##### **Grad oSTEM @ UC San Diego Constitution**

##### **ARTICLE I - NAME AND LOGO**

1. This organization shall be known as the graduate student chapter of Out in Science, Technology, Engineering, & Mathematics at UC San Diego.
2. The name of this organization shall be Grads Out in Science, Technology, Engineering, and Mathematics, or GoSTEM@UC San Diego (hereinafter referred to as GoSTEM@UC San Diego.)
3. In all advertising efforts, GoSTEM@UC San Diego shall use a logo with the chapter name prominently displayed.

##### **ARTICLE II - PURPOSE**

1. GoSTEM@UC San Diego is an LGBTQ-affirming organization that aims to provide services and support for graduate students in science, technology, engineering, and mathematics at UC San Diego and to create a dynamic network between students and professionals in industry and academia.

##### **ARTICLE III - NONPROFIT STATEMENT**

GoSTEM@UC San Diego is a non-profit student organization.

##### **ARTICLE IV - MEMBERSHIP**

1. Membership shall be aimed at supporting graduate students (including Master’s, PhD and professional students), but shall also remain open to all faculty, staff, and graduate and professional student alumni at UC San Diego.
2. GoSTEM@UC San Diego shall abide by all federal, state, and local laws and shall be responsible for its own actions, acting legally independent from oSTEM Incorporated.
3. GoSTEM@UC San Diego shall abide by all policies set forth in the Non-Discrimination Policy of UC San Diego.

##### **ARTICLE V - FINANCES**

Dues may be collected for the UC San Diego chapter and as required by the national organization. The treasurer must maintain one or more accounts with UC San Diego, in order to accept financial transactions from sponsors. By a majority, the Executive Board of GoSTEM@UC San Diego must approve any expenses for the chapter.

##### **ARTICLE VI - EXECUTIVE BOARD**

##### **Section 1 - Positions:**

1. The elected officers of GoSTEM@UC San Diego can be: President, Vice President, Treasurer, Secretary, Publicity Chair, and Outreach Chair.

###### **Section 2 - Requirements:**

1. Only members who have participated in at least one non-executive meeting/event per quarter are eligible to hold office and vote in elections.
2. 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 3 - Elections:**

1. The positions of President, Vice President, Treasurer, Secretary, Publicity Chair, and Outreach Chair will be elected annually in Spring Quarter by week 6.
2. A majority vote shall be required for elections. If no candidate for an office receives a majority vote by the second round of voting, the candidate receiving the lowest number of votes for that position shall be dropped from each consecutive ballot until one candidate receives a majority of the votes.

###### **Section 4 - Term of Office:**

1. Interim Executive Board meetings are the four Executive Board meetings immediately following the elections. During these meetings the existing Board shall train the newly elected Board on the duties for which they will be responsible.
2. Officers shall be elected for one year. Their term will begin immediately after being elected.

###### **Section 5 - Vacancy in Office:**

1. A vacancy in any office other than that of President shall be filled by appointment by the President with the majority approval of the existing Executive Board.
2. Should the office of President become vacant, the Vice President shall automatically become President.

###### **Section 6 - Duties:**

1. Executive Board:
	1. These officers shall serve on the Executive Board, perform the duties prescribed in these Bylaws, and perform such other duties as are directed by the organization. The following duties prescribed are an outline/skeleton of guidelines for each position.
	2. The Board will hold monthly meetings, which shall be attended by all officers unless acceptable notification is given. All members must arrive on time and be prepared for the meeting.
	3. The Board must plan and execute monthly general body meetings or events such as socials, professional development nights, etc.

**Executive Board:**

###### **I. President**

* Serve as Chief Executive Officer of GoSTEM@UC San Diego.
* Actively support the development of GoSTEM@UC San Diego General Body Members and oSTEM Executive Board.
* Attend monthly General Body Meetings and create meeting agendas.
* Meet monthly with the Executive Board.
* Meet with Faculty Advisor as needed.
* Be available as a resource for any troubleshooting, event planning, or experiential questions.
* Preside over decision-making processes, meetings, and Executive Board meetings.
* Represent GoSTEM@UC San Diego at conferences, network with other oSTEM Presidents, attend school-related events as GoSTEM@UC San Diego President when necessary.
* Serve as the liaison between our organization and other groups on campus.
* Assist with any large decision requiring executive approval.
* Ensure organization, events, etc. run smoothly.
* Acts as main point of contact for the organization.
* Any and all other duties as assigned.

###### **II. Vice President**

* Attend monthly General Body Meetings and create meeting agendas.
* Meet monthly with the Executive Board.
* Meet with Faculty Advisor as needed.
* Preside over decision-making processes, meetings, and Executive Board meetings in absence of the President.
* Serve as the lead faculty and graduate student coordinator.
* Serve as the lead UC San Diego Departments coordinator.
* Complete any and all quarterly/annual reports on behalf of GoSTEM@UC San Diego.
* Support, reach out, and collaborate with other STEM and queer organizations at UC San Diego.
* Directly assist President.
* Represent GoSTEM@UC San Diego at conferences, network with other oSTEM Vice Presidents, attend school-related events as GoSTEM@UC San Diego Vice President when necessary.
* Any and all other duties as assigned.

###### **IV. Treasurer**

* Attend monthly General Body Meetings and create meeting agendas.
* Meet monthly with the Executive Board.
* Meet with Faculty Advisor at least once a quarter to discuss budget.
* Represent GoSTEM@UC San Diego at conferences and attend school-related events as GoSTEM@UC San Diego Treasurer when necessary.
* Create and organize annual budget.
* Supervise all monetary, fundraising, and spending actions of GoSTEM@UC San Diego.
* Manage fiscal paperwork for GoSTEM@UC San Diego, including but not limited to TAP Forms, reimbursements, and AS paperwork.
* Report directly to President and Faculty Advisor.
* Keep an updated monthly index that all Executive Board members will have access to.
* Support, reach out, and collaborate with other STEM and queer organizations at UC San Diego.
* Assist President and Vice President.
* Any and all other duties as assigned.

###### **V. Secretary**

* Attend monthly General Body Meetings and create meeting agendas.
* Meet monthly with the Executive Board.
* Take meeting minutes at the Executive Board meeting and make meeting summary reports.
* Maintain a calendar of events for GoSTEM@UC San Diego.
* Compile the Executive Board meeting agenda.
* Track General Body statistics and create sign-in sheet for each and every GBM.
* Organize Google Drive.
* Respond to emails and notify appropriate Board members about emails from organization account.
* Represent GoSTEM@UC San Diego at conferences, and attend school-related events as GoSTEM@UC San Diego Secretary when necessary.
* Assist President, Vice President and support all other Board members.
* Any and all other duties as assigned.

###### **VI. Publicity Chair**

* Attend monthly General Body Meetings and create meeting agendas.
* Meet monthly with the Executive Board.
* Create feedback form to be sent out in newsletter.
* Write and send out weekly newsletter.
* Create graphics and advertisements for events.
* Create any tabling materials, including but not limited to posters, flyers, brochures, stickers, etc.
* Manage social media on behalf of GoSTEM@UC San Diego
* Maintain and update organization website
* Represent GoSTEM@UC San Diego at conferences, and attend school-related events as GoSTEM@UC San Diego Secretary when necessary.
* Assist President, Vice President and support all other Board members.
* Any and all other duties as assigned.

###### **VII. Outreach Chair**

* Attend monthly General Body Meetings and create meeting agendas.
* Meet monthly with the Executive Board.
* Serve as the lead promotional coordinator for community based events.
* Act as liaison between GoSTEM@UC San Diego and the undergrad chapter of oSTEM @ UC San Diego.
* Take lead on organizing outreach events.
* Any and all other duties as assigned.

###### **Section 7 - Misconduct**

1. A member of the Executive Board may be removed from their office due to gross negligence of their duties as outlined in this Constitution. A discussion among the Executive Board is required. A vote of no confidence by a majority of the other members of the Core Executive Board, shall constitute an Executive Board member’s removal from office. Only Core Executive Board members can propose the removal of a member from the Executive Board.

##### **ARTICLE VII - METHOD OF AMENDING BYLAWS**

###### **Section 1: Amendments**

Proposed amendments to these bylaws shall be submitted in writing. The proposed amendments shall be submitted for review to the Executive Board, which will present the proposal along with its recommendation to the general membership. A two-thirds vote of the presently attending general membership, as described for the status of a voting member, shall be necessary for adoption of any bylaw amendment.

##### **ARTICLE VIII - RISK MANAGEMENT**

1. GoSTEM@UC San Diego is a registered student organization at University of California, San Diego, but not part of the University itself.
2. GoSTEM@UC San Diego understands that the University does not assume legal liability for the actions of the organization.