

# **Astronomy Club at UC San Diego Constitution**

## **2024 – 2025 Academic Year**

### **ARTICLE I: NAME**

The organization shall be called the Astronomy Club at UC San Diego.

### **ARTICLE II: STATEMENT OF PURPOSE**

The Astronomy Club at UC San Diego aims to foster a community and cultivate interest in astronomy among undergraduate students. Our organization is committed to offering hands-on experiences with astronomy as well as learning opportunities with seasoned experts in the field. Our club is advised by Professor Karin Sandstrom (kmsandstrom@ucsd.edu) within the UC San Diego Department of Astronomy and Astrophysics.

### **ARTICLE III: NON-PROFIT STATEMENT**

The Astronomy Club at UC San Diego is a non-profit student organization.

### **ARTICLE IV: REQUIREMENTS FOR MEMBERSHIP**

Membership in a Registered Student Organization shall be open to any student, consistent with the Nondiscrimination Policy Statement for University of California Publications regarding Student-Related Matters.

To be a member of the UC San Diego Astronomy club, students must meet the following requirements:

- Members must be currently enrolled undergraduate students at UC San Diego.
- No fees or dues are required to be a member of the club.
- Students can become members of the club by signing up to our “general member” list either electronically or at a club general body meeting.

### **ARTICLE V: FREQUENCY OF ORGANIZATION MEETINGS**

The Astronomy Club at UC San Diego will host a general body meeting (GBM) once per quarter. Any student at UC San Diego is welcome to attend a GBM, where we will share general information about the club and upcoming events.

The organization intends to arrange a series of smaller events aimed at engaging members with telescopes, observing practices, and various other facets of astronomy. Given that many of these events are contingent upon weather conditions, announcements will be made as they are planned.

Additionally, the organization will schedule larger events for all general members where students can visit various observing and scientific sites. We expect to schedule somewhere between 1–3 of these events per quarter.

The general and executive board of the astronomy club will also meet on an as-needed basis to discuss the planning of events and club administration. Minutes will be recorded during these meetings, for officially recording organization procedure and decision-making.

## **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 Astronomy Club at UC San Diego will be structured into three categories: general members, General Board, and an Executive Board. General members encompass all individuals who have registered with the club, bearing no specific responsibilities. All general members are encouraged to provide suggestions and contribute to the club. The General Board comprises the registered club officers, making up the Executive Board, as well as additional board members who offer supplementary support to the Executive Board.

The Executive Board will be made up of a President, Vice-President, Media Chair, Treasurer, and Outreach Chair.

The Titles and Duties of the Executive Board are outlined below:

**President:** Administrative communication with the department and club advisor. Primary communicator for major (e.g. off-campus) events. General purpose administrative tasks.

**Vice President:** General purpose administrative tasks in collaboration with the President, leading meetings, and record meeting minutes.

**Media Chair:** Lead a Media Team to manage content creation for club promotion such as flyers and posters for activities, social media management, and documentation of the organization's events.

**Treasurer:** Apply for funding, perform financial audit and analysis, calculate event budget, refund requests, and oversee the budget.

**Outreach Chair:** Manages an Outreach Team to create announcements, newsletters, and invitations to events.

All general members of the Astronomy Club at UC San Diego are eligible to apply for board positions. Applications will open during late Winter Quarter (March). The General Board (elected the previous year) will then conduct a vote for Executive Board positions. Executive Board members will conduct interviews for membership in General Board roles. New board members will participate in a transitionary period during Spring Quarter and assume their position at the beginning of the next Fall Quarter. The regular term of office will be one academic year.

For exceptional cases, board members may resign only after they have noticed the President and Vice-President and have found a suitable substitute for their positions. To replace an executive member, the Executive Board will select a member of the General Board to assume their role. The Executive Board may also elect to remove a member from the board if they are not fulfilling their responsibilities.

## **ARTICLE VII: RISK MANAGEMENT**

The Astronomy Club at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself.

The Astronomy Club at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

## **ARTICLE VII: SECTION I: IN CASE OF INTERACTION WITH MINORS AND/OR ELDERLY**

The Astronomy Club 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>. The Astronomy Club 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 II: IN CASE OF HANDLING OF HAZARDOUS CHEMICALS, MATERIAL, EQUIPMENT, AND/OR MACHINERY**

The Astronomy Club 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, The Astronomy Club 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.

## **ARTICLE VIII: COMMUNITY ADVISOR**

Advisors are invited by principal members. Advisors need to stay in the position for at least one quarter.

## **ARTICLE IX: FINANCIAL DECISIONS**

Financial decisions are agreed upon by Executive Board decision.