

KENYAN CLUB AT UC SAN DIEGO CONSTITUTION

2024-2025 ACADEMIC YEAR

ARTICLE I. NAME OF ORGANIZATION

The organization shall be called “Kenyan Club” at UC San Diego.

ARTICLE II. STATEMENT OF PURPOSE

The goal of this organization is to provide a welcoming space for all students interested in Kenyan culture, heritage, and community. The Kenyan Club aims to foster connections among students with roots in or an interest in Kenya, promote cultural exchange, and support personal and academic growth through events, discussions, and outreach initiatives.

ARTICLE III. NONPROFIT STATEMENT

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

ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP

Membership is open to any UC San Diego undergraduate or graduate student. Membership shall be open to any student, consistent with the Nondiscrimination Policy Statement for University of California Publications regarding Student-Related Matters (UCOP Policy on Registered Campus Organizations, Section 70.10). If a general member must be removed for misconduct, the board members will discuss the matter and how it will be resolved.

ARTICLE V. OFFICER LOGISTICS

SECTION I: OFFICERS CRITERIA

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. They are responsible for attending meetings and events regularly, as well as reading and upholding the Constitution. They must communicate openly with the other officers regarding scheduling and position responsibilities.

SECTION II: OFFICER RESPONSIBILITIES

PRESIDENT

The president’s tasks include, but are not limited to, maintaining order and communication between all teams and members of the organization, delegating tasks to board members when necessary, leading weekly meetings, and checking up on assigned tasks. Most importantly, they are responsible for hosting meetings, communicating with members, and representing the organization. The president must select a vice president from the existing board members annually.

VICE PRESIDENT

The vice president assists the president with their tasks and shares decision-making responsibilities. They are also prepared to substitute for the president when necessary.

SECRETARY

The secretary coordinates and logs attendance at board meetings and events. They document meeting minutes and maintain records of events and important documents, sharing them with future members and board members. Along with the event manager(s), they are responsible for scheduling meetings and events.

TREASURER

The treasurer manages the organization's budget, recording and documenting all spending. They coordinate with the event manager on fundraising events and communicate with businesses regarding finances. The treasurer's name will be on the organization's off-campus bank account if necessary.

EVENT MANAGER

The event manager(s) reserve rooms and schedule events and meetings. They coordinate with the treasurer and design coordinator(s) to organize materials requiring financing or promotion. They are responsible for promoting and announcing events to general members, managing social media, newsletters, and distributing flyers around campus.

DESIGN COORDINATOR(S)

The design coordinator(s) create promotional materials for the organization, including logos, social media posts, and event presentations. This role is usually shared by multiple coordinators to collaborate and provide feedback.

MEMBER(S) AT LARGE

Member(s) at large assist any board members or events that require additional support to successfully run the organization.

SECTION III: SELECTING OFFICERS

Any member of the organization has the opportunity to run for office. Only registered UC San Diego students are involved in the selection of officers. Voting will take place among board members when a position opens. Elections will not occur yearly but only when positions become vacant or when board members graduate. The process will be democratic. If a board member must be removed, the board will discuss the consequences.

SECTION IV: CONSTITUTION

Only board members can add, remove, or change any content in the Constitution. A $\frac{2}{3}$ majority of the board must approve changes for them to take effect.

ARTICLE VII. FREQUENCY OF ORGANIZATION MEETINGS

The Kenyan Club will plan to meet bi-weekly, hosting a range of casual meetings and larger events. There will not be a specific quota for the number of meetings per quarter. The secretary

will write meeting minutes, keep attendance records, and share them with the board and future members.

ARTICLE VIII. FINANCIAL MANAGEMENT

The organization will primarily use its financial resources for promotional materials and equipment for events, such as flyers and stationery. Other expenses may include venue reservations and food for events. This year, the Kenyan Club will not have an off-campus bank account. If needed, the account will be under the treasurer's name, who will be responsible for upkeep and budgeting. Expenses will be organized and submitted to A.S. when necessary.

ARTICLE IX. RISK MANAGEMENT

The Kenyan Club at UC San Diego is a registered student organization at the University of California, San Diego, but is not part of the University itself. The Kenyan Club understands that the University does not assume legal liability for the actions of the organization.