The Constitution of CS foreach

Proposed August 22, 2024

ARTICLE I. NAME OF STUDENT ORGANIZATION

The organization shall be called CS foreach at UC San Diego.

ARTICLE II. STATEMENT OF PURPOSE

CS foreach is a community outreach student organization that aims to alleviate issues of equity and access in regard to Computer Science education among the underserved communities of San Diego. In pursuit of this purpose, CS foreach takes an active role in supporting and initiating efforts to improve Computer Science education and cultivate mentorship between college students and K-12 students.

ARTICLE III. NONPROFIT STATEMENT

CS foreach at UC San Diego is a non-profit student organization.

ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP

Membership in CS foreach shall be available for any current student, faculty, and staff of UC San Diego that is interested in the organization's mission.

ARTICLE V. ORGANIZATION MEETINGS

SECTION I. GENERAL BODY MEETINGS

The organization shall hold at least one general body meeting per academic quarter. The content of these meetings shall be a general body update to the process and progress of the organization as a means of retrospective analysis and a "state of the organization" update. The first general body meeting of the academic year shall additionally function as a recruiting event to reveal the programs that we offer.

SECTION II. OFFICER MEETINGS

The organization shall hold weekly officer meetings, starting week 1 of each academic quarter. During these weekly meetings, officers shall decide the priorities of the organization and give updates to what was accomplished between the previous meeting and the current one.

All official votes, defined in Article V. Section III. shall be conducted solely in officer meetings, whether it be the regular meeting or in other meetings as long

Every officer shall make every effort to attend these meetings or otherwise declare that they cannot attend. In the event they cannot attend, they shall update the remaining officers and provide their update asynchronously.

Guests and members of CS foreach are welcome to attend these meetings but are not required to. Any non-officer member of these meetings does not hold a vote in these meetings but may be welcome to express their thoughts at the end of the meeting or upon invitation by the officers.

SECTION III. OFFICIAL VOTES

Official votes are defined as any vote that changes the board's responsibilities or how this organization operates in any capacity. Following is a non-exhaustive list of items that must be voted upon with at least a 75 percent majority vote:
  a. Approval of the organization budget
  b. Approval of the organization roadmap
  c. Approval of the organization timeline
  d. Approval of new organizational programs
  e. Approval of new officers
  f. Approval of proposed changes to officer responsibilities
  g. Approval of expenses and reimbursements

SECTION IV. OFFICIAL VOTING PROCESS

The vote shall be declared at least 1 day prior to the actual vote to allow for individual deliberation. If the vote is not declared 1 day prior, then the vote shall be postponed until a further officer meeting is held.

Each office position declared in this Constitution is given one effective vote. The President may break ties. In the event there are multiple officers for a single office, the officers must decide

unanimously which direction their office votes. If a decision is non-unanimous in that office, then it is declared an abstained vote. Vacant positions do not contribute to the vote percentage.

The proposing office shall propose the pros and cons of the outcomes of the vote. Then a discussion section shall commence. After the discussion section, all officers which approve shall be noted; all officers which disprove shall be noted; all officers which abstain shall be noted. The votes shall be tallied for the record. Any officer that does not make a decision shall be noted as abstained. In the event of an emergency and more than 80 percent of non-vacant offices can attend the meeting to vote, the remaining offices unanimously determine if the vote can be conducted without the officers. If more than 20 percent of the non-vacant offices are unable to attend the meeting, no votes can be conducted.

Any voted decision can be undone in a future vote as long as the process is consistent with the Constitution of CS foreach. Decisions shall be added to the public record but do not need to be announced.

ARTICLE VI. QUALIFICATIONS FOR HOLDING OFFICE AND METHODS OF SELECTING AND REPLACING OFFICERS

SECTION I. ELIGIBILITY REQUIREMENTS FOR HOLDING OFFICE AND VOTING

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.

SECTION II. OFFICERS

The organization shall have the following officers:
    a. President
    b. Vice President External
    c. Vice President Internal - Engagement
    d. Vice President Internal - Logistics
    e. Vice Preisdent Finance
    f. Director of Design
    g. Director of Early Start
    h. Director of TritonHacks
    i. Director of Curriculum
    j. Director of Engagement

SECTION III. BOARD COMPOSITION

The organization's board shall be composed of the officers named in Article VI, Section II.

SECTION IV. THE DURATION OF A TERM IN OFFICE

A term for an officer shall last one academic year, from the beginning of fall quarter to the end of spring quarter.

SECTION V. OFFICER VACANCIES

If an officer's term has expired, or if an officer resigns, or if an officer is deemed by the Board unfit to fulfill the duties of their officer position for the remainder of the term, their officer position is declared vacant.

Vacancy is defined as a position whose responsibilities are unfilled. The only way for vacant positions to be filled is through the formal nomination and election process in Article VI. Section VI. and Article IX. Section X.

The Board may deem an officer unfit and declare a vacancy through a 75 percent majority vote by the remaining Board members, not including the officer in question.

SECTION VI. NEW OR ADJUSTED OFFICER POSITIONS

Emergent officer positions or adjusting position responsibilities may be proposed by any member of CS foreach but must be approved as an amendment to the CS foreach Constitution, defined in Article XII. Section II. by the officers holding office.

SECTION VII. LINE OF SUCCESSION OF ACTING PRESIDENT

In the event that the President's position is declared vacant, a temporary acting president shall be named according to the next non-vacant officer in the following line of succession:
   a. Vice President External
   b. Vice President Internal - Engagement
   c. Vice President Internal - Logistics
   d. Vice President Finance
   e. Director of Curriculum
   f. Director of TritonHacks
   g. Director of Early Start
   h. Director of Design
   i. Director of Social Engagement

The president's position shall still be declared vacant until an election fills the vacancy. The position of the officer who is now acting president shall also have their former position automatically be declared vacant until an election fills the vacancy. Alternatively, the temporary acting president may have their responsibilities distributed amongst the remaining officers as long as all involved parties consent to the distribution of responsibilities without a formal process.

SECTION VIII. FORMAL OFFICER NOMINATION START DATE

The nomination process for electing officers shall start on the Monday of the first week of spring quarter.

SECTION IX. THE NOMINATION PROCESS FOR ELECTING OFFICERS

The President shall open the nomination process on the formal start date specified in Article VI, Section VIII, or as soon as a vacancy is declared. If the nomination was open due to vacancy before the formal start date, only the vacant positions can be open to officer nomination. Otherwise, all positions must be open for nomination.

The President shall make a public nomination application, in which any member of the organization eligible for becoming officer, according to Article VI, Section I, may nominate themselves for as many positions as there are positions open. The application shall be open for up to two weeks from the start of the nomination process. The nomination process ends when the application closes.

SECTION X. THE OFFICER ELECTION PROCESS

Once the nomination process ends, the current Board must then select one officer for each position open for nomination out of the nominees listed in the nomination application for that position. The election procedure for one officer position is as follows:

a. For each nominee of the officer position, each currently-serving Board member must vote "Approve" or "Not Approve" for the election of that nominee. The Board member may vote "Approve" for as many nominees as one wishes.

b. After all the votes have been cast, the nominee with the most "Approve" votes with at least the majority of the votes being "Approve" shall be the elected officer for the position.

c. If there is a tie in "Approve" votes among multiple nominees, and if the number of "Approve" votes from the tie is at least the majority, the nominees that tie will have a special runoff election. In the runoff election, the currently-serving Board members must

vote for their preferences for officer via the instant-runoff voting system. The nominee with the most votes according to the instant-runoff voting system shall be the elected officer of the position.

d. If no nominee has a majority of the "Approve" votes, or if the instant-runoff voting system fails to elect an officer, then the President has the sole power to select one nominee from the applicant list for that position to become the elected officer.

SECTION XI. A NOMINEE ELECTED TO MULTIPLE POSITIONS

No person shall hold multiple officer positions in the organization.

If the election results find that a nominee is elected to multiple positions, then the current Board must vote for which position the nominee should formally hold. This position is to be decided by an instant-runoff voting system from all the positions the nominee was elected for. If the instant-runoff voting fails to select a position, then the President has the sole power to select the position.

For the remaining positions, the next elected officer shall be determined from the other nominees, excluding the person elected for multiple positions, using the election procedure in Article VI, Section IX.

SECTION XII. OFFICES HOLDING TWO OFFICERS

As the organization evolves it is possible that the responsibilities of a single office are difficult to handle with just one officer. In the effort to retain talented and interested individuals, the board may consider accepting at most 2 officers for a single office. The value in accepting two officers for a single office must be made evident. This proposal must be approved by at least a 75 percent majority from sitting board members. This proposal must then be agreed upon by the two upcoming officers for this position. If any additional officers are considered for a single office, then the officer(s) shall establish a committee as outlined in Article XI. Section II.

SECTION XIII. OPEN POSITIONS DURING THE NOMINATION PROCESS

If no person has been nominated for an open position, the nomination application must reopen for that position until there is at least one nominee. When there is at least one nominee, the next elected officer shall be determined from the nominees using the election procedure in Article VI, Section IX.

SECTION XIV. FORMAL OFFICER ELECTION DEADLINE

All officer positions must have an elected nominee decided three weeks after the nomination process has ended. If an election fails to fill an officer position for whatever reason, the President shall appoint someone as an acting officer for that position. However, the position shall still be declared vacant, and the nomination and election process must repeat until an officer is formally elected for that position.

SECTION XV. OFFICER DUTIES AND RESPONSIBILITIES

A. President

The President shall oversee the activities of the organization and act as the main representative of CS foreach. Specific responsibilities include but are not limited to:
   a. Presiding over the organization's general board meetings and officer meetings.
   b. Creating agendas for each meeting presided.
   c. Working with other officers to coordinate activities of the organization.
   d. Calling votes on proposals from the Board.
   e. Overseeing the Board election process.
   f. Implementing decisions from the board.
   g. Creating a culture of continuity to ensure the club always has strong members in board positions from year to year

Requirements:
   a. Must be a previous member of CS foreach
   b. Must have completed at least one full academic year while enrolled at UC San Diego
   c. Must have prior leadership experience

B. Vice President External (Director of Outreach)

The VP External shall be responsible for our external relations to third parties hereafter referred to as stakeholders. These include but are not limited to corporate sponsors, benefactors, teachers, teacher associations, and the communities we serve. VP External is also responsible for coordinating with other organizations or clubs in collaborations. Specific responsibilities include but are not limited to:
   a. Reaching out to outside parties interested in working with the organization
   b. Communicating updates to our stakeholders
   c. Relaying interests and representing stakeholders with the rest of the organization
   d. Relaying interests and representing stakeholders with stakeholders
   e. Gathering feedback from stakeholders
   f. Gathering feedback from members of CS foreach

g. Gathering data to create a quarterly report of CS foreach
h. Planning workshops and events outside of UC San Diego
i. Attending CSTA meetings
j. Working with the Director of Internal Affairs in managing the logistics of assigning volunteers for workshops
k. Coordinating with collaborators, both individually and organizationally

C. Vice President Internal (Director of Internal Engagement)

The VP Internal role is split between two different responsibility areas and is hereby considered two separate positions. Engagement and Logistics. Engagement serves as a means of keeping general members of the organization involved in the organization affairs and in creating/fostering the organization as a community. Specific responsibilities include but are not limited to:
a. Creating a new member onboarding process
b. Managing the logistics of entitlements in the onboarding process
c. Gathering feedback and representing the general members in board meetings
d. Working with the Director of Communications to deliver internal updates to the general organization
e. Working with the director of social engagement to deliver social opportunities for members to engage and interact with the organization and with each other throughout the year

D. Vice President Internal (Director of Event Logistics)

The VP Internal role is split between two different responsibility areas and is hereby considered two separate positions. Engagement and Logistics. Logistics serves as the primary means of making events happen. They are broadly responsible for ensuring that we follow all the guidelines and procedures for hosting a safe event. Specific responsibilities include but are not limited to:
a. Reserving meeting venues
b. Planning logistics for workshops
c. Reserving event venues for in-person events both onsite and offsite of UC San Diego
d. Reserving additional material or resources for in-person events
e. Setting up virtual venues for events
f. Communicating and coordinating with UC San Diego Departments for collaboration or for workshops

Requirements:
a. Must be an existing or willing to become a principal member

E. Vice President Finance

The Director of Finance shall assess the financial needs of the organization and allocate necessary funds and resources for organization activities. Specific responsibilities include but are not limited to:

    a. Enforcing the currently agreed annual budget
    b. Performing a regular audit of the organization's finances
    c. Maintaining transparency in how financial resources of the organization is utilized
    d. Handling transactions for the organization, including reimbursements and room reservations
    e. Overseeing any monetary discussions with the organization within and outside UC San Diego

F. Director of Curriculum Development

The Director of Curriculum Development shall develop and maintain lesson material and curricula for the organization's workshops. Specific responsibilities include but are not limited to:

    a. Communicating with the Director of Outreach to determine the appropriate lesson content for workshops
    b. Developing lessons and lesson plans for requesting parties
    c. Maintaining a library/repository of lessons and resources available for both the organization and the general public.
    d. Gathering any feedback related to workshop creation or presentation
    e. Heading the Curriculum Committee

G. Director of TritonHacks

The Director of TritonHacks shall oversee the planning and execution of the organization's TritonHacks Hackathon for high school students. Specific responsibilities include but are not limited to:

    a. Determining the logistics of the hackathon, including but not limited to: location, eligible participants, judging process, time length, theme, physical resources, merch, sponsorship, and potential workshops
    b. Heading the TritonHacks Committee

H. Director of Early Start Fellowship Program

The Director of the Early Start Fellowship Program shall oversee the planning and execution of the Early Start Fellowship Program. This program groups college students and high school

students together into cohorts of roughly 5 members to build a web project using the AGILE development pattern and is intended to build experience for those preparing for fellowships. Specific responsibilities include but are not limited to:

    a. Nominating and selecting members to staff the program
    b. Selecting high school candidates for the program
    c. Checking with the project leads on the program
    d. Representing the members of Early Start in board meetings
    e. Gathering feedback and statistics of Early Start in a feedback report for each cohort

I. Director of Design and Marketing

The Director of Design and Marketing is responsible for crafting our image for both internal and external audiences. This means overseeing two teams; design and marketing. The design team creates all the graphics including posters and merchandise. The marketing team creates public facing content, primarily in the form of social media to help keep both our audience and our members engaged in what we do. Specific responsibilities include but are not limited to:

    a. Keeping our social pages updated with events (Facebook, Instagram, LinkedIn, etc.)
    b. Keeping our website updated
    c. Designing our quarterly report with VP Internal Engagement
    d. Creating promotional material
    e. Attracting both new members and new audiences
    f. Heading the Design and Marketing Committee

J. Director of Social Engagement

The Director of Social Engagement shall work closely with VP Internal Engagement in designing and planning social events to ensure that members of the organization have ample opportunities to meet other members of the organization. Specific responsibilities include but are not limited to:

    a. Planning social events
    b. Coordinating social plans with VP Internal Engagement
    c. Coordinating logistics of events with VP Internal Logistics
    d. Advising on event planning with methods of "making it more fun"
    e. Assisting VP Internal Engagement

ARTICLE VII. RISK MANAGEMENT

CS foreach at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself.

CS foreach at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

SECTION I. IN CASE OF INTERACTION WITH MINORS AND/OR THE ELDERLY

CS foreach 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. CS foreach 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 VIII. HAZING PREVENTION

CS foreach firmly believe in fostering a safe and inclusive environment that promotes personal growth, respect, and camaraderie among all our members. We are committed to upholding the principles of integrity, empathy, and responsible leadership. In accordance with this commitment, we vehemently oppose and condemn all forms of hazing.

We pledge to uphold a zero-tolerance policy towards hazing activities. We will not engage in, support, or condone any actions that demean, intimidate, threaten, or harm any member or prospective member. By joining CS foreach, members agree to uphold this anti-hazing stance and actively participate in the prevention of hazing activities. We encourage open communication and the reporting of any concerns related to hazing to ensure that our organization remains a space where all individuals can thrive without fear of mistreatment.

ARTICLE IX. COMMUNITY ADVISOR

SECTION I. ADVISOR DUTIES AND RESPONSIBILITIES

The Community Advisor shall work with the Board and ensure that the organization is maintaining its purpose as specified in Article II and ensure that the organization's members are not acting in violation of the Constitution. Specific responsibilities include but are not limited to:

    a. Attending the organization meetings or reviewing the meeting minutes to ensure the organization is acting within the bounds of the Constitution

    b. Ensuring organization members interacting with minors or the elderly are acting in accordance with Article VII, Section I

    c. Mediating potential conflicts between Board members

SECTION II. ADVISOR SELECTION PROCESS

The President shall have the sole power to appoint an Advisor.

SECTION III. DURATION OF A TERM AS ADVISOR

A term for an Advisor shall last one academic year, from the beginning of fall quarter to the end of spring quarter.

ARTICLE X. FINANCIAL MANAGEMENT

SECTION I. RESPONSIBILITY OF THE DIRECTOR OF FINANCE

The Director of Finance shall oversee all of the financial transactions of the organization, as specified in Article VI, Section IV, Subsection F.

SECTION II. FINANCIAL TRANSPARENCY

The Director of Finance shall maintain a clear and concise collection of all transactions and financial history of organization during the officer's term.

SECTION III. BOARD RESPONSIBILITY

It is the collective duty of the Board to keep track of their financial transactions in regards to funds allocated from the organization, and report regularly to the Director of Finance of their handling of the organization's financial resources.

ARTICLE XI. AFFILIATION WITH OTHER GROUPS

CS foreach is not affiliated with other groups and organizations at the local, state, national, or international level.

ARTICLE XII. COMMITTEES

SECTION I. STANDING COMMITTEES

The following committees are considered "standing committees" and considered a key structure to CS foreach. These committees shall exist every year with the responsibility of helping their associated Director accomplish their responsibilities in operating their appropriate program.
   a. Curriculum Committee
   b. TritonHacks Committee
   c. Design and Marketing Committee

SECTION II. ESTABLISHING COMMITTEES

Any member of the board may establish a "temporary committee" to assist in the proposing officer's responsibilities. The condition of a "temporary committee" is that it only exists for the duration of the proposing officer's term. A temporary committee that has operated for a minimum of one quarter may become a standing committee by constitutional amendment.

Alternatively, the board may "reduce" a standing committee to a temporary committee by constitutional amendment.

ARTICLE XIII. CONSTITUTIONAL AMENDMENTS

SECTION I. AMENDMENT PROPOSAL

Any member of CS foreach can propose a constitutional amendment.

SECTION II. AMENDMENT PASSAGE

For a proposed amendment to be inducted to the constitution, it must be approved by a unanimous decision by the board.