

# GRAPHITE AT UC SAN DIEGO CONSTITUTION – 2024-2025 ACADEMIC YEAR

## ARTICLE I. NAME OF STUDENT ORGANIZATION

**The organization shall be called *Graphite* at UC San Diego.**

## ARTICLE II. STATEMENT OF PURPOSE

*Graphite is an undergraduate chemistry-focused journal at the UC San Diego. The organization was established in 2021 to provide a platform for aspiring chemists to showcase their research and communication skills in an accessible and digestible format. Graphite is both an online and print journal and is split into four sections: news, research, features, and opinion. The journal aims to offer fresh insights into a variety of chemistry-related topics inside and outside of UC San Diego while providing a forum for aspiring writers under the guidance of trained student leaders. Graphite's in-house graphic design team collaborates with article editors to create effective visual representations that emphasize key scientific concepts in the article. At the end of each academic year, selected articles and artwork are featured in the annual print publication, which gets distributed to the faculty and students in the Department of Chemistry and Biochemistry. Graphite seeks to expand access to chemistry knowledge among the undergraduate population and beyond, including the establishment of an outreach initiative to members of the local San Diego high school community in the form of a writing contest in an effort to uplift underrepresented student populations in the scientific community.*

## ARTICLE III. NONPROFIT STATEMENT

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

## ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP

*Membership of the organization is open to all registered UC San Diego students, consistent with the Nondiscrimination Policy Statement for University of California Publications regarding Student-Related Matters. To be considered a member, a student must contribute to the organization by serving as a writer and publishing articles, participating in graphic design work, serving on the officer board, and/or other activities that contribute to the operation of the organization and the annual *Graphite* print publication. There is no membership fee required to become a member of *Graphite*.*

## ARTICLE V. FREQUENCY OF ORGANIZATION MEETINGS\*

*The organization will have weekly all-staff meetings and weekly General Body Meetings (GBMs). General members will not be required to attend a certain number of meetings to qualify as a general member. Additionally, *Graphite's* editorial and graphics team will schedule initial meetings with members after completion of first drafts of articles and graphics in order to provide further guidance during the editing and graphic-creating process. Meeting minutes will be taken at the weekly all-staff meetings and faculty advisor 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.**

*The board will consist of 11 positions: Editor-in-Chief, Editor-at-Large, Associate Editor, VP Internal, Graphic Design Lead, Graphic Design Staff, Community Outreach Coordinator, Publicity Chair, Treasurer, and Webmaster.*

ARTICLE VI. SECTION 1. CRITERIA FOR OFFICER CONSIDERATION

*The candidate must be in good academic standing.*

*The candidate participated in at least one Graphite GBM during the academic year.*

*The candidate intends to be enrolled at UC San Diego for the full one-year duration of the term.*

*The candidate may not hold more than one position during a given term.*

ARTICLE VI. SECTION 2. OFFICER DUTIES

*Editor-in-Chief: The Editor-in-Chief is the face of the organization. They are responsible for coordinating the tasks of the organization and overseeing the final stage in the revision process of articles and graphics before publication. The Editor-in-Chief must have held a different position in the organization for at least one year before becoming the Editor-in-Chief. The Editor-in-Chief must also hold a major within the Department of Chemistry and Biochemistry.*

*Editor-at-Large: The Editor-at-Large is responsible for the second stage of Graphite's revision process and is ultimately responsible for the quality of all published material. This officer is also responsible for training the Associate Editors and coordinating with the Graphic Design Lead and Graphic Design Staff to develop designs for articles.*

*VP Internal: The VP Internal officer assists the Editor-in-Chief with weekly operations and is responsible for handling internal logistics. This officer checks in with the Publicity Chair, Treasurer, and Webmaster to ensure tasks are being completed. Additionally, they are responsible for sending out announcement emails to all the chemistry and biochemistry undergraduates.*

*Associate Editor: The Associate Editor(s) oversees the first stage of the revision process of articles. They work closely with the Editor-at-Large as well as the author. This officer organizes meetings with the author as necessary and guides them through the writing process, helping the writers with ideas, and editing content throughout the production process.*

*Community Outreach Coordinator: Community Outreach Coordinators are responsible for engaging with the greater San Diego community through outreach events, including Graphite's annual high school writing competition. They may initiate and write a funding proposal to*

*obtain funds from the Physical Sciences EDI Committee. As for the annual high school writing competition, these members are responsible for developing a writing prompt, obtaining funds, scheduling in-person visits to high schools, and other organizational tasks.*

*Graphic Design Lead: The Graphic Design Lead is responsible for the graphic design needs of the organization and oversees the Graphic Design Staff in an administrative capacity. In addition to working with the Graphic Design Staff, Editor-at-Large, and Editor-in-Chief to develop content for articles, this person ensures the graphic design needs of the organization are met. Adobe and/or Canva experience is preferred.*

*Graphic Design Staff: The Graphic Design Staff is responsible for the graphic design needs of the organization. This person works closely with the Graphic Design Lead, Editor-at-Large, and Editor-in-Chief to develop content for articles. Adobe and/or Canva experience is preferred.*

*Publicity Chair: The Publicity Chair is responsible for the advertisement of events and promoting other content on social media platforms. This officer also creates flyers for events and works with the VP Internal to advertise content.*

*Treasurer: The Treasurer is in charge of the finances of the club. Club finances must be tracked so that reimbursements are made when necessary and to ensure there is enough money to print the end-of-the-year publication. Additionally, this officer is responsible for submitting funding requests to Associated Students in order to provide meals for Graphite events.*

*Webmaster: The Webmaster is responsible for keeping the Graphite website up to date with events and articles.*

#### ARTICLE VI. SECTION 3. OFFICER SELECTION

*All individuals who are running for an officer position must submit an application. All previous officers will be in charge of organizing the selection, moderating the actual selection and interview process, and accepting applications. All previous officers not running for a position will head the process of selection. The application process will include a supplemental section based on the positions. The supplemental materials must be turned in before the date of the interview and a group interview. Candidates may apply for more than one more position if they are fully prepared to fulfill the duties of all positions applied for. Selections will occur in May.*

*New officers shall take office alongside the old officers for the remainder of the school year. This shall be the training period whereby old officers prepare new officers for the next school year and work closely together in their respective positions. New officers shall assume their positions during Week 10 of the Spring quarter. All board members are elected for a term of one year beginning in June and ending in June the following academic year.*

#### ARTICLE VI. SECTION 4. OFFICER DISMISSAL

*Officers may be dismissed for inappropriate conduct and failing to perform their duties. For dismissal, unanimous approval of dismissal by all other officers is required. Advisement from the faculty advisors may be sought.*

ARTICLE VII. HAZING PREVENTION

*The Graphite officer team will ensure that all members feel comfortable and will encourage members to report any malicious or forced activity. The appropriate actions will be taken by the officer team if any incident is brought up, and the community advisors will be made aware of any such incident. Graphite understands that any Registered Student Organization that fails to abide by the UC San Diego hazing policy, and other UC policies applicable, and/or California State Law will result in referral to the Center for Student Accountability, Growth, & Education for an organizational violation and/or individual violation(s).*

ARTICLE VIII. RISK MANAGEMENT

**Graphite at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself.**

**Graphite at UC San Diego understands that the University does not assume legal liability for the actions of the organization.**

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

Graphite 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>. Graphite 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 IX. COMMUNITY ADVISOR

*The community advisor(s) must be a faculty member of the Department of Chemistry and Biochemistry. The Executive Officer Board should update the faculty advisor(s) at least twice per quarter. The role of faculty advisor(s) is to advise, support, and serve as representatives between Graphite, university officials, and industry professionals. Selection, whether new or renewed, of faculty advisor(s) will occur during the spring quarter, after the decisions of the incoming Executive Officer Board. Final decisions regarding the selection of faculty advisor(s) will be determined by both the current and incoming Editor-in-Chief and Editor-at-Large.*

ARTICLE X. FINANCIAL MANAGEMENT

*There will be an organization bank account held by the Editor-in-Chief and Treasurer. This*

*account will be transferred to the incoming Editor-in-Chief and Treasurer before the end of the school year. Financial decisions will be decided by a majority Executive Officer Board and subsequently approved by the faculty advisor(s).*