

ARTICLE I. NAME OF STUDENT ORGANIZATION*

This organization shall be named Central American Student Association at UC San Diego. CASA is this organization's interchangeable name (acronym) and shall be used accordingly and when appropriate.

ARTICLE II. STATEMENT OF PURPOSE*

The Central American Student Association at UC San Diego (CASA) is a student-run organization that aims to raise awareness and preserve Central American traditions, cultures, and history in and outside the UC San Diego community. CASA focuses on fostering collaboration and conversation to highlight the significance of Central American contributions to the global society.

ARTICLE III. NONPROFIT STATEMENT*

Central American Student Association is a non-profit student organization.

ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP*

UC San Diego registered students, staff, and affiliates willing to respectfully and collaboratively partake in our general body meetings and events may be members of our organization.

ARTICLE V. FREQUENCY OF ORGANIZATION MEETINGS*

Only registered UC San Diego students may hold office in the organization. Only registered UC San Diego students may vote to select the organization's officers in elections. A formal application and interview process will conclude before the beginning of each academic year with the assistance of the previous year's CASA Board Officers to ensure a smooth transition into the following year's board.

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 to select the organization's officers in elections. A formal application and interview process will conclude prior to the beginning of each academic year with the assistance of the previous year's CASA Board Officers to ensure smooth transition into the following year's board.

A. Responsibilities of all Board Members include:

1. Attend 80% of meetings as called on by the Chairs, unless otherwise communicated to the board in a respectful time frame
2. Attend board meetings and general body meetings on a regular basis quota of 80% must be met unless otherwise communicated to the board in a respectful time frame
3. Attend CASA events and programs, both traditional/annual as well as newly initiated programs
4. Attend all meetings relevant to specific position

CENTRAL AMERICAN STUDENT ASSOCIATION AT UC SAN DIEGO

5. Commit time to position duties and responsibilities outside of general body meetings
6. Be a representative of the organization and uphold our values and missions
7. Can be subject to removal from position if board and general responsibilities are not fulfilled, and/or is misconduct while representing the organization's name occurs, and/or any discrimination towards any member of CASA

B. List of Board Members and Duties

The board members and general responsibilities shall be:

1. Chair, Co-Chair -and Vice Chair if delegated - (1) or (2)
 - a. Serve as official representatives of CASA @ UC San Diego
 - b. facilitate general and board meetings
 - c. facilitate discussions
 - d. assemble the agenda for board meetings
 - e. Call and reside at both the general body and board meetings
 - f. Responsible for upholding the integrity and goals of CASA @ UC San Diego
 - g. Responsible for taking care of CASA finances under delegated authority by Treasurer/Fundraising Officers
 - h. (In the absence of co-chairs, the Secretary shall facilitate general body meetings)
 - i. Work with Internal Chair on confirming organization events and activities
 - j. Officers responsible for organizing the purchase of CASA organization merchandise (with Internal Affairs Coordinator and Treasurer/Fundraising Officers as well)
 - k. Be the source for any conflict resolution that may occur
 - l. Work with Internal Chair on planning End-of-Year Celebration
 - m. Responsible for End-of-Year Recap Video
2. Internal Affairs Coordinator (1)
 - a. To work Alongside Chair(s) in organizing GBMs, board meetings, and additional events
 - b. Responsible for booking room reservations for e-board meetings and CASA GBM's/events when delegated by the Chair(s)
 - c. Responsible for signing up CASA Organization for tabling events (along with External Affairs Coordinator)
 - d. Work on leading bonding activities and End-of-Year celebrations with both the board and CASA General Body
 - e. Work with External Affairs Coordinator for events and items that such cooperation is necessary
 - f. Help Secretary and Publicity and Advertisement Chair in helping with minutes and publicity
 - g. Officer responsible for organizing the purchase of CASA organization merchandise (with Chair(s) and Treasurer/Fundraising Officers as well)
 - h. Create and have access to, plus provide access to Co-Chairs, on an ongoing google form regarding concerns from CASA Board
 - i. Responsible for End-of-Year Recap Video
3. External Affairs Coordinator (1)
 - a. Responsible for community outreach – UC San Diego community, the surrounding community, and more

CENTRAL AMERICAN STUDENT ASSOCIATION AT UC SAN DIEGO

- b. Responsible for reaching out to other organizations for items such as collaborations, partnerships, etc.
 - c. Responsible for coordinating attendance of Board Members and the CASA Community to events and programs
 - d. Responsible for signing up CASA Organization for tabling events (along with Internal Affairs Coordinator)
 - e. Work with Publicity and Advertising to spread awareness of CASA programs
 - f. Work with Internal Affairs Coordinator for events and items that such cooperation is necessary
 - g. Work on leading bonding activities and End-of-Year celebrations with both the board and CASA General Body
 - h. Responsible for End-of-Year Recap Video
- 4. Treasurer and Fundraising Officers (2)
 - a. Both officers shall be responsible for planning and leading the execution of CASA fundraising events
 - b. Officers responsible for organizing the purchase of CASA organization merchandise (with Chair(s) and Internal Affairs Coordinator as well)
 - c. Both officers shall be responsible for taking count of CASA's funds and have a spreadsheet of balance, expenses, and depositing /withdrawing from our account
 - d. Both officers shall work together to explain the budget to board members and general body members
 - e. Both officers shall work together to keep an accurate record of CASA funds
 - f. Both officers shall work together to receive and disburse funds properly
 - g. Responsible for End-of-Year Recap Video
- 5. Secretary (1)
 - a. Take minutes for general meetings and board meetings and maintain accurate file of agendas and minutes
 - b. shall be responsible for organizing presentations along with Research Coordinator for general body meetings and send this presentation at least 3 days prior to general body meeting dates
 - c. In the absence of the Co-Chairs, the Secretary shall facilitate the general body meetings or delegate another officer to do so
 - d. Responsible for keeping roll/history of attendance through creating sign-in forms for each CASA GBM, event, program, and send reminders to the CASA Board above events (for this portion work with Publicity and Advertising Coordinators to do so)
 - e. Responsible for reserving rooms/creating zoom links for general body and board meetings
 - f. Responsible for End-of-Year Recap Video
- 6. Publicity and Advertising Officers (2)
 - a. In charge of social media advertising (Instagram, newsletters, and more) such as flyers for events, Instagram story posts, Groupme announcements, Instagram carousel posts, etc.
 - b. Organize and coordinate publicity for CASA (such as events, general body meetings, etc.)
 - c. Responsible for recruitment of more members (especially work with External Affairs Coordinator for this portion)
 - d. Responsible for compiling a scrapbook for the year and updating it each quarter

CENTRAL AMERICAN STUDENT ASSOCIATION AT UC SAN DIEGO

- e. Inform the student population and community of activities involving CASA
 - f. Responsible for End-of-Year Recap Video
7. Access and Retention Officer (1)
- a. Responsible for coordinating programs that fall within access and retention work
 - b. Work with the External Affairs Coordinator in outside community engagement work and make sure to provide an educational element to promote access and retention
 - c. Keep a record of General Body members's wants from the CASA organization that can fall within our capacity
 - d. Work with Publicity and Advertising to assist in the promotion of events and activities when deemed necessary and appropriate
 - e. Be responsible for keeping in touch with outer San Diego youth (K-12) community to promote CASA @ UC San Diego
 - f. Responsible for End-of-Year Recap Video
8. Graduate Student Representative (1)
- a. Responsible for promoting the CASA Community Graduate Student voice at UC San Diego through CASA events, conversations, and activities
 - b. Advocate for CASA Graduate Student Community through initiatives seen as best fit — ex. holding Office Hours, partnering with Departments, etc.
 - c. Hold CASA Board accountable for being inclusive of Graduate Student Community
 - d. Responsible for End-of-Year Recap Video
9. CASA COMMUNITY MEMBERS (ALL)
- a. All UC San Diego students and other community members are welcome to CASA GBM's, programs, events, and activities
 - b. CASA Community Members must sign-in at any CASA event in which they are present for the CASA Secretary to keep record
 - c. CASA Community members should keep a respectful, open-minded, and collaborative relationship with fellow CASA Community members to get the best experience possible
 - d. No CASA Community member should make another CASA Community member feel uncomfortable through disrespectful language, attitude, and/or action. If they are found in doing so, through the same process of Board Removal, they will be asked to not come to any CASA events, programs, GBM's and activities for the remainder of the academic year to ensure best comfort for the CASA Community

C. Board Removal/Leave of Absence

- a. If a board member is found to be unfulfilling their duties to their position and/or to the CASA Community through not being a respectful leader and community member, this individual may be subject to removal from their position and CASA events, programs, and activities
- b. Steps to removal:
- c. First, a private conversation will be had with the officer in question with the Chair, Internal Affairs Coordinator, and Secretary to determine what is occurring and come together with a collaborative solution that is best both to the officer and the CASA Community
- d. If the officer has been found to have been a disrespectful leader and non-collaborative team player to the CASA Community and/or Board, the Officer

CENTRAL AMERICAN STUDENT ASSOCIATION AT UC SAN DIEGO

will be asked to leave from their position and return as a CASA Community member for the remainder of the academic year

- e. If the officer has been found to have been involved with making CASA an unwelcoming space to former community members, the officer will be asked to leave both from their position and not be welcomed back to CASA events, programs, and activities for the remainder of the academic year
- f. Leave of Absence:
- g. If a CASA Board member cannot complete the term of their position for the rest of the academic year, the following steps are requested to be taken
- h. Email the CASA chair, and CC the Secretary and Internal Affairs Coordinator notifying them of a conversation that needs to be had due to them feeling they are unable to attend to the rest of their duties for the academic year
- i. A private conversation will then be had with this officer and the CASA Chair, Secretary, and Internal Affairs Coordinator to determine how to best help this officer transition out of their former position
- j. If enough time is left in the academic year, a formal application and *if needed* interview process will be held, likely in a shorter period of time than traditional elections, to place another individual in this CASA position and have enough time to transition them into their position

*****NOTE: The CASA Chair will contact UCSD offices to become involved if any board member or community member is in a situation where CASA cannot resolve the issue on its own within our community.**

ARTICLE VII. RISK MANAGEMENT*

The Central American Student Association at UC San Diego, or CASA, is a registered student organization at the University of California, San Diego, but not part of the University itself.

Central American Student Association at UC San Diego, or CASA, 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

The Central American Student Association at UC San Diego, or CASA at UCSD 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>. The Central American Student at UC San Diego 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 (ie. 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 VIII. FINANCIAL MANAGEMENT*

The Treasurer/Fundraising Officers will be the holders and managers of CASA's finances, along with the Co-Chairs of the Central American Student Organization (please see Article VI for a

CENTRAL AMERICAN STUDENT ASSOCIATION AT UC SAN DIEGO

thorough explanation of the Treasurer and Fundraising Chairs responsibilities.) Minutes must be printed and kept by the Secretary regarding financial movements. If and when funds are to be used for University specific events, and difficulty occurs, the Treasurer and Fundraising Officers must work together to contact the Center for Student Involvement and additional appropriate University Center offices to resolve potential issues.