

Tijuana Youth Migrant Mentor Network AT UC SAN DIEGO CONSTITUTION - 2024-2025 ACADEMIC YEAR

ARTICLE I. NAME OF ORGANIZATION

The organization shall be called Tijuana Youth Migrant Mentor Network at UC San Diego.

ARTICLE II. STATEMENT OF PURPOSE

Our organization is dedicated to empowering the youth residing at the Alacrán Migrant Community Station by fostering a culture of compassion and support. Our primary objective is to provide comprehensive mentorship programs through our dedicated team of volunteers. In collaboration with the Center on Global Justice staff, we aim to proactively address emerging challenges faced by the residents of the shelter.

At the core of our mission is the commitment to creating a safe and inclusive environment for immigrant, first-generation, and Latinx students on our campus. We achieve this through our weekly General Body Meetings, fostering meaningful bonds among our members, and organizing networking events that celebrate diversity and promote cultural understanding.

Furthermore, we are deeply committed to nurturing leadership and professional development among our members. Our organization offers a myriad of opportunities for personal growth and skill development. Whether working directly with migrant youth or contributing to the overall success of our team, every member has the chance to make a meaningful impact.

By joining our organization, members not only extend their support to migrant youth but also gain invaluable experience in community action and leadership. Together, we strive to uplift and empower the next generation, transcending borders and building a brighter future for all.

ARTICLE III. NONPROFIT STATEMENT

Tijuana Youth Migrant Mentor Network at UC San Diego is a non-profit student organization.

ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP

No membership fees are required. Membership is open to all UC San Diego undergraduate students.

Active Member Requirements

A member must be either a:

- Board Member: Board Members hold leadership positions within the organization and are responsible for delegating tasks and decision-making.
- or*
- Committee Member: Committee Members actively support the projects and tasks of one of the three teams: Administrative, Field, or Special Projects.

To maintain active membership status, members are expected to attend at least half of the monthly meetings. [For example, during the Fall 2023 Quarter, which will include approximately four weekly General Body Meetings, members must attend a minimum of two meetings within a month.]

Field Committee Member Requirement

- *Fluency in Spanish is a requirement for all roles under the Field Team. [However, fluency in Spanish is not necessary for roles within the Administrative or Special Projects Team.]*

Nondiscrimination Policy Statement:

The Tijuana Youth Migrant Mentor Network, in strict adherence to applicable Federal, State, and University policies, is committed to upholding a strong nondiscrimination policy. We do not discriminate on the basis of the following protected characteristics:

- *Race*
- *Color*
- *National origin*
- *Religion*
- *Sex*
- *Gender identity*
- *Pregnancy*
- *Disability*
- *Medical condition*
- *Ancestry*
- *Marital status*
- *Age*
- *Sexual orientation*
- *Citizenship status*
- *Service in the uniformed services*

We embrace diversity and inclusivity, striving to create an environment that values and respects every individual, regardless of their background or identity. Discrimination in any form is not tolerated within our organization, and we are committed to fostering a culture of equality and mutual respect.

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ARTICLE V. FREQUENCY OF ORGANIZATION MEETINGS

General Body Meeting

All members of the board and committees will meet once a week as an open-body collective.

Executive Board

Members who hold leadership positions as Coordinators or Officers will meet bi-weekly or monthly, as needed and depending on the availability of the board, to discuss updates within respective committees.

Field Team Member Requirement

The Field Team will go to Tijuana once a week, and who goes will depend on everyone's availability and health (The Field Team is expected to go to Tijuana weekly, but is lenient depending on folk's capacity and health).

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.

Application and Interview Process

Prospective board members must submit an application and participate in an interview conducted by current board members. Following the interviews, the board members will engage in a deliberation process to collectively determine the suitability of candidates for each position.

Position Offer Alternatives

Individuals who are passionate about joining the board but applied for competitive positions may have the opportunity to be considered for other roles within the organization. This decision will be based on the current board's assessment of the applicant's potential to contribute effectively to the organization as a board member.

Qualifications

All board members must be at least second-year undergraduate students or higher. In exceptional cases, first-year undergraduate students may be considered for board positions based on their demonstrated initiative and relevant experience.

Code of Conduct

Board members are expected to adhere to a high standard of ethical conduct and behavior. They are obligated to uphold the values of the organization, which include zero tolerance for racism, homophobia, transphobia, xenophobia, colorism, or any other form of unethical and hateful behavior.

Responsibility and Accountability

Board members will be subject to demotion if they engage in any of the aforementioned behaviors or fail to fulfill their responsibilities. Grounds for demotion may also include prolonged unexplained absences, creating an unsafe environment for other board and committee members, or any other significant breach of organizational standards.

Demotion Process

When concerns arise regarding a board member's performance or behavior, the matter will be thoroughly investigated and addressed. If a board member fails to show improvement or change after clear communication and a reasonable period for improvement, a majority vote by the board may result in their immediate demotion.

Team Structure

The board members are divided into three distinct teams, each specializing in their unique roles:

- The Field Team
- The Administrative Team
- The Special Projects Team

The Field Team will work in Tijuana at the Alacrán Migrant Community Station. All members of this team (including board and committee members) **MUST** have a passport and/ or the legal ability to travel internationally in order to be a part of this team.

Leadership Positions & Roles

- **Mentorship Coordinator**
 - Oversee communication and delegation of assignments for the Field Team.
 - Responsible for training all field roles, including specialized training for mentees.
 - Manage logistical scheduling of transportation for field members.
 - Pair mentors with mentees.
- **Field Community Mentor(s)**
 - Provide managerial and logistical guidance for mentorship activities.
- **Campus Community Mentor**
 - Oversee and critique mentorship activities with a focus on educational pedagogy.
- **Field Mentor(s)**
 - Deliver empathetic pedagogical mentorship to a select number of students.
 - Journal "Field Reflections" to monitor progress and impact of mentorship.
 - Assist Field Community Mentors with priority issues.

The Administration Team will work on campus and in the local San Diego community. Members of this team **DO NOT** need a passport and/ or the legal ability to travel internationally.

Positions

- **Administrative Coordinator**
 - Oversee organizational recruitment, communication, and delegation of assignments within the Administrative Team.
 - Train all administrative roles on communication, design, and netiquette to ensure cohesive branding.
 - Lead and delegate activities in General Body Meetings.
- **Accounting Officer**
 - Create monthly expense reports for organization as a whole
 - Communicate closely with the Special Projects Coordinator to ensure resources are in good-standing
 - Check in with Donation and Wishlist Officers to review accounting reports and input data into master spreadsheet
 - Delegate accounting tasks with respect to the three team coordinators and board members
- **Social Media and Marketing Officer**
 - Create monthly content schedules for Instagram, TikTok, and Facebook (and other platforms based on specialization)
 - Must be digitally creative, stay up to date on current trends and knowledge of social media analytics to maximize engagement with content
 - *Delegates* social media tasks and ensures all posts are up to the expectations of organization's brand guidelines
- **Newsletter and Minute Officer** (1 person role but can be split into Co-Officer)
 - Take minutes during GBMs and summarize key points into concise and engaging newsletters. (1-3 days of turnaround time after weekly GBM)
 - Must be digitally creative, Familiarity with email marketing tools like MyEmma or willingness to learn.
- **Campus Liaison Officer**
 - Familiarize yourself with UC San Diego departments and communication resources.
 - Build relationships with department heads and other organizations to promote the organization and its activities.

- Delegate tasks for event promotion and flier distribution on campus. Highly encouraged to share information and events within your own classes!

The Special Projects Team is a mix of on campus and in the local San Diego community, as well as a few select officers and coordinators who will cross the border. Select members **MUST** have a passport and/ or the legal ability to travel internationally in order to be a part of this team.

Positions

- **Special Projects Coordinator (Field)**
 - Oversee communication and task delegation within the Special Projects Team.
 - Conduct research on basic and educational needs of the Station, communicating findings to the Board.
 - Organize and delegate research-related tasks within a larger research committee.
- **Donation Drive Officer (Field)**
 - Prepare distribution materials and communicate with the Special Projects Coordinator on transporting materials.
 - Delegate tasks to non-field committee members for collecting quality donatable items.
- **Amazon Wishlist Officer (Non-field Committee)**
 - Create and facilitate a committee for an educational-material based wishlist for the Station via Amazon Wishlist.
 - Manage accounting and storage of received items on campus.
 - Communicate with the Special Projects Coordinator to understand the Station's needs for collecting useful items.
- **Fundraising Officer (Non-field Committee)**
 - Organize and facilitate bi-quarterly on-campus or off-campus fundraisers with the committee.
 - Set fundraising goals based on the Station's needs and budget.
- **Community Engagement Officer**
 - Organize and host member bonding events.
 - Field role specialization available for coordinating community engagement events for mentors/mentees.

ARTICLE VII. RISK MANAGEMENT

Tijuana Youth Migrant Mentor Network at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself.

Tijuana Youth Migrant Mentor Network at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

Participation in our organization involves certain risks, primarily associated with international travel and interactions with minors. However, it's important to note that members who do not wish to travel internationally to Tijuana are not subject to these specific risks.

Interactions with Minors

Members who wish to work with minors, whether in Tijuana or the San Diego community, will undergo comprehensive training in working with minors and trauma-informed care. This training is designed to ensure the safety and well-being of both our members and the minors we serve.

International Travel Risks (Tijuana)

Members who intend to travel to Tijuana will receive thorough training on the potential risks associated with crossing the border, as well as emergency procedures for communication and transportation.

As a precaution, all members traveling to the site are required to wear sturdy shoes to minimize contact with environmental hazards, such as contaminated sewage streams and debris.

Officers on-site will be required to carry emergency first-aid supplies and disinfecting materials in case of any contact with environmental hazards.

Any member who travels internationally will be asked to sign a waiver acknowledging their full responsibility and understanding of emergency procedures. This ensures that all members are well-informed and prepared for the potential risks associated with international travel.

By implementing these safety measures and providing training, we aim to mitigate risks and create a safe environment for our members while maintaining our commitment to our mission.

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ARTICLE VII. SECTION 1. IN CASE OF INTERACTION WITH MINORS AND/OR ELDERLY

Tijuana Youth Migrant Mentor Network 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> . [Name of the organization] 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 2. IN CASE OF INTERNATIONAL TRAVEL

Tijuana Youth Migrant Mentor Network at UCSD recognizes that the University generally recommends against all international travel by Student Organizations due to the myriad of risks travelers face in foreign countries. Student organizations are discouraged from traveling to foreign countries due to the wide variety of risks involved with foreign travel, and the extensive planning efforts required by the Student Organization's Members to manage those risks. Security risks and health care services vary widely from one country to another, so thorough research on those topics is especially important.

International travelers are advised to research US State Department Travel Advisories and the CDC Travel Health site and abide by all recommended alerts and warnings, and procure travel insurance with medical coverage that covers their chosen destination because most USA Health Plans are not valid in foreign countries.

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ARTICLE VIII. HAZING PREVENTION

We are committed to upholding the highest standards of integrity, respect, and safety within the Tijuana Youth Migrant Mentor Network. As such, we affirm that all our activities strictly adhere to the University of California's (UC) Hazing Policy and California State law.

ARTICLE IX. COMMUNITY MENTOR

Community Mentors are appointed by the Board and serve for the academic year. The Board may select up to three Community Mentors with diverse specializations to ensure a well-rounded pool of expertise within the organization. The primary responsibility of a Community Mentor is to engage in regular check-ins with the Board, typically on a monthly basis. During these sessions, they play a vital role in:

Progress Evaluation: Being debriefed on the organization's ongoing projects and initiatives, helping the Board assess progress and outcomes.

Insightful Guidance: Providing valuable insights, expertise, and external perspectives to enhance the development and execution of projects.

Community Mentors serve as a valuable resource and sounding board for the Board, offering guidance and advice to strengthen the organization's impact and effectiveness. Their diverse backgrounds and expertise contribute to a well-informed and dynamic approach to achieving the organization's mission.

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ARTICLE X. FINANCIAL MANAGEMENT

Tijuana Youth Migrant Mentor Network sustains its activities through a strategic financial approach that includes several key components:

Diverse Funding Sources

We secure funding through a variety of means, including applying for grants, hosting fundraising events, and collecting donations. This diversified approach ensures our financial stability and sustainability.

Secure Banking Account

All our financial resources are prudently managed in an off-campus banking account held at the University Credit Union (UCU). This choice of financial institution ensures the security and efficient management of our funds.

Committee Allocations

To maintain transparency and responsible spending, funds are allocated to each Committee within our organization. Committee members work collectively to manage their budgets effectively and report on their financial activities.

Special Project Budgets

Special project budget proposals are subject to review by the Board. The Board carefully evaluates and

approves these budgets to ensure alignment with our mission and efficient allocation of resources.

Emergency Transportation Fund

We prioritize the safety and well-being of our members traveling internationally. To address unforeseen situations, we maintain an emergency transportation fund. This fund provides a safety net for members who may require assistance during their international travels.

Designated Signer

Annually, the Board will designate an authorized signer for our off-campus bank account. This individual, typically the organization's President, Administrative Coordinator, Field Coordinator, or Special Projects Coordinator, assumes responsibility for financial transactions and account management, ensuring accountability and fiscal responsibility.

Our financial management practices reflect our commitment to transparency, accountability, and responsible stewardship of the resources entrusted to us. These measures enable us to pursue our mission effectively while safeguarding the financial interests of our organization and its members.