletop gaming, including, but not limited to, meetings, conventions, film showings, and tournaments.

## ARTICLE 3: MEMBERSHIP

### 3.1 Dues

The Organization shall charge no dues or membership fees, but may solicit voluntary donation of funds at any time.

### 3.2 Classification of Members by Rights

#### 3.2.1 Regular Member

All persons who have attended any event or meeting put on or sponsored by Darkstar may become Regular Members by making their desire known to the Secretary or other officer.

Membership has no inherent time limit; neither death nor ascension shall release membership.

#### 3.2.2 Voting Member

Any member who is present for at least five events or Designated Business Meetings within the previous twelve months shall be considered a Voting Member after the close of the last such event or Meeting. The Secretary shall keep a roster of currently-active Voting Members, and shall make this roster available to any Voting Member upon request, and shall make it available at all Designated Business Meetings.

#### 3.2.3 Student Voting Member

Any Voting Member who is currently registered as a UCSD undergraduate student shall also be considered a Student Voting Member.

### 3.3 Classification of Members by Responsibilities

#### 3.3.1 Regular Member

A regular member shall act in good faith in their dealings with the library.

#### 3.3.2 Librarian

A Librarian shall be required to assist in maintaining the library. The details of such requirements shall be laid out in the Darkstar Policy and Procedure Manual.

The Secretary shall maintain a roster of librarians.

##### 3.3.2.1 Election of Librarians

*3.3.2.1.1 Nomination* Any librarian may nominate any member for librarianship.

*3.3.2.1.2 Presentation* After such nomination, within a period of time defined by the Darkstar Policy and Procedure Manual, the prospective librarian must present to the current librarians three times during which they will be in the library and make themselves available to be met by other librarians.



*3.3.2.1.3 Confirmation* After a period of time defined by the Darkstar Policy and Procedure Manual following such presentation, the current librarian sponsoring the prospective librarian may call for the confirmation of the prospective. Notice of this request shall be distributed to all current librarians in a timely manner. Current librarians must then inform the Secretary of whether they have met the prospective, and if so, if they object to the election of the prospective to librarianship. If at least one-half of current librarians have met the prospective and do not object to their election, and no more than one-quarter of current librarians have met the prospective and do object, then the prospective shall become a librarian.

*3.3.2.1.4 -tion-ing* A prospective librarian whose confirmation hearing does not meet the requirements presented in § 3.3.2.1.3 shall no longer be considered a prospective librarian. Their fate shall be decided by the regulations outlined in the Darkstar Policy and Procedure Manual at the time of their failed confirmation. A revision to this provision which outlines their fate in the constitution shall be presented as an amendment at the 2021-2022 annual election meeting.

### **3.3.3 STAR**

STARs are Librarians who have been assigned special duties in accordance with a position (STARship) in Darkstar. Examples of STARships include Book Tamer, Public Relations Director, Historian, Sergeant-At-Arms, etc. STARships may be created or dissolved by a Simple Special Item Vote (§ 4.2.4.6). A motion to create a STARship shall include whether or not it is to be designated a “principal STARship”; a UCSD student who holds a principal STARship shall be made a principal member. STARships may only be dissolved at the end of a holder’s term (before a new holder is elected) or when vacant. A newly created STARship may only be filled by election of a Librarian by a Simple Special Item Vote (§ 4.2.4.6); STARships are re-elected each year (see § 3.3.3.1 below). A Supermajority Special Item Vote (§ 4.2.4.6) may remove a current STAR before the end of their term (see § 3.3.3.2 below).

*3.3.3.1 Election of STARs* All STARships have a term of one year. Should vacancies develop, interim elections shall be held as soon as practical, unless the STARship is dissolved as per the above procedure.

*3.3.3.1.1 Candidacy Requirements* STARships may be occupied by any Librarian of Darkstar (§ 3.3.2).

*3.3.3.1.2 Process* Nominations for all STARships shall be open for the period of one month preceding the Designated Business Meeting in the Very Merry Month of May at which elections will be held. Nominations shall be reported to the Secretary. Special Notice shall be given that this Designated Business Meeting will include the election of STARs in accordance with § 4.1.2. Final nominations may be made at the Designated Business Meeting. After the officers have been elected (§ 5.2), STARs will be elected. The specifics of the voting process shall be described in the Darkstar Policy and Procedure Manual. Such voting processes shall ensure that the preferences of all eligible voters are equitably reflected.

STARs shall assume their new positions at the beginning of the Fall quarter following the Designated Business Meeting at which elections were held.

*3.3.3.2 Recall* An individual STAR may be removed from their STARship by a Supermajority Special Item Vote (§ 4.2.4.6).

### **3.3.4 Officer**

An officer is a Librarian who has been elected to office. The election, recall, responsibilities, and privileges of officers are defined in Article 5.

### **3.4 Officer- and STAR-elects**

A librarian who has been elected to an officer position or STARship but has not yet assumed such position shall share all the rights and responsibilities of that position at the discretion of the current holder.

### **3.5 Principal Members**

Darkstar shall have between four and eight Principal Members (including the Officers). Principal Members shall ensure that Organization activities involving the use of University of California, San Diego funds or facilities shall conform to the appropriate University rules and regulations. Principal Members shall meet all of UCSD’s qualifications for their posts.



# DARKSTAR SCIENCE FICTION & FANTASY LIBRARY

UCSD holds Principal Members responsible for the actions of the Organization. If Principal Members object to a Darkstar decision due to personal liabilities that it may incur, they are free to resign from the office at any time by notifying the Secretary.

All Officers shall be Principal Members. STARs who are students, and hold principal STARships, shall also be Principal Members. No other members shall be Principal Members.

In no case shall Principal Members be confused with Principle Members. Note that the Vice-President is the Keeper of Traditional Family Values (and Other Tall Tales) and no other officer shall lay claim to this position.

## 3.6 Termination of Membership

The Secretary must record all terminations of membership and must provide a list of those terminations to any member upon request.

### 3.6.1 Voluntary

Membership may be renounced at any time by informing the Secretary. Membership so renounced may be reinstated only upon a Simple Majority Special Item Vote (§ 4.2.4.6).

### 3.6.2 Involuntary

Membership may also be revoked by a Supermajority Special Item Vote (§ 4.2.4.6). Such a revocation is reversible only by a Supermajority Special Item Vote (§ 4.2.4.6).

## ARTICLE 4: MEETINGS

While many activities and events take the form of meetings, votes and other important decisions of the Voting Members may only take place during a Designated Business Meeting.

Within a Designated Business Meeting, the Voting Membership may conduct any lawful business which is consistent with these Articles, including adoption of new rules and policies as necessary. Decisions made at such meetings are binding on the club, its members, and its officers.

## 4.1 Meeting Requirements

All of the following conditions must be satisfied for a business meeting to constitute a Designated Business Meeting:

### 4.1.1 Scheduling

The President shall schedule Designated Business Meetings on a regular basis.

Any Voting Member may request the scheduling of a Designated Business Meeting from the Officers (as defined in § 5.1). If no officer responds within 48 hours of expected receipt, or if the officers refuse to do so, the Member may call a Designated Business Meeting. The Member calling the Designated Business Meeting takes on the responsibility of providing normal advance notice. If a subject requiring special notice is to be decided at the Designated Business Meeting, special notice rules still apply. See § 4.1.2 for notice information.

### 4.1.2 Notice

*4.1.2.1 Normal Notice* The President shall ensure that adequate advance notice of the time and place of Designated Business Meetings is sent to the membership. At least one week's notice shall be given. The members must be informed of the Designated Business Meeting via means acceptable to the Voting Membership.

*4.1.2.2 Special Notice* In addition to the requirements of normal notice, the membership must be given at least two weeks' special notice of a vote on any Special Item (§ 4.2.3). The specific issue(s) to be decided must be identified in this notice.

### 4.1.3 Open Attendance

Designated Business Meetings shall be open to all members of the club.



#### 4.1.4 Quorum

Quorum for a Normal Item at a given Designated Business Meeting shall consist of whichever is greater of 4 or the smallest integer greater than one-half of the total number of Eligible Voters (§ 4.2.4.1.1) for that item.

Quorum for a Special Item at a given Designated Business Meeting shall consist of whichever is greater of 7 or the smallest integer greater than one-half of the average over each Designated Business Meeting held in the last twelve months for which special notice was given (§ 4.1.2.2) which would have achieved quorum for the item, should it have been introduced at that meeting, of the number of people present at that meeting who would have been Present Eligible Voters for the item, should the item have been introduced at that meeting.

An item may be voted on at a Designated Business Meeting only if the number of Present Eligible Voters for the item (§ 4.2.4.1.2) is greater than or equal to the quorum for that item.

## 4.2 Procedure

#### 4.2.1 Attendance Records

The Secretary shall maintain records of each Member's Designated Business Meeting attendance and make these records available to the Membership.

#### 4.2.2 Minutes

The Secretary shall record minutes of each Designated Business Meeting, and the decisions made therein, and shall include these minutes with the other organizational records. Minutes shall be open for inspection by any Member.

#### 4.2.3 Classes of Items

Items which may be voted on at a Designated Business Meeting shall be divided into three classes: Normal Items, Special Items, and Student Special Items. Unless otherwise noted, a line item shall be a Normal Item. If an item requires a Simple or Supermajority Special Item Vote to pass, it shall be a Special Item. If an item requires a Student Simple or Supermajority Special Item Vote to pass, it shall be a Student Special Item. A Student Special Item is a Special Item.

Items that are considered Special Items are listed below. The only Student Special Items are the election or removal of officers.

- Election or removal of officers (Student Simple Special Item Vote and Student Supermajority Special Item Vote respectively) (§§ 5.2, 5.3)
- Creation or dissolution of STARships (Simple Special Item Votes) (§ 3.3.3)
- Election or removal of STARS (Simple and Supermajority Special Item Votes respectively) (§§ 3.3.3.1, 3.3.3.2)
- Amendments to this document (Supermajority Special Item Vote) (Article 8)
- Any vote pertaining to an individual's membership status (Simple or Supermajority Special Item Vote) (§ 3.6)
- Dissolution of this organization (Supermajority Special Item Vote) (§ 1.8)
- Or any other issue specified in this document as requiring a Special Item Vote or being a Special Item.

A special item introduced at a Designated Business Meeting shall be tabled until a Designated Business Meeting for which appropriate special notice has been given.

#### 4.2.4 Voting

##### 4.2.4.1 Classes of Voters

**4.2.4.1.1 Eligible Voters** The "Eligible Voters" for voting on an item shall be the voting members who may vote on the item. In particular, for a Normal Item, the eligible voters shall be the officers and STARS. For a Special Item, the eligible voters shall be all Voting Members except that for a Student Special Item, the eligible voters shall be all Student Voting Members.

**4.2.4.1.2 Present Eligible Voters** The "Present Eligible Voters" for voting on an item shall be the Eligible Voters for voting on that item who are present at the Designated Business Meeting.



*4.2.4.2 Normal Voting* Unless otherwise noted, a simple majority of present eligible voters at a Designated Business Meeting is sufficient to carry a motion or proposal.

*4.2.4.3 Supermajority Voting* For a Supermajority Normal Item Vote to pass, a two-thirds majority of present eligible voters must approve the item.

*4.2.4.4 Proxy Voting* A Voting Member may assign another Voting Member as proxy for the duration of one Designated Business Meeting. A Voting Member may hold at most one proxy vote in addition to their own vote. The proxy notification must be presented to the Secretary at the start of the Designated Business Meeting. The proxy notification may not specify individual votes; for the duration of the Designated Business Meeting, the proxy-holder acts also as the proxy-writer. A proxy is canceled if the proxy-writer appears at the Designated Business Meeting in question.

*4.2.4.5 E-mail / Postal Voting* In matters where time is of the essence, the President may organize voting on a Normal Item via postal mail, e-mail or other such methods.

*4.2.4.6 Special Item Voting* For a Simple or Supermajority Special Item Vote to pass, a one-half or two-thirds majority respectively of the Present Eligible Voters § 4.2.4.1.2 must approve the item, and also a one-half or two-thirds majority respectively of Present Eligible Voters who are Student Voting Members must approve the item.

## ARTICLE 5: OFFICERS

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.

### 5.1 Offices

#### 5.1.1 President

The President shall be responsible for representing Darkstar to the UCSD administration and to other external parties. The President shall also be responsible for ensuring the orderly succession of administrative roles and responsibilities.

Synonyms for President shall include Dark Lord / Lady / Liege and His / Her Unholiness the Darkstar.

#### 5.1.2 Vice-President

The Vice-President shall be the interface between the officers and Darkstar Community, and shall ensure that the duties of the other officers and STARS are fulfilled. The Vice-President shall ensure that the officers not only look good but feel good.

Synonyms for the Vice-President shall include Chief Wraith and Keeper of Traditional Family Values (and Other Tall Tales).

#### 5.1.3 Treasurer

The Treasurer shall maintain the accounting of Darkstar (Article 7), create a budget, formulate and meet financial goals each year, track project expenditures, and manage the acquisition and purchase of supplies, books, and other items.

Synonyms for the Treasurer shall include Devil's Advocate and The Cutpurse.

#### 5.1.4 Secretary

The Secretary shall record the attendance (§ 4.2.1) and proceedings of Designated Business Meetings (§ 4.2.2). The secretary shall maintain the roll of Voting Members, specifically the names of those in each of the voting membership classes. Should a membership be renounced, the Secretary shall record this information as specified in § 3.6.

The Secretary shall maintain the Darkstar Policy and Procedure Manual, and ensure that it is made available for perusal by members.

Synonyms for the Secretary shall include Runemaster and Keeper of the Privy-Seal.



## 5.2 Elections

All Darkstar offices have a one-year term. Should vacancies develop, interim elections shall be held as soon as practical. If the number of Principal Members drops below four, the President shall appoint a sufficient number to bring the total Principal Members up to four.

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.

### 5.2.1 Candidacy Requirements

The four Officers and Principal Members must be UCSD undergraduates, and upon assuming their posts will be registered as Principal Members with UCSD. The Officers must also be Darkstar Librarians (§ 3.3.2).

### 5.2.2 Process

Nominations for all offices shall be open for the period of one month preceding the Designated Business Meeting in the Very Merry Month of May at which elections will be held. Nominations shall be reported to the Secretary. Special Notice shall be given that this Designated Business Meeting will include the election of officers in accordance with § 4.1.2.2, as the election of an officer is a special item. Final nominations may be made at the Designated Business Meeting. Elections shall be held in order from first to last as they appear in this constitution; the President shall be elected first, and then the Vice-President, et cetera. The specifics of the voting process shall be described in the Darkstar Policy and Procedure Manual. Such voting processes shall ensure that the preferences of all eligible voters are equitably reflected. Only Student Voting Members may vote in elections of officers.

Officers shall assume their new positions at the beginning of the Fall quarter following the Designated Business Meeting at which elections were held.

## 5.3 Recall

An individual officer may be removed from their position by a Supermajority Student Special Item Vote conducted as per § 4.2.4.6.

## ARTICLE 6: AFFILIATION WITH OTHER GROUPS

### 6.1 Speculative Fiction Library Association

Darkstar shall be affiliated with SFLA, the Speculative Fiction Library Association. When SFLA obtains 501(c)(3) nonprofit status, it shall be the sole owner and manager of all assets donated or otherwise acquired for Darkstar's operation and the furtherance of its mission. Such assets shall be maintained in dedicated funds, which legally restrict their management, expenditure, and use, to Darkstar's operation and the furtherance of its mission.

## ARTICLE 7: FINANCIAL CONTROL

### 7.1 External restrictions

The Treasurer shall ensure at all times that all expenditures, other uses, or management of funds which are restricted by other entities, such as A.S.UCSD or SFLA, respect the appropriate restrictions. The Treasurer, with the assistance of the SFLA comptroller, shall also ensure that all accounting and reporting requirements for the management or use of any funds are satisfied.

### 7.2 Internal restrictions

#### 7.2.1 Reporting

All expenditures must be reported to the membership when they are approved.

#### 7.2.2 Delay

A Normal Item may authorize the expenditure of funds which Darkstar has the authority to expend. The total value of all expenditures actually executed in a calendar fortnight, which were previously authorized in such a way, and which had fewer than one fortnight's separation between report and execution, shall not exceed the greater of \$100 or one-fifth of the total funds subject to Darkstar's authority.



### *7.2.3 Emergencies*

Should circumstances provide just cause for the expenditure of large sums of money on short timescales, an emergency expenditure may also be authorized by a Supermajority Normal Item vote (§ 4.2.4.3) together with the consent of at least two of the SFLA treasurer, SFLA comptroller, and SFLA member liaison to Darkstar. Such expenditures must still be reported to the membership, but the above restriction on their timely execution does not apply.

## ARTICLE 8: AMENDMENTS

Amendments to this document shall be Supermajority Special Items (§ 4.2.4.6) voted on at Designated Business Meetings. After an amendment is approved, this document shall be directly modified. The Secretary shall maintain archival copies of all versions of this document, and shall maintain a list of amendments with their date and function, both to be made available to the membership. An amendment shall be recorded by the Secretary in the minutes of the Designated Business Meeting where it was ratified.