

# Sikh Student Association at UC San Diego Constitution – 2024-2025 Academic Year

## Article I. Name of Student Organization\*

**The organization shall be called Sikh Student Association at UC San Diego.**

## Article II. Statement of Purpose\*s

The organization is known as the Sikh Student Association at **University of California San Diego**, henceforth referred to as SSA. We, the members of the Sikh Student Association at **University of California San Diego**, established to provide four main services to our members: Simran (Religious events), Seva (Community Service), Sangat (Social and Cultural events) and Academics, do ordain and establish the constitution and subscribe to the regulations and policies of the University.

## Article III. Nonprofit Statement\*

**Sikh Student Association at UC San Diego is a non-profit student organization.**

## Article IV. Requirements for Membership\*

1. Membership is open to all currently registered students, faculty, and staff of the University. In addition to persons affiliated with the University, the organization will allow for the participation of off-campus participants when necessary.
2. Registered **UC San Diego** students, faculty, staff, and alumni sharing common interests of the organization may register.
3. Only **UC San Diego** undergraduate students can hold office. (with the exception of a graduate representative)
4. Sikh Student Association at **University of California San Diego** will not practice hazing according to California State Law, and will not restrict membership based upon race, color, national origin, religion, sex, gender, physical and mental disability, medical condition (cancer related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship or status as a covered veteran. SSA at UC San Diego also prohibits sexual harassment. This non-discrimination policy accounts for organization membership as well as access to organization activities.

## Article V. Frequency of Organization Meetings\*

1. Board meetings will be held at least bi-weekly, or as determined necessary by the council members of the organization. Additionally, board must meet 30 minutes prior to every general meeting to ensure organization and that everyone is on the same page.
2. Board meetings will be open unless discussing impeachment or other sensitive issues regarding membership.

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- a) Sikh Relief President: Will be allowed to attend these impeachment/ sensitive issue meetings, but not vote
  - b) USM Liaisons/ Ambassador: Will not be allowed to attend these impeachment/ sensitive issue meetings, but will be attend all other board meetings
  - c) General meetings will be held at least bi-weekly, or as determined by the council. Members will be notified about all meetings through a mailing list, Facebook, and/or GroupMe.
3. Minutes will be taken for official meetings for recording organization procedures.

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.**

### Officers

1. President
  - a) The President must be able to oversee and organize all events, meetings, or activities. They are responsible for all organizational aspects of the group, and may utilize the other officers and members as necessary and assist any of the directors when needed. This position is assigned the duties of maintaining the relations between the Sikh Students Association and its members, generating interest in the events of the group and to maintain healthy relations between the members of the Sikh Students Association and also of its governing council.
  - b) The President is assigned the duties of maintaining and expanding ties and relations between the Association and other groups, organizations and bodies regardless of the religious beliefs of said groups, organizations and bodies. They will help with various inter-faith projects targeting non-Sikh audiences to help spread the SSA mission statement of awareness and understanding.
  - c) Must maintain communication and relations with the United Sikh Movement. This is a shared responsibility with the United Sikh Movement Ambassadors.
  - d) This is a signatory position.
2. Vice President
  - a) The Vice President must be able to fulfill the responsibilities of the President in the event that the person in the position of the President is unable to do so due to external circumstances such as illness, exams, etc.
  - b) The Vice President is to work together with the President in order to create balance within SSA and also to contribute to the resolution of any conflict that may arise through an unbiased opinion.

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- c) Assist the President in guiding the other members of SSA within events. Examples include but not limited to, leading discussions during events, assigning roles for events organized by the Vice President, assist with outreach.
- d) This position is a signatory position.

### **3. Finances**

- a) The Director of Finances must keep an accurate list of all organizational expenses, as well as all organization income. Income may be generated in the form of donations and **UC San Diego** funding. They are also responsible for forecasting organizational expenses for planned events, as well as advising the electorate body on all financial matters. They are responsible for fundraising, through partnership dinners, tapings, and whatever else they deem fit.
- b) Club finances must be made public and available to all members.
- c) The finance director must work with all board members to fill out the event planning guide to receive any funding needed for the event. This is the joint responsibility of the board member hosting the event as well as the finance director.
- d) Organizational funds and reimbursement shall be spent and approved with the approval of at least one organizational officer and the approval of the finance director.
- e) This position is a signatory position.

### **4. Secretary**

- a) The Secretary is responsible for making all the meeting notes for both general and board meetings, sending out email reminders for meetings, recap emails after each general meeting with all meeting updates and relevant sign-up forms, and using the prezi template for general meetings. The secretary is also responsible for updating the Quarterly To-Do list for board.
- b) Will book rooms, meet with the reservationist, get permits approved, and other logistical tasks with the President.
- c) This position is a signatory position.

### **5. Marketing**

- a) The Marketing position will cover all stages of publicity for the organization. They will make and design flyers, posters, promote events online, hand out information on campus, help maintain the website, and send out informational emails. This position, with the help of SSA members, will distribute information regarding the Sikh and non-Sikh community on campus.

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b) Responsibilities include making sure that communication is up to date in terms of event pictures, pages, and descriptions.

i. Facebook, website, etc.

### **6. Director of Sangat (Social)**

a) The Director of Sangat will plan and execute all events and will be in charge of assigning responsibilities to members and other directors for help with events and outreach. They will also be responsible for contacting other university SSAs to coordinate social events throughout the quarter. The responsibilities of this board member will follow the aforementioned Article IV.

### **7. Director of Seva Events (Service)**

a) The Director is responsible for organizing and executing service events throughout the quarter. They will also be responsible for contacting other universities' SSAs to coordinate Seva events. The responsibilities of this board member will follow the above mentioned Article III.

## **Board Appointment**

1. Graduating board members and at least one alumni will read through the applications and conduct interviews to decide the president. Then the newly appointed president and the graduating senior board members will review applications for the remaining board member positions.
2. The selection process will include a mandatory application and interview.
3. Board terms are from Spring Quarter to the following Winter Quarter.

## **Impeachment**

1. If any board member has more than two unexcused board meetings and/or two unexcused event absences in a quarter, he or she may be impeached. He or she should still continue as a general member of the Sikh Student Association.
2. Any officer of SSA in violation of the organization's purpose or constitution may be removed from office by the following process:
  - a) A written request by at least three general members of the organization outlining their concerns about the board member in question.

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b) A written notification must be presented to the officer of the request, asking the officer to be present at the next closed board meeting and prepared to speak in their defense.

c) A five-sevenths majority vote by the board is necessary to remove the officer. The officer in question does not receive a vote in this matter. The officer in question will not be present during this majority vote but can make a defense statement and then leave.

### Replacement Process

1. If the sitting board does not find a qualified replacement, then the board should be shortened rather than keeping the uncommitted member still on board.

2. The Replacement process is important to the procedure in order to make sure no one board member is overwhelmed with his/her duties, to make sure the board member is executing their responsibilities and to make sure they are not apathetic.

3. A board member can only be brought up for replacement for one or more of the following reasons:

a. if they fail to fill out/update their curriculum: During week 1 Spring Quarter/ any time they want to start a new project.

b. If they miss 2 board meetings and/or two events hosted or co-hosted by SSA in one quarter unexcused (clubs are unexcused)

i. The reason for the absence must be emailed to the official SSA email [ucsdssa01@gmail.com](mailto:ucsdssa01@gmail.com) with the date and details outlined. The decision of whether the absence is excused or unexcused will be determined over email by the President.

ii. What is an excused absence: emergency, doctor appointment, family problems, etc.?

1) 24-hour notice (for Midterm Exam)

2) 2-week notice (for big tests: LSAT, GMAT, MCAT, GRE, etc.)

3) 72-hour notice (for Finals)

c. If they are consistently not completing their tasks regardless of reason: tasks found on the to do list, they will be automatically put up for impeachment

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4. There will be a time limited discussion on the replacement, followed by a vote. The vote will not be biased and must vote in accordance to the board members failure to complete tasks. There will not be an emotional debate, it will be calm and strictly based on performance.
5. A replacement for the board member will be found by a 1-week process in which:
  - a. Applications released for SSA general members
  - b. Conduct an interview with a majority of board present (5/7 members)
  - c. Have a time limited discussion on who should be the replacement
  - d. The new board member is voted in by a five-sevenths majority vote.

### Article VII. Risk Management\*

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

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

#### Article VII. Section 1. In Case of Interaction with Minors and/or the Elderly

**Sikh Student Association 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>. Sikh Student Association 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 VII. Section 2. In Case of the Provision of Medical Assistance

**In the event that Sikh Student Association at UC San Diego provides medical assistance to a community, all volunteers will work under the direction of licensed professionals (doctors, nurses, counselors, etc.). The University does not recommend that students provide medical assistance.**

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### Article VIII. Community Advisor

[Sikh Student Association at UC San Diego will maintain communication with a Spiritual organization Advisor(s). The Executive Board of Sikh Student Association at UC San Diego must keep contact with listed advisor(s) to fulfill the purpose of Sikh Student Association. Listed advisor(s) would be a means of advice and to support the Sikh Student Association at UC San Diego.]

### Article IX. Financial Management

[Our organization will finance activities through fundraising. We do not have an off-campus bank account. The finance team holds the money and will track finances.]

### Article X. Affiliation with Other Groups

- Sikh Student Association will uphold the core aspects of Simran, Seva, Academics, and Sangat
- Sikh Student Association at UC San Diego is a part of United Sikh Movement (USM)
- It is the responsibility of Sikh Student Association at UC San Diego to communicate with USM for any movement they want to make relevant to the larger Sikh community.

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I, (Type Your Name), confirm that I have carefully read the Constitution and agree to abide by the purpose and constitution of Sikh Student Association at UC San Diego. I understand that I may be removed from office if I fail to fulfill the duties outlined in the constitution for my position and/or fail to uphold commitments as a Sikh Student Association officer. I understand that failure to submit this document with my signature by the deadline of October 2<sup>nd</sup> 2024, 11:59 PM will result in automatic dismissal from the board.

(Enter Signature)

(Position)

(Date)