

TRANSFERS IN SCIENCE AT UC SAN DIEGO CONSTITUTION

2024-2025 ACADEMIC YEAR

ARTICLE I. NAME OF ORGANIZATION

The organization shall be called Transfers in Science at UC San Diego.

ARTICLE II. STATEMENT OF PURPOSE

The goal of Transfers in Science (TiS) is to provide transfer students with academic, professional, and social support through different workshops, social activities, and volunteering. Transfer students face a different set of challenges so TiS is here to promote their achievements by providing the necessary resources for maximizing their success as well as offering a community of support, encouragement, and guidance. In addition, the goal is to help STEM transfers find their way through obtaining research and internship experiences, letters of recommendation, finding mentors, boosting resumes, grad/med school prep, and so much more!

ARTICLE III. NONPROFIT STATEMENT

Transfers in Science at UC San Diego is a non-profit student organization.

ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP

No fees or dues are required for membership. Any UC San Diego student, at any level, is eligible for membership. Students may join by attending meetings and supplying their contact information. Members will be identified via an email list.

The University is committed to a policy against legally impermissible, arbitrary, or unreasonable discriminatory practices. All groups operating under the authority of The Regents, including administration, faculty, student governments, University-owned residence halls, and programs sponsored by the University or any campus, are governed by this policy of nondiscrimination. The intent of the University's policy on nondiscrimination is to reflect fully the spirit of the law. In carrying out this Policy, the University also shall be sensitive to the existence of past and continuing societal discrimination. (See also Appendix C [Nondiscrimination Policy Statement for University of California Publications Regarding Student-Related Matters]; Section 140.00; Section 150.00; and Section 160.00.)

The University of California, in accordance with applicable Federal and State law and University policy, does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (cancer related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the

uniformed services. The University also prohibits sexual harassment. This nondiscrimination policy covers admission, access, and treatment in University programs and activities.

ARTICLE V. FREQUENCY OF ORGANIZATION MEETINGS

The organization will hold General Body Meetings (GBM's) at least twice every month, therefore 5 meetings per quarter. Executive board meetings will occur bi-weekly. Meeting minutes will be taken at every meeting by the Secretary. One special meeting with all members of the Executive Board shall be scheduled at the beginning of each quarter. Additional special meetings may be called by the President or a majority of the Executive Board. All members must be given a minimum of 24 hours notice prior to the meeting time.

Attendance at position-applicable meetings is required by all members of the Executive Board. Acceptable excuses for absences are class or emergencies, only. All members of the Executive Board are required to attend 80% of all events put on by the organization per quarter throughout the duration of their term. Absences due to class or emergencies will not count towards this.

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 officers of the organization will be the President, Vice President, Secretary, Treasurer, Co-Outreach/Logistics Chair, Public Relations (PR) Chair, and Pre-Research Committee (PRC). These officers are collectively referred to as the Executive Board.

Duties of Officers:

a. The President

1. Implement the objectives & values of the organization, as stated under Article II of the constitution.
2. To serve as chairman & convene over all Executive Board meetings.
3. Ensure the club abides by & meets all Student Association regulations & expectations.
4. Delegate responsibilities to Executive Board Members.
5. Make appointments to fulfill any vacancy in the Executive Board.
6. Retain autonomy over all governing decisions; unless overturned by a 2/3 majority of the voting.

b. The Vice President

1. Assist the President in implementing the values and objectives of the organization.

2. In the absence of the President, the Vice President assumes all duties & responsibilities of the President.
3. Assists other officers when needed.

c. The Secretary

1. Take detailed meeting minutes.
2. Manage attendance records.
3. Send weekly newsletters and when2meets.
4. Reach out to the appropriate people to organize events
 - a. Guest speakers for General Body Meetings
5. Prepare GBM presentation slides along with the help of the President and Vice President.
6. Submit TAP's and reserve spaces when needed with help of the Executive Board.

d. The Treasurer

1. Preside over fiscal matters.
2. Accountable for maintaining budget and the allocation of the club's finances.
3. Submit the approved budget proposal to the Association Student.
 - a. Seek out A.S. Funding
4. Maintain a record of all expenditures and financial records, by managing receipts, etc.
5. Establish creative fundraising efforts.

e. The Public Relations Chair (PR)

1. Manage all social media pages such as the Instagram and Linktree.
2. Promote and advertise the organization.
3. Create flyers.

f. The Co-Outreach Chair

1. Plan social events along with the board.
2. Update and manage Discord.
3. Advertise club events on Snapchat and Reddit.
4. Aid in overall promotion and marketing.
5. Connect with other organizations.
6. Organize collaborations with other organizations.

g. The Pre-Research Committee (PRC)

1. Attend all club events.
2. Post and help with distributing flyers.
3. Work with Co-Outreach and PR chair.
4. Update board regularly on PRC.

University of California policies require that to be eligible for office, candidates must be in good standing and regularly enrolled students at University of California San Diego. Additionally, candidates must be in good standing with the organization. No member may hold more than one office.

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. Only registered Principal Members are authorized to officially conduct business with UC San Diego or the University, e.g., calendar events, reserve facilities, access budget numbers or spend student organization funds. Principal Members are personally responsible for the organization's debts and all its other financial liabilities. If a Principal Member chooses not to accept this responsibility they must submit a written request to CSI to be deleted as a Principal Member.

Full time UC San Diego students are eligible to run for a position on the Executive Board, if they have attended most General Body Meetings and participated in at least one local community service based initiative. The Executive Board shall be elected in an executive board meeting, prior to June 1st, and they are elected for the following academic year. Officers assume their position on the first day of Fall quarter. Elections will be held in accordance with the rules & regulations set forth by the Student Association.

Members of the Executive Board will be required to resign from their positions if they fail to fulfill their duties three times during their one year term. This will be referred to as the “3 Strikes Rule.”

Strike-worthy incidences include but are not limited to:

- a. Failure to accomplish a task by its deadline
- b. Failure to fulfill any of the position's duties
- c. Absent for more than 20% of events per semester
- d. Not attending a required meeting
- e. Inappropriate conduct during any organization event or meeting

Once a strike worthy incident has occurred, the Executive Board member in question will be called in to meet with the President and Vice President to explain the incident. The President and Vice President will then determine if the explanation is valid or invalid. If determined as valid, the strike will not be issued. If determined as invalid, the strike will be issued. The resignation of the Executive Board member in question will be required when the third strike is issued.

When a position becomes vacant due to the removal of an officer, interviews and decisions may be made between the President and Vice President only in order to fill the vacancy in the most timely manner.

ARTICLE VII. RISK MANAGEMENT

Transfers in Science at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself.

Transfers in Science at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

This organization will not be working with minors or the elderly, providing direct medical assistance, partaking in international travel, or handling hazardous chemicals/material/equipment/machinery.

Any issues such as possible injury or exposure to hazardous materials under this organization will be handled via local emergency medical assistance. We will not directly partake in assistance besides contacting emergency services, if needed.