

## **Biokind Analytics at UC San Diego CONSTITUTION**

### **Definitions and Naming Conventions**

1. The “University of California San Diego” is hereby referred to as “UC San Diego” for the purposes of this Constitution.
2. “Biokind at UC San Diego” is set henceforth as an official name in addition to “Biokind Analytics at UC San Diego”, and “@” can be used interchangeably with “at”.
3. “X” Project Member - A UC San Diego student holding organizational membership who has been selected to participate in a data science project with client non-profit “X”. This status grants the member access to all data shared by the non-profit and the right to contribute to the service performed by Biokind Analytics at UC San Diego for client “X”.

### **Article I. Name, Purpose, and Non-profit Statement**

Section I.A. Name. The organization shall be called Biokind Analytics at UC San Diego.

Section I.B. Mission Statement. Corporations use advanced statistical models to boost profits all the time. Our mission is to provide the same opportunity for social non-profit organizations, who may not have the technical expertise and resources necessary for a dedicated analytics team, to boost their reach, operational efficiency, and impact, to channel the power of data in the service of social impact. We enable Tritons to apply their learning to their community in impactful, real-world scenarios. Connecting students with clients through data science projects, events, networking, and career development opportunities, fostering collaborations that drive social progress.

Section I.C. Purpose. The purpose of this organization shall be:

**I.C.1.** To provide an opportunity for UC San Diego students to positively apply their learning to their own community in impactful, real-world scenarios through data science projects.

**I.C.2.** To further the mission of healthcare non-profit organizations in the San Diego region.

**I.C.3.** To provide opportunity for relationships to develop between UC San Diego students and the healthcare non-profit organizations in our local community, including but not limited to data science projects, networking, engagement events, and career development opportunities.

Section I.D. Non-profit Statement. Biokind Analytics at UC San Diego is a non-profit student organization. The service(s) provided by Biokind Analytics at UC San Diego to its clients shall be entirely voluntary and without legally-binding compensation.. The party “client(s)” is defined as any entity for whom Biokind at UC San Diego and its student members, arising from those students’ involvement with Biokind at UC San Diego, provide service(s). Any gifts or funds provided out of clients’ generosity shall be deposited to the club account for organizational purposes (e.g., events, catering, merchandise, etc.).

### **Article II. Membership**

Section II.A. Classes. There shall be two classes of members:

**II.A.1. Student Members.** All currently registered students at UC San Diego shall be eligible for student membership. Student membership shall be granted to any eligible person who submits a completed member information form to the Director of Outreach.

**II.A.2. Executive Members.** Beyond the membership in accordance with other applicable provisions of this Constitution, any person may be granted an executive membership. Executive members shall have all of the obligations of Student Membership and additional expectations as outlined in individual agreements. The availability and role(s) of Executive Memberships, including officer positions other than those specified in Section III.A, are subject to determination by the need and demand of service agreed upon by the incumbent Executive Committee.

## Section II.B. Removal

**II.B.1. Grounds for Removal.** Any of the following shall constitute grounds for removal of membership:

II.B.1.a. Conduct injurious to the organization and its mission, where injurious conduct is any conduct tending to injure the good name of the organization, disturb its wellbeing, or hamper it in its work;

II.B.1.b. Conduct unbecoming a member of the organization; and

II.B.1.c. Ineligibility for membership according to the requirements of this organization, the Center for Student Involvement, and/or UC San Diego, whichever are applicable.

**II.B.2. Process for Removal.** If an officer or the sponsor of the organization has reason to believe a member has acted in a manner warranting removal under Section II.B.1, the member may be called before the officers and sponsor in a closed meeting. After hearing the alleged grounds for removal and the member's response, the officers may remove the member by a majority vote. The President shall notify the member of the decision in writing within 48 hours.

## Article III. Officers

Section III.A. Definition. The officers of this organization shall be a President, a Vice-President, a Director of Outreach, a Director of Marketing, and a Director of Internal Affairs.

## Section III.B. Executive Committee

**III.B.1. Definition.** The officers, or Principle Members, shall constitute the Executive Committee.

**III.B.2. Authority.** The Executive Committee shall have general supervision of the affairs of the organization between its regular meetings, make recommendations to the membership, and perform any other duties listed in this constitution and role-specific agreement(s). The Executive Committee shall be subject to the orders of this organization, and none of its acts or omissions shall conflict with action taken by this organization. Accordingly, the Executive Committee shall be authorized to spend this organization's funds.

**III.B.3. Meetings.** The Executive Committee shall select its own time and place of meeting. A special meeting may be called at the President. Upon the request of three other officers, the President shall be obligated to call a special meeting.

Section III.C. Duties of Officers

**III.C.1.** The President shall:

- III.C.1.a. Oversee all meetings and activities of the organization;
- III.C.1.b. Build and maintain relationships with faculty and academic departments;
- III.C.1.c. Chair all meetings of the membership and of the Executive Committee; and
- III.C.1.d. Ensure the organization always abides by the rules and regulations of the Center for Student Involvement and of UC San Diego.

**III.C.2.** The Vice-President shall:

- III.C.2.a. Collaborate with the President on progression and completion of their duties;
- III.C.2.b. Seek recruitment, collaboration opportunities with other student organizations and inform the Director of Outreach, and the Director of Internal Affairs, respectively;
- III.C.2.c. Be in charge of programming; and
- III.C.2.d. Submit all required forms to the Center for Student Involvement and/or any department at UC San Diego by their respective deadlines.

**III.C.3.** The Director of Outreach shall:

- III.C.3.a. Build and maintain relationships with social non-profit organizations;
- III.C.3.b. Collaborate with the Director of Marketing on recruitment efforts, and promoting the organization's events, programs, and other initiatives;
- III.C.3.c. Lead recruitment efforts and collect information from new members;
- III.C.3.d. Collaborate with Executive membership and Project Leads to schedule meetings with partner organizations; and
- III.C.3.e. Check over completed materials with the Executive Committee to ensure all important information is included and accurate.

**III.C.4.** The Director of Internal Affairs shall:

- III.C.4.a. Be responsible for scheduling meetings with current membership, tracking attendance during meetings, maintain and update the membership list;
- III.C.4.b. Maintain the organization's correspondence, track the organization's budget and maintain a correct balance of funds;

III.C.4.c. Check over completed materials with the Executive Committee to ensure all important information is included and accurate;

III.C.4.d. Build and maintain relationships with other student organizations; and

III.C.4.e. Make available, at the request of any member, the Center for Student Involvement, or UC San Diego, a current breakdown of the organization's income and expenses.

**III.C.5.** The Director of Marketing shall:

III.C.5.a. Prepare impact reports (annually or quarterly as appropriate), showcasing the organization's mission, most recent projects, client non-profits, and impact;

III.C.5.b. Make effective use of client testimonials, visuals, and summary statistics;

III.C.5.c. Set-up and maintain link platforms to help new students learn about the organization's mission and impact;

III.C.5.d. Coordinate with Director(s) of Projects to gather project-specific information; and

III.C.5.e. Check over completed materials with the Executive Committee to ensure all important information is included and accurate.

Section III.D. Eligibility. 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.

**III.D.1.** Only student members who are not on Disciplinary Probation or otherwise prohibited from holding office in a registered student organization shall be eligible to seek and hold office.

Section III.E. Selection. Officers shall be elected in accordance with Article V (Voting) at a regular meeting.

Section III.F. Term. Officers shall serve until their replacement, removal, or resignation.

Section III.G. Removal

**III.G.1. Grounds for Removal.** Any of the following shall constitute grounds for removal from office:

III.G.1.a. Failure to satisfactorily fulfill the duties of the office;

III.G.1.b. Conduct injurious to the organization and its mission, where injurious conduct is any conduct tending to injure the good name of the organization, disturb its wellbeing, or hamper it in its work;

III.G.1.c. Conduct unbecoming a member of the organization;

III.G.1.d. Ineligibility for membership according to the requirements of this organization, the Center for Student Involvement, and/or UC San Diego, whichever are applicable; and

**III.G.2. Process for Removal.** An officer may be removed through either of the following processes:

III.G.2.a. Upon receipt of a petition from any member of the Executive Committee of the organization, the President shall be required to schedule a recall election to be conducted between 48 hours and two weeks from the time of receipt. A unanimous vote of voting members present is required to remove an officer in a recall election.

III.G.2.b. If an officer or the sponsor of the organization has reason to believe an officer has acted in a manner warranting removal under Section III.G.1, the officer may be called before the other officers and sponsor in a closed meeting. After hearing the alleged grounds for removal and the officer's response, the other officers may remove the member by a unanimous vote. The President (or Vice-President if the removal hearing is for the President) shall notify the member of the decision in writing within 24 hours.

Section III.H. Vacancies. In the case of a vacancy for any office, the Executive Committee shall call a special election to be conducted between 48 hours and two weeks from the time of vacancy.

#### **Article IV. Meetings**

Section IV.A. Regular Meetings. Regular meetings of this organization shall be held at a time and place that is convenient for the membership. The membership may, at its discretion, change the time or place of meeting. Regular meetings shall be held at least quarterly. The Director of Internal Affairs shall send a reminder to the membership via appropriate means between 24 and 48 hours in advance of each regular meeting.

Section IV.B. Special Meetings. Special meetings may be called by the President or the Executive Committee. The President shall be obligated to call a special meeting upon the written petition of at least 10 percent of the student members. The purpose of the meeting shall be stated in the call. At least 48 hours' notice must be given for special meetings.

Section IV.C. Attendance. Officers are expected to attend all meetings. Unless notified, and excused, due to unpredictable circumstances.

#### **Article V. Voting**

Section V.A. Voting Members. Except where otherwise noted, voting members shall be Student Members and Executive Members.

Section V.B. Threshold. Except where otherwise noted, any matter put to a vote shall be decided by a majority of voting members present.

Section V.C. General Elections. Elections shall be held annually in the fall quarter for all officer positions. A majority of voting from Executive Members present shall be required to elect an officer. Preferential ballots shall be used in all officer elections involving more than two candidates. If no candidate receives a majority of the first-preference votes, a preferential method shall be used to determine the winner.

**V.C.1.** The general election must be held at a regular meeting with at least one week's notice that general elections are to be held.

Section V.D. Special Elections. Special elections shall be held in the same manner as general elections, except that they may be held at a special meeting when appropriate.

## **Article VI. Finances**

Section VI.A. Budget. The Director of Internal Affairs shall prepare a proposed budget by the last date of instruction of fall quarter in each academic year. The budget may be approved or amended only by a majority vote of voting members present at a general meeting with at least 48 hours' notice.

Section VI.B. Club Funds. All funds gathered by the organization must be deposited into a club account within three business days of their receipt.

Section VI.C. Misuse of Funds. The sponsor shall refer to the relevant contacts at the Center for Student Involvement, and/or University office(s), any member reasonably suspected of spending club funds without authority, failing to deposit club funds appropriately, or otherwise misusing or abusing club funds.

## **Article VII. Community Mentor**

Section VII.A. Requirement. The organization must have a Community Mentor who is a member of the UC San Diego faculty or staff and who plans to be at UC San Diego for the full academic year.

Section VII.B. Selection. The Community Mentor shall be selected at the availability and discretion of the individual of ask.

Section VII.C. Term. The Community Mentor shall serve until their resignation or replacement.

Section VII.D. Training. The Community Mentor must meet the training criteria set by the Center for Student Involvement by the deadline determined by that office.

Section VII.E. Replacement. If the Community Mentor resigns, is replaced, or is otherwise unable to continue serving as the Community Mentor for the remainder of the academic year, the organization shall select a new Community Mentor and notify the Center for Student Involvement of the change within 15 class days.

Section VII.F. Role. As their schedule permits, the role of the Community Mentor is to attend all organizational meetings and events, provide constructive feedback and advice on student data science projects, and recommendations on any organizational activity. Due to the nature of organization involving multiple projects at any given quarter, the role(s) of the Community Mentor is to be shared with other faculty members as applicable and agreed upon between the faculty and any member of the Executive Committee, in recorded written communication.

## **Article VIII. Parliamentary Authority**

Section VIII.A. The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with this constitution and any special rules of order this organization may adopt.

## **Article IX. General Policies and Regulations**

Section IX.A. Nondiscrimination Policy. This organization shall not discriminate against individuals on the basis of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, ancestry, age, disability, or veteran status, consistent with the Nondiscrimination Policy Statement for University of California Publications regarding Student-Related Matters.

Section IX.B. Anti-Hazing Policy. This organization shall not engage in any form of hazing, as defined by the Center for Student Accountability, Growth, & Education; the Center for Student Involvement; and any other applicable UC San Diego rules and regulations.

Section IX.C. Conflict of Interest Policy. The business of this organization shall not be conducted in any manner that creates a conflict of interest or the reasonable appearance thereof.

Section IX.D. Approval of Contracts. No commitments or contracts shall be made by any member of this organization on behalf of this organization without the approval of both the sponsor and a majority vote of the Executive Committee.

Section IX.E. Interpretation of this Constitution. This document shall be interpreted based on the letter, the spirit, and the intent of any provision(s) in question, with reference to appropriate archival documents to provide insight into the intent or spirit of a provision where relevant. Article and section titles are intended to aid in reading and interpreting the document but shall not be construed as binding upon or limiting the content of their respective articles and sections. Where a general statement and a specific statement appear to be contradictory, the specific statement shall be taken as a binding exception to the general statement.

#### **Article X. Primacy of the Center for Student Involvement (CSI)**

Section X.A. This organization shall recognize the primacy of the Center for Student Involvement.

Section X.B. This organization shall be bound by the requirements of the Center for Student Involvement and any associated rules and regulations.

Section X.C. This constitution and any bylaws or policies adopted by this organization are subordinate to those determined by the Center for Student Involvement.

#### **Article XI. Amendments**

Section XI.A. Approval by Membership. Proposed amendments to this constitution may be approved by the membership only by a majority vote of Executive Members present with at least one week's prior notice.

Section XI.B. Approval by Center for Student Involvement. Amendments approved as outlined in Section XI.A shall be submitted to the Center for Student Involvement. Amendments may not take effect until they are approved in accordance with the Center for Student Involvement. The Date of Last Revision on the title page of this constitution shall be updated to reflect the date of approval by the Center for Student Involvement.

#### **Article XII. Risk Management**

Section XII.A. Registration Integrity. Biokind Analytics at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself.

Section XII.B. University Legal Liability. Biokind Analytics at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

Section XII.C. Data Ethics and Privacy. With respect to data science projects as a primary component of the operation of the organization, every member is responsible for upholding the integrity and confidentiality of

private information and any data shared by client non-profit organizations, unless specifically noted as publicly available data. All members, regardless of membership type, are required to submit the following:

1. A Biokind Analytics Member Non-Disclosure Agreement outlining the responsibilities of the member to protect the confidentiality of organization and client information and/or data.
2. At the request of a client non-profit organization, a project member, as previously defined in this Constitution, must agree to separate Non-Disclosure Agreement(s) from the client organization in order to participate in the subject project.

Failure to comply with the above requirements will result in a meeting and formal discussion with the client non-profit organization, termination of membership if applicable, and the enforcement of all applicable clauses in the Biokind Analytics Member Non-Disclosure Agreement.