

SIGMA ETA PI at UC SAN DIEGO CONSTITUTION

Adopted September 1, 2023



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PREAMBLE

We, the members of Sigma Eta Pi at UC San Diego, a co-educational, professional entrepreneurship fraternity, unite under the common spirit of innovation and entrepreneurship. We are dedicated to developing human potential, fostering lasting connections in the university startup ecosystem, and creating impact through innovative ventures. Upholding the values of the Professional Fraternity, we aim to inspire and empower our members to become successful entrepreneurs.

ARTICLE I. ESTABLISHMENT

Section A: Name

i. This organization shall be called Sigma Eta Pi at UC San Diego.

And will use the name above or its acronym, SEP or SEP at UC San Diego, in all publicity materials and correspondence.

Section B: Purpose

i. Sigma Eta Pi's mission is to empower individuals to embrace their entrepreneurial spirit, guiding them to pursue their passions, fostering invaluable connections within the university startup ecosystem, and making a meaningful impact through groundbreaking ventures.

Section C: Nonprofit Statement

i. Sigma Eta Pi at UC San Diego is a non-profit student organization.

Section D: Terms and Definitions

- i. SEP: Sigma Eta Pi (ΣΗΠ)
- ii. Fraternity (the Fraternity): Sigma Eta Pi
- iii. Students: Any student currently enrolled at the University of California, San Diego as an undergraduate student.
- iv. University: University of California, San Diego
- v. Active Member: An enrolled student who has satisfactorily finished the Founder's Education startup accelerator experience, fulfilled financial responsibilities to SEP (including dues), and met a minimum attendance requirement during the quarter.

- vi. Inactive Member: A student member who has successfully completed the Founder's

 Education startup accelerator program but has extenuating circumstances in which they
 are physically unable to attend general body meetings, Founder Education events, or any
 social events hosted by Sigma Eta Pi at UC San Diego.
- vii. Prospective Member: A student who is currently in their first quarter of SEP and actively enrolled in the Founder's Education startup accelerator program.
- viii. E-Board: The Executive Board of SEP
- ix. J-Board: The Judicial Board of SEP
- x. Committees: Sigma Eta Pi may establish committees consisting of Active Members to carry out specific functions or projects within the fraternity. Each committee shall be led by the Vice President in charge of that specific area, as appointed by the Executive Board. The term of office for committee members shall be one academic year, beginning from the date of their appointment.
- xi. Dues: Membership fee paid to cover expenses incurred during the duration of the quarter.

Section E: Faculty Duties

- i. Faculty Advisor: The Faculty Advisor is an individual who has been officially recognized as the Faculty Advisor of SEP by the University of California, San Diego. The Faculty Advisor serves as the official representative of the organization in an official capacity. Their duties include:
 - a. Providing guidance and counsel to the organization's leadership and members.
 - b. Assisting in the development and implementation of the organization's goals, activities, and initiatives.
 - c. Serving as a liaison between the organization and the university administration, faculty, and staff.
 - d. Offering expertise and advice on matters related to entrepreneurship, leadership, and professional development.
 - e. Attending meetings, events, and functions of the organization as deemed necessary or appropriate.
- ii. Faculty Mentor: A Faculty Mentor is an individual who voluntarily provides guidance and assistance to the organization, even though they may not have a formal association with the organization. Their duties include:
 - a. Offering expertise and advice on entrepreneurship, business development, and related fields.
 - b. Mentoring and advising individual members or groups within the organization. c. Sharing knowledge and experiences to help enhance the entrepreneurial skills and mindset of the members.
 - d. Providing networking opportunities and connections within their professional

networks.

- e. Participating in events, workshops, or sessions organized by the organization, as available and willing.
- iii. Both the Faculty Advisor and Faculty Mentor play important roles in supporting the organization's mission and fostering a productive and enriching environment for its members. Their involvement contributes to the overall success and development of the organization and its members.

Section F: Affiliation with UC San Diego

- i. Sigma Eta Pi at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself.
- ii. While engaging in correspondence, Sigma Eta Pi may identify itself as an organization at UC San Diego, but it should not claim to be a part of UC San Diego.
- iii. Sigma Eta Pi assumes full financial and production responsibility for all activities it sponsors.
- iv. Sigma Eta Pi agrees to adhere to all relevant policies and regulations of UC San Diego.

 In cases where there are conflicting policies or regulations between UC San Diego and Sigma Eta Pi, the policies and regulations of UC San Diego shall take precedence.
- v. Sigma Eta Pi at UC San Diego understands that the University does not assume legal liability for the actions of the organization.
- vi. The organization understands that the University does not provide blanket indemnification insurance coverage for its activities unless those activities directly benefit and advance the goals of the University and have obtained prior review, approval, and consent from Campus Activities, Risk Management, and/or General Counsel.

Section G: Non-Discrimination Policy

i. The Fraternity upholds the principle that membership decisions shall not discriminate based on age, race, religion, creed, national origin, ethnicity, gender, disability, or sexual orientation. Additionally, all official SEP events shall be alcohol-free, and no member shall be compelled or coerced into consuming substances.

ARTICLE II. OFFICERS

Section A: Officer Titles

i. President

ii. Vice President of Finance

iii. Vice President of Marketing

iv. Vice President of Recruitment

v. Vice President of Founders Education

vi. Vice President of Judicial

vii. Directors of Brotherhood

viii. Vice President of Operations

ix. Vice President of Web Design

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 B: Duties

i. President:

- a. The President serves as the executive head of the Fraternity, presiding over E Board meetings and convening special meetings when necessary. They ensure effective communication and decision-making within the organization.
- b. The President upholds the Fraternity's Constitution and parliamentary procedures, ensuring that meetings are conducted in an orderly manner and that all members have an opportunity to voice their opinions.
- c. The President has the authority to appoint temporary officers in the case of a vacant position, demonstrating leadership and adaptability in maintaining the functioning of the Fraternity. They play a vital role in representing the Fraternity in official communications and external events, promoting the organization's mission and values.
- d. The President represents the Fraternity in official communications and external events.

ii. Vice President of Finance:

- a. The Vice President of Finance is responsible for meticulously recording all funds received and expenses incurred by the Fraternity, maintaining accurate financial records.
- b. The Vice President of Finance is responsible for the Collection of membership dues, funds for merchandise if needed, and Processing reimbursement forms.
- c. The Vice President of Finance manages the Fraternity's financial books and accounts, ensuring transparency and accountability, and subjects these records to inspection by the Executive Board.

- d. The Vice President of Finance prepares a comprehensive budget for the academic year, seeking approval from the President and, and ensures responsible financial decision-making with the consent of the E-Board.
- e. The Vice President of Finance's primary focus is to secure the Fraternity's financial sustainability, while upholding compliance with relevant financial regulations and guidelines. This can include fundraising.

iii. Vice President of Marketing

- a. The Vice President of Marketing is responsible for the Fraternity's brand strategy, marketing materials, development, and coordination.
- b. The Vice President of Marketing develops an annual brand promotion plan for SEP, striving to maintain and promote the Fraternity's brand image.
- c. The Vice President of Marketing is responsible for creating videos and collage posts showcasing SEP culture and events
- d. The Vice President of Marketing is in charge of coordinating marketing campaigns, conducting market research, and analyzing data to evaluate the effectiveness of marketing efforts.
- e. The Vice President of Marketing maintains relevant organizational statistics and updates them regularly.
- f. The Vice President of Marketing oversees the maintenance and image of the Fraternity's website, social media platforms, and other publications to ensure consistency.

iv. Vice President of Recruitment

- a. The Vice President of Recruitment works with other member in the e-board to ensure rush week is successfully completed
- b. The Vice President of Recruitment oversees logistical matters, including tabling reservations, tabling scheduling, and interviews throughout rush week.
- c. The Vice President of Recruitment generates and distributes the flyers and other advertising material throughout UC San Diego.
- d. The Vice President of Recruitment oversees active members' recruitment efforts during the rush week.
- e. b. The Vice President of Recruitment maintains SEP material, including SEP letters.
- f. The Vice President of Recruitment addresses inquiries and concerns related to the Fraternity to prospective members.

v. Vice President of Founder's Education

- a. The Vice President of Founder's Education plans and coordinates the Founder's Education startup accelerator experience for new members.
- b. The Vice President of Founder's Education designs and manages the accelerator's lesson plans and startup curriculum.
- c. The Vice President of Founder's Education mentors and advises new members in developing ventures and preparing for investor pitches.

- d. The Vice President of Founder's Education assists the Vice President of Recruitment in all recruitment practices.
- e. The Vice President of Founder's Education assesses the effectiveness of the accelerator experience and implements improvements based on member feedback.

vi. Vice President of Judicial

- a. The Judicial Chair leads and presides over the Judicial Board (JBoard) proceedings, ensuring impartial and fair resolutions to disciplinary matters and code of conduct violations within the Fraternity.
- b. The Judicial Chair collaborates with JBoard members to review cases, gather evidence, and conduct thorough investigations, upholding principles of justice and due process.
- c. The Judicial Chair works closely with other Executive Board members to address disciplinary concerns and fosters a safe and inclusive environment that aligns with the Fraternity's values and mission.
- d. The Judicial Chair will lead deliberations on bid selection.
- e. The Judicial Chair will maintain and update any amendment and bylaws changes and procedures.

vii. Directors of Brotherhood

- a. The Directors of Brotherhood cultivate a sense of unity and camaraderie among Fraternity members.
- b. The Directors of Brotherhood plan and organize social events and activities to strengthen the bond among members during rush week and throughout the quarter, including retreat and crossover events.
- c. The Directors of Brotherhood foster a supportive and inclusive environment within the Fraternity.
- d. The Directors Brotherhood coordinate mentorship programs and initiatives to promote personal and professional growth among members, including the Big-Little Program.
- e. The Directors of Brotherhood actively engage with members to understand their needs and concerns, facilitating open communication and providing support to enhance the overall brotherhood experience.

viii. Vice President of Operation

- a. The Vice President of Operations oversees the administrative and day-to-day operational aspects of the Fraternity, including event coordination and resource management.
- b. The Vice President of Operations manages the Fraternity's official records, documentation, and internal communication channels to ensure transparency and accountability.
- c. The Vice President of Operations coordinates logistical aspects of Fraternity activities, including room reservations, equipment, and supplies, to facilitate

- smooth event execution.
- d. The Vice President of Operations is responsible for managing event attendance tracking and sending out mass emails to keep members informed about upcoming activities and updates.
- e. The Vice President of Operations is responsible for Sending official email strikes after two unexcused absences have been incurred by a member

ix. Vice President of Web Design

- a. The Webmaster oversees user experience and interface design, ensuring visually appealing and user-friendly digital platforms for the Fraternity. They collaborate with the Executive Board to enhance overall design and aesthetics.
- b. The Webmaster creates and maintains the Fraternity's visual identity, including logo design, branding, and graphic elements. The Webmaster provides design support for events, marketing materials, and digital content.
- c. The Webmaster actively participates in design strategy development. They research, gather user feedback, and implement best practices to optimize the user experience, staying updated on the latest design trends and technologies.

Section C: Additional Duties of the Executive Board

- i. The Executive Board defines and guides the Fraternity's administrative structure, events, and member responsibilities, ensuring the smooth functioning of the organization.
- ii. The Executive Board leads the strategic development of the Fraternity, setting goals, implementing plans, and making decisions that align with the organization's mission and values.
- iii. The Executive Board members must thoroughly read and sign the Constitution upon assuming office, and it is recommended that they review the Constitution during one of their quarterly meetings to consider any necessary amendments.
- iv. The executives acknowledge their responsibility by reading and signing a separate document outlining a more specific list of responsibilities, which provides clarity and accountability in their roles. This document serves as a reference for their duties and helps ensure effective leadership and governance.

ARTICLE III. JUDICIAL

Section A: Composition

- i. The Judicial Board shall consist of five Active Members. Four members will be elected from the Active Members, and the sixth member shall be the current Judicial Chair
- ii. To be eligible for a position on the Judicial Board, members must have held the status of Active Member for at least two quarters.
- iii. If the Judicial Board is unable to convene within 10 hours or less of a hearing, an emergency Judicial Board can be created, consisting of the President, Justicial Chair, and two members of the executive board chosen by the president. This emergency board will be disbanded once the hearings have been completed.

Section B: Term

- i. All members of the Judicial Board will serve yearlong terms, with elections taking place at the end of the spring quarter.
- ii. No member may serve two consecutive terms on the Judicial Board.
- iii. Inactive Members are not eligible to serve on the Judicial Board.

Section C: Responsibilities

- i. Arbitration: The Judicial Board shall have the authority to arbitrate on all Fraternity matters, including but not limited to the removal of a member from the Fraternity, the expulsion of an Prospective Member, and the removal of an Executive Board member from office. Independent hearings shall be conducted by the Judicial Board and moderated by the President, as outlined in Article V.
- ii. Upholding Constitution and Bylaws: The Judicial Board is responsible for upholding the Constitution and bylaws of Sigma Eta Pi, ensuring that all actions and decisions align with the established rules and regulations.
- iii. Monitoring Membership Requirements: The Judicial Board shall oversee Active Members who do not meet their membership requirements, ensuring that appropriate actions are taken in accordance with the Constitution and bylaws.
- vi. Right to Appeal: Any member subject to disciplinary action by the J-Board shall have the right to appeal the decision to the Executive Board. The Executive Board shall conduct a fair and unbiased review of the appeal.

ARTICLE IV. TERMINATION

Section A: Grounds for Removal

- i. An active member, inactive, or incoming prospective member may be removed from SEP under the following circumstances:
 - a. Violation of the Sigma Eta Pi National Constitution and/or UC San Diego chapter bylaws.
 - b. Violation of UC San Diego rules and regulations.
 - c. Violation of any California, Federal, or international laws.
 - d. Conducting, abetting, or aiding in sexual abuse and/or harassment.

Section B: Removal Process for Active or Inactive Members

- i. Motion for Removal:
 - a. An Active or Inactive Member of the Fraternity may be removed from Sigma Eta Pi or demoted while in office upon a formal motion made by another Active or Inactive Member of the Fraternity or with the violation of the third strike of the warning system, as outlined in the bylaws.

ii. Petition for Hearing:

- a. The plaintiff must submit a "Petition for Hearing" to the Judicial Chair, outlining the charges against the accused member. These charges may include violations of the Fraternity's constitution, ethics, or other values/rules established within Sigma Eta Pi.
- b. The Petition should be concise, approximately one page in length, and include key evidence and potential witnesses to support the charges.

iii. Preliminary Hearing:

- a. Upon receiving a valid "Petition for Hearing," the Judicial Chair shall convene a preliminary hearing among the Judicial Board members, President, and Vice President of the relevant committee.
- b. The preliminary hearing will evaluate the arguments, evidence, testimonies, and the constitutionality of the charges, considering relevant judicial precedents.
- c. All discussions and debates during the preliminary hearing shall be conducted in closed session, excluding members of Sigma Eta Pi's executive board.
- d. If at least one-third of the Judicial Board support the Petition for Hearing, a Formal Hearing shall be scheduled no later than seven days after the ruling.

iv. Formal Hearing:

a. In Formal Hearings of Sigma Eta Pi, the parties involved are designated as the

- plaintiff and defendant. Rules will be designated by the Judicial board
- b. The petitioner (plaintiff) who initiated the Formal Hearing presents their case, while the indicted individual serves as the respondent (defendant).
- c. Formal hearings are generally open to the public, including Actives, Inactives, and Prospective Members, unless exceptional circumstances require confidentiality, determined by a vote among the Judicial Board members.
- d. The format of the formal hearing includes opening statements, main arguments from both the plaintiff and defendant, rebuttals, closing statements, and questioning by the Judicial Board.
- e. The Judicial Board may extend speaking time if necessary.
- f. Members may be called upon as witnesses to provide testimony under oath, both through direct and cross-examination.
- g. The role of testimonies is subject to the overall time limit for the Formal Hearing.

v. Decision:

- a. Following the conclusion of the Formal Hearing, the Judicial Board shall deliberate in closed session to reach a decision.
- b. The Judicial Board will vote on a majority basis to determine the defendant's guilt or innocence and, if convicted, decide on appropriate punishments. The president will be unable to vote.
- c. The majority decision shall be made public no later than one week after the conclusion of the Formal Hearing.

vi. Preliminary Injunctions:

- a. The Judicial Board may vote to initiate a Preliminary Injunction on either party when petitioned externally or internally, if necessary to uphold the integrity and stability of Sigma Eta Pi.
- b. A Preliminary Injunction does not express a stance on the guilt or innocence of either party but acknowledges the need for further review and the removal of any elements that may pose a threat to the organization and the judicial procedures.
- c. Preliminary Injunctions should only be utilized in cases where there is reasonable suspicion of misuse of power or privileges during the trial.
- d. The Preliminary Injunction is not in effect beyond the conclusion of the case and will be superseded by a formal injunction or acquittal of charges accordingly.

Section C. Removal of Prospective members

- i. Prospective Members are also subject for removal at any time from the discretion of the members of UC San Diego Sigma Eta Pi.
 - a. There is no hearing given to prospective members.
 - b. A majority vote of active members or unanimous vote from the executive board is needed for removal of a prospective member.

c. A violation of the constitution or bylaws is not needed for a termination of a prospective member.

The removal process outlined in this section ensures a fair and objective procedure for addressing violations and maintaining the integrity of Sigma Eta Pi.

Section D. Expedited Removal from Office

- i. President's Authority
 - a. The President has the authority to present an E-Board member who is in violation of their membership status or has failed to fulfill their role duties for a J-Board vote to remove them from office. The J-Board vote requires a unanimous vote from all J-Board members to proceed with the removal.
- ii. Vice President of Operations' Authority
 - a. The Vice President of Operations has the authority to present a Vice President who is in violation of their membership status or has failed to fulfill their role duties for a J-Board vote to remove them from office. The J-Board vote requires a unanimous vote from all J-Board members to proceed with the removal.
- iii. Notification and Meeting
 - a. Officers who are subject to removal from office in this manner will be notified in writing at least one week prior to the meeting in which the vote will take place. The purpose of the meeting will be to discuss the intended removal and conduct the J-Board vote.

ARTICLE V. ELECTION POLICY

Section A: Requirements for Running and Holding Office

- i. Enrollment at the University of California, San Diego
 - a. All officers and candidates for office must be currently enrolled as students at the University of California, San Diego during the term they serve. This requirement ensures that officers are actively engaged in the university community and can effectively represent the interests of the Fraternity within the campus environment.
- ii. Qualification as Active Members
 - a. All officers and candidates for office must meet the criteria to qualify as Active Members of Sigma Eta Pi. This includes fulfilling the necessary obligations and responsibilities outlined in Article II of the Constitution. By ensuring that officers are Active Members, the Fraternity guarantees that its leadership is deeply committed to the values, goals, and activities of Sigma Eta Pi.

Section B: Elections

- i. Submission of Intentions to Run
 - a. All individuals intending to run for Executive Board positions must submit their intentions to the current E-Board at least one week prior to the first designated spring voting meeting, which is determined by the Executive Board each spring. The designated spring voting meeting(s) refers to the predetermined voting meeting date(s) and any additional voting meeting dates as decided by the E-Board.
- ii. Nomination Process
 - a. Any member, including oneself, may nominate another member for an Executive Board position.
- iii. Re-election of Existing E-Board Members
 - a. Existing E-Board members have the option to re-run for their current positions if they choose to do so. However, no E-Board member can hold their position for consecutive years without going through the elections process.
- iv. Voting and Election Timeline
 - a. All nominations will be voted on during the designated spring voting meeting unless otherwise determined by the E-Board. The election of the next President of Sigma Eta Pi will take place one week before the election of any other Executive Board member.
- v. Acceptance of Nomination and Application
 - a. Nominees must verify their acceptance of the nomination before the ballot vote and complete an application of intent for the respective position. The election voting will be conducted through votes at the end of the meeting. The Executive Board will promptly confirm the votes after the ballots are turned in at the designated spring voting

meeting(s).

vi. Single Candidate Election

a. If only one candidate is running for a position, a majority vote from the Active Members in attendance is required for the candidate to be officially elected. If the candidate fails to receive a 51% vote from the membership present, the E Board must present an alternative candidate within one week of the next meeting.

vii. Two Candidate Election

a. If there are two candidates running for a position, a 50% majority vote from the Active Members in attendance is required for a candidate to be officially elected.

viii. Three or More Candidate Election

a. If there are three or more candidates running for a position, one candidate must receive a 50% vote from the Active Members in attendance to be officially elected. If no candidate achieves a 50% vote, the top two candidates with the most votes will have the chance to present their platform again, followed by a revote between the top two candidates. The candidate who then receives a simple majority vote from the Active Members in attendance will be officially elected.

Section C. Terms of Office and Vacancies

i. Term of Office

a. The term of office for all Executive Board positions shall begin from the last meeting of each spring quarter and extend until the end of the second-to-last meeting of the subsequent spring quarter. This ensures that the term covers an entire academic year.

ii. Vacancies and Appointments

- a. In the event of a vacancy in any office, the E-Board President has the authority to appoint an Active Member to fill the vacant position.
- b. Alternatively, vacant positions may be temporarily dissolved for a specific term, following the procedures outlined in Section D. This allows for flexibility in addressing vacancies and ensuring the smooth functioning of the Fraternity.

iii. Responsibilities of Vacant Positions

a. In case of a vacancy, the E-Board will assume the responsibilities of the vacant position until it is filled. This ensures the continuation of necessary duties and tasks, preventing any disruption in the Fraternity's operations.

Attendance Requirement: All Active Members must be present at the meeting during which the election voting takes place in order to be eligible to cast a ballot vote.

ARTICLE VI. BYLAWS AND AMENDMENTS

Section A: Bylaws

- i. Authority to create "The Bylaws of Sigma Eta Pi at UC San Diego," hereinafter referred to as "the
 - Bylaws," is vested in the "The Constitution of Sigma Eta Pi at UC San Diego", hereinafter referred to as "the Constitution."
- ii. Sigma Eta Pi shall ultimately be governed by the Constitution, which shall supersede any other bylaws. Any rule or legislation made pursuant to this Constitution that conflicts with the same shall be null and void.

Section B: Bylaws changes

- i. Bylaws changes may be introduced by one-thirds vote of the Active Members during a general meeting of Sigma Eta Pi. A vote by two-thirds is needed for a Bylaws amendment to be passed
- ii. Additionally, the E-Board may add bylaws changes through a unanimous vote, subject to approval by the Faculty Advisor, if the following criteria are met:
 - a. The proposed bylaws are clearly documented in writing, including the reasons for their implementation.
 - b. The new bylaws will come into effect one week after the notification

Section C: Amendments to the Constitution

- i. This Constitution can be amended by a two-thirds vote of the Active Members during a general meeting of Sigma Eta Pi or by a unanimous vote of the Executive Board.
- ii. Any motion for an amendment to this constitution must be communicated to the members at least one meeting in advance of the meeting in which the actual vote will be taken. This ensures that members have sufficient time to review and discuss the proposed amendment before casting their votes.
- iii. Those who were not present in the meeting will have 5 days after the amendment was introduced to the general meeting to submit their vote through an online voting system.

By allowing for the introduction of bylaws and amendments, Sigma Eta Pi ensures that its Constitution remains adaptable to the evolving needs and circumstances of the organization. The involvement of Active Members and the Executive Board in the decision-making process guarantees a fair and democratic approach to making changes to the Constitution.

ARTICLE VII. DISSOLUTION PROCESS

Section A: Dissolution Process

i. In the event of the dissolution of the Fraternity, the Executive Board shall take the necessary steps to wind down the affairs of the organization in an orderly manner. The dissolution process shall be in compliance with all applicable laws and regulations.

Section B: Distribution of Assets

- i. Upon the dissolution of the Fraternity, any remaining funds and assets shall be distributed as follows:
 - a. First, to satisfy any outstanding debts or liabilities of the Fraternity.
 - b. Second, any remaining funds and assets shall be donated to a nonprofit organization or cause as determined by a majority vote of the active members at the time of dissolution.

Section C: Notification of Dissolution

- The Executive Board shall provide written notification of the Fraternity's dissolution to the Center for Student Involvement (CSI) and any other relevant university departments or organizations.
- ii. The Executive Board shall prepare a final report outlining the Fraternity's dissolution process, including the distribution of assets and fulfillment of any remaining obligations. This report shall be made available to the active members and university authorities upon request.
- iii. Binding Effect: Upon the dissolution of the Fraternity, this Constitution and all its provisions shall become null and void, and the organization shall cease to exist as a recognized student organization at the University of California, San Diego.