

**Themed Entertainment Association at UC San Diego**  
**An Official Themed Entertainment Association Club**

University of California, San Diego

2024-2025 Constitution

## **1. Name of Student Organization**

- a. The organization shall be called Themed Entertainment Association at UC San Diego.
- b. The following names and abbreviations may also be used:
  - i. TEA at UC San Diego
  - ii. TEA @ UC San Diego

## **2. Statement of Purpose**

a. Officially affiliated with the international Themed Entertainment Association, TEA at UC San Diego is a club for aspiring theme park designers, engineers, and creators. Providing experience with unique industry-based, hands-on projects and events that can't be found anywhere else at UCSD, members graduate prepared to work in the top businesses that create the magical and adventurous experiences we all remember, cherish, and love.

## **3. Nonprofit Statement**

a. TEA at UC San Diego is a non-profit student organization. The Themed Entertainment Association (TEA) is a registered 501C organization.

## **4. Requirements for Membership**

- a. A student becomes an official member by filling out the membership form ([tea.ucsd.edu/member](http://tea.ucsd.edu/member)) and having attended at least one TEA at UC San Diego event of any kind.
- b. A member shall be a registered student studying any major at UCSD.
- c. There are no dues for student membership under TEA at UC San Diego.
- d. There is a highly recommended membership to the NextGen program offered by the international Themed Entertainment Association which is a flat \$50.

## **5. Frequency of Organization Meetings**

- a. There shall be at least one general body meeting per month.

- b. There shall be at least one board meeting per month.
- c. Ongoing projects should hold meetings as frequently as possible but at least one meeting per month.

## **6. Officer Elections and Qualifications**

- a. Only registered UC San Diego students may hold office in the organization.
- b. Only registered UC San Diego students may vote in elections for the selection of the organization's officers.
- c. Officer Qualifications
  - i. Candidates for officer positions must already be members of TEA at UC San Diego and have displayed a high level of active participation in club events (e.g. mixers, projects, contests, etc.)
  - ii. Candidates must have plans to remain at UCSD for the length of their term.
  - iii. Candidates for President must have already been a TEA at UC San Diego officer for one term.
- d. Officer Elections
  - i. All positions as listed in section 7 have a one year term which ends once the new board is in effect.
    - 1. Previous officers may re-apply for their same position.
    - 2. Previous officers may apply for any board position as many times as they would like during their time at UCSD.
      - a. Presidents are encouraged to stay in the presidential seat for only one term, but may apply for a different board position after their presidential term.
    - 3. Any positions appointed by the old board also have a one year term.

- a. This does not apply to project lead positions, which often have schedules different from the academic year.
  - b. Appointed positions stay in effect until the new board is put into effect, at which point they may be re-appointed or changed by the new board.
- ii. Candidate applications and elections are organized by the President and Internal Director.
  - 1. The method of voting and organization are determined by the President and Internal Director, who may involve the whole board as needed.
    - a. A plurality vote is suggested.
    - b. A candidate application including a resume is suggested.
  - 2. Preparations for the election, including candidate selection and election advertisement to members, should take place by the end of Winter Quarter.
  - 3. Elections take place every year between weeks 2-4 of Spring Quarter.
  - 4. A brief period of position shadowing should take place between weeks 4-7 of Spring Quarter to ensure each new officer is comfortable in their position.
    - a. New officers who need to become principal members should be invited to become such on the CSI club page (this applies at minimum to the President, Internal Director, and Finance Director).
  - 5. The new officer board should be publicly announced and take effect by week 8 of Spring Quarter.
- e. Impeachment & Removal

- i. Officers shall be impeached in the event that the position is being abused or duties unfulfilled. A two-thirds vote of the board is necessary to revoke the position of the board member in question.
- ii. Appointed positions may be removed at any time at the discretion of the main officer board.

## **7. Officer Positions and Duties**

a. TEA at UC San Diego Officers positions consist of one President and a board of directors.

b. President

- i. Oversees all club and board activity.
- ii. Acts as main resource for board members and club members. *This person should have a wealth of experience and/or understanding of the themed entertainment industry, and should have been a TEA member for at least one year.*
- iii. Maintains communication with the regional TEA headquarters.
  - 1. Connects with NextGen Ambassador regarding ongoing club activities.
  - 2. Fills out quarterly NextGen club report (usually emailed to us).
- iv. Updates the club constitution at least once per year.
- v. Registers the club with the Center for Student Involvement every Fall Quarter.
- vi. Organizes the yearly board election every Spring Quarter with the Internal Director.
- vii. General ongoing duties:
  - 1. Presides over club and board meetings.
  - 2. Creates agendas for each board meeting.
  - 3. Reviews budget and minutes where applicable.
  - 4. Monitors progress towards goals and accomplishments, both club and individual board members' responsibilities.

5. Ensures board members are completing work correctly and on time. Takes action to make sure duties are fulfilled.

viii. Maintains communication between the club and the Triton Engineering Student Council (TESC). ix. Helps all board members engage with industry representatives and professionals, and finds guest speakers for GBMs.

1. Works with the Internal Director on preparation of thoughtful questions for guest speakers, reviewed and approved by the speaker before GBM.

c. Internal Director

i. Manages the logistics of club calendar and events.

ii. Plans and organizes GBMs.

1. Books meetings and reserves rooms.

2. Completes GBM slides at least two days before the GBM and assigns slides to board members and general members as needed.

3. Works with President on preparation of thoughtful questions for guest speakers, reviewed and approved by speaker before GBM.

iii. Presides over meetings in the absence of the President.

iv. Updates the google calendar regularly to reflect ongoing and upcoming events and projects.

v. Organizes the yearly board election every Spring Quarter with the

President. d. Projects Director

ii. Facilitates student participation in projects and competitions.

iii. Oversees team creation.

iv. Appoints project leads for each project.

1. Makes sure leads are fulfilling their duties via input from project members, and if not, creates a plan with the President to deal with the problem.
- v. Ensures a project schedule is created at the beginning of the project and is closely followed or regularly updated.
  1. Gantt charts are commonly used in the industry.
- vi. Generally oversees all project work.
  1. This officer should generally know what is happening with every project, and should be ready to report on it each week.
  2. Works with Membership Director to include project updates on every regular email update.
  3. Assists Finance Director with project funding and budgets.

e. Membership Director

- i. Ensures club members (and potential members) are informed and included.
- ii. Maintains student membership database.
  1. Checks membership form in google drive for new members.
  2. Sends welcome email to new members and adds them to club Facebook groups and chats.
- iii. Organizes social events and group trip.
- iv. Creates and oversees club recruitment events and efforts.
  1. For example, contacts professors to speak in-person to students before or after classes, writes blurbs to quickly summarize and promote the club, reaches out to school publications.
  2. Ensures enough board members and club members are available to help with these efforts.

f. Media Director

- i. Manages the club's social media presence and exites members about the club.
- ii. Manages social media, including Facebook, Instagram, and LinkedIn.
  1. Posts events on Facebook.
  2. Updates Instagram regularly with reminders for GBMs and photos from every large event.
- iii. Manages content on website, tea.ucsd.edu.
- iv. In charge of creating branding.
  1. Logos, taglines, work with VP events to create simple graphics and advertising for events
- v. Works closely with Membership Director to boost recruitment efforts.

g. Finance Director

- i. Manages the club finance and applies for funding.
- ii. Acts as a resource for money regarding projects, travel, and meetings. *This person needs to know which departments offer funding for each respective event, and how to fill out the forms and supporting documents (W9's, etc)*
- iii. Applies for grants on behalf of the club.
- iv. Organizes effective and time-efficient club fundraisers. *For example, NOT a TapEx fundraiser which only returns 15% of purchases. An effective fundraiser provides a product or service with a high return on investment (ROI), for example, spam-musubi fundraisers can provide \$2.00-4.00 PROFIT (this is different from REVENUE) per piece sold.*

- v. Maintains accurate financial records to be reviewed at any time, including receipts, expenditures, and bank account deposits.
- vi. Helps to purchase and sell club apparel.
- vii. Notifies members about any scholarships applicable to club members. (TEA events such as summit and SATE often offer scholarships. This task requires simply posting online to notify members).

h. Records Director

- i. Maintains the organization and history of the club, its notes, and files.
  - ii. Manages the TEA at UC San Diego Officers Google Drive.
  - iii. Manages photos and historian items.
    - 1. Takes photos at events and collects photos from others as needed.
    - 2. Organizes these photos in Google Photos.
  - iv. Takes notes at officer meetings and GBMs as needed.

## 8. Risk Management

- a. TEA at UC San Diego is a registered student organization at University of California, San Diego, but not part of the University itself.
- b. TEA at UC San Diego understands that the University does not assume legal liability for the actions of the organization.
- c. In Case of Handling of Hazardous Chemicals, Material, Equipment, and/or Machinery
  - i. TEA at UC San Diego recognizes that all student organization activities must be conducted safely, in accordance with all applicable federal, state and local laws. Additionally, TEA at UC San Diego will abide by UC San Diego requirements for students in labs, including policies for minors in UC laboratories, and ensure members receive safety training regarding the use of chemicals and/or machinery before entering

the lab. Members must follow any best practices and lab safety protocols for the use of such chemicals, research equipment or machinery, including the appropriate use of Personal Protective Equipment, and should work under close supervision of those trained in the handling of chemicals/use of research equipment or machinery

d. In Case of Local or National Travel

i. TEA at UC San Diego will abide by all state and federal laws to ensure the safety of all members. As with any travel, there is a risk of injury or death that TEA at UC San Diego cannot be held liable for.

**9. Community Advisor**

- a. The Community Advisor must have experience related to or from the theme park or entertainment industry.
- b. The Community Advisor shall be approved by the board with a two-thirds vote.
- c. The Community Advisor shall serve as long as they can. If possible, the advisor should offer a replacement when they decide to leave.
  - i. When the advisor decides to retire, they shall work with the incoming advisor to review the state of the club to ensure a smooth transition.
- d. The Community Advisor shall provide assistance and advice to board and club members whenever necessary and possible.

**10. Financial Management**

- a. The Finance Director shall preside over the management and documentation of all finances.
- b. A quarterly budget will be approved by the board one month before each quarter begins.
- c. Funds will be gained through fundraisers, donations, and dues.
- d. Finances shall be used towards travel and project expenses as decided by the board. Should an off-campus account be used, the President, Finance Director and Community Advisor shall be

allowed to gain access to said account through a 51% majority written vote by the club members, to be conducted the same month as the annual officer election.

### **11. Affiliation with Other Groups**

- a. TEA at UC San Diego shall be officially affiliated with the international Themed Entertainment Association through the TEA NextGen Initiative.
- b. Association with TEA will provide numerous advantageous local networking events and opportunities for NextGen student members.

### **12. Amendments to the Constitution**

- a. The constitution is subject to review and change as necessary by the officer board. The constitution shall be reviewed at least once every academic school year.
- b. No vote is necessary to amend the constitution, though half of the officer board should agree on any changes made.

### **13. Ratification of the Constitution**

- a. The constitution of this organization was first approved January 12, 2018.
- b. The constitution for the 2021-2022 school year, including any changes from the previous years, was ratified by the current TEA at UC San Diego board August 21, 2021.