

LEBANESE STUDENT ASSOCIATION AT UC SAN DIEGO

ARTICLE I. NAME OF STUDENT ORGANIZATION

The organization shall be called Lebanese Student Association at UC San Diego. Hereon, it shall be referred to as LSA. Furthermore, Associated Students at the University of California, San Diego recognize this organization as an official student organization.

ARTICLE II. STATEMENT OF PURPOSE

The purpose of this student organization is:

- a. To promote the interests of the Lebanese and non-Lebanese students at UC San Diego.
- b. A non-religious, non-political club that thrives to create a close and welcoming community amongst Lebanese students and those that are interested in its culture and its people.
- c. To help Lebanese students integrate better into the diverse UCSD community by creating an atmosphere of friendship & support.
- d. To form a closely knit community on campus.

ARTICLE III. NONPROFIT STATEMENT

The Lebanese Student Association at UC San Diego is a non-profit student organization.

ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP

1. Members:

- a. LSA is open to any interested student, faculty member, or employee of UC San Diego.
- b. All members in the organization may attend any meeting and event, by the discretion of the executive board. All participants in the organization shall be able to obtain a copy of the constitution upon request.

2. Paid Members:

- a. An individual may become a paid member if they are a student or faculty member of UC San Diego and if they have paid all dues to the organization.
- b. Yearly or quarterly dues shall be determined at the beginning of the school year by the executive board and announced to the general body.
- c. Deadline to pay dues shall be determined by the executive board in office.
- d. Rights of paid student members include, but are not limited to, running for an executive position, nominating another paid member for office, and voting at the

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elections.

ARTICLE V. FREQUENCY OF ORGANIZATION MEETINGS

1. General Meetings:
 - a. LSA shall have at least two general body meetings per quarter.
 - i. The first general meeting shall be held at the beginning of the quarter to present the set goals to the membership.
 - ii. The second general meeting shall be held at the end of the quarter to conclude quarterly accomplishments.
 - b. The executive board shall announce when a meeting is a general meeting.
 - c. LSA events and/or activities are to be considered non-general meetings.
 - d. LSA shall have one election meeting at the end of the school year where elections take place. This meeting can be regarded as a general meeting.
2. Executive Board Meetings
 - a. Held weekly, prior to LSA general body meetings if there is to be one during that week.
 - b. Can only be held with quorum
 - i. Quorum is achieved when at least five members of the executive board are present.
 - c. Executive board members will be given at least five days notice of an executive board meeting prior to a meeting.

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.

1. Timeline
 - a. Elections will be held at least two weeks prior to the end of Spring Quarter. Members shall be notified of the elections meeting at least two weeks in advance.
2. Rules of Elections
 - a. Only paid members who are full-time registered UC San Diego students shall be eligible to participate in elections.
 - b. The executive board shall run elections. The ballots shall be counted by an unbiased party (such as a graduating senior). The person who shall count the

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ballots will be supervised by an unbiased witness.

- c. Executive board members shall be elected by a majority of the voting members present.
3. Candidacy
 - a. Only student paid members are eligible to run for an executive position
 - b. All student paid members may run for the following positions: Vice President, Secretary, Treasurer, Social Media Manager, and Event Coordinator.
 - c. Only paid members who have one year of executive experience in LSA may run for the position of President.
4. Open Positions
 - a. In the case that a position is left unfilled after elections, the new executive board of the new term has the authority to appoint whomever they deems fit for the position.
5. Executive Positions
 - a. Any amount of official membership in LSA is a requirement for eligibility to run for an exec position.
 - b. The maximum number of individuals on the executive board is seven. There can only be one executive per position.
 - c. The executive board shall consist of the following positions, listed in hierarchical order: Co-Presidents, Vice President, Secretary, Treasurer, Social Media Manager, and Event Coordinator
 - d. All executive board members are required to attend at least 80% of all LSA at UC San Diego hosted events.
 - i. Majority (four) executive board members must be present at each LSA at UC San Diego hosted event.
 - ii. The individual member who does not fulfill this quota regularly shall have their position put up to review by the discretion of the executive board.
6. Terms of Office
 - a. The term of the old executive board expires upon the conclusion of the spring quarter.
 - b. The term of the new executive board begins upon the conclusion of the spring quarter
7. Executive Board and Duties
 - a. The executive board is in charge of running the organization. The executive board shall work as a cohesive unit toward the same goals.
 - b. The executive board shall enforce the LSA Constitution and serve as a review board for any Amendments.
 - c. The duties of each executive board member include, but are not limited to the following:
 - d. Co-President

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- i. Oversees all committees and all activities.
 - ii. Responsible for preparing an agenda before every executive Board meeting and General Body Meeting.
 - iii. In charge of running all general and executive board meetings. It is also his/her duty to call executive board meetings.
 - iv. Acts as the liaison for LSA and must uphold and enforce the articles of this Constitution.
 - v. Responsible for any missing funds at the end of their terms (along with the treasurer).
 - vi. One year of membership as an executive member in the LSA at UC San Diego is required for eligibility to run for President.
- e. Vice-President
 - i. Fulfills the president's duties in case of the president's absence.
 - ii. Assists the President in any way needed.
 - iii. Oversees the completion of each executive member's tasks.
 - iv. One year of membership as an executive member in the LSA at UC San Diego is required for eligibility to run for President.
 - v. TAP and PEEF
- f. Secretary
 - i. Takes minutes at all executive, general, and other official LSA meetings.
 - ii. Legibly prepares the minutes for review two days following the meeting.
 - iii. Responsible for the organization of all official documents regarding the LSA at UC San Diego.
 - iv. Responsible for the Gmail account and relaying emails to executive board.
 - v. In charge of reserving rooms for meetings.
 - vi. Roster of Membership and GBM Attendance
 - vii. Prepares press releases.
- g. Treasurer
 - i. Maintains legible, accurate, and detailed accounts of all LSA funds, income, and expenditures on a ledger. These records must be presented at every executive meeting.
 - ii. Provides the executive board with an updated, weekly expense report and budget.
 - iii. Acts as the sole executive member with the responsibility of making all deposits and withdrawals to the account, with the President's oversight.
- h. Social Media Manager
 - i. Documents all LSA activities and events in visual form
 - ii. Responsible for attending all events and activities and to find a proxy if he/she is unable to do so
 - iii. Creates and designs all documents and write-ups and shows them to

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- executive board for final review
- iv. Responsible for creating, updating, and maintaining the all social media platforms
- v. Responsible for creating slides for GBMs and approving them through executive board prior to the GBM; posts the slides on the social media platforms up to a day after the GBM.
- i. Event Coordinator
 - i. Responsible for planning and executing social events geared towards the LSA at UC San Diego student body.
 - ii. In charge of delegating tasks to executive members for events
 - iii. Oversees the planning and organizing of social events, informing the membership of these activities, as well as, gathering ideas for activities from the membership at the beginning of every quarter
 - iv. In charge of communication between LSA and various other on campus and off campus organizations.
 - v. Finds and organizes philanthropic events within the community that the LSA can partake in, as well as outreach programs to Lebanon, etc.
 - vi. Establishes ties with other organizations.
 - vii. Responsible for holding a minimum of one fundraiser per quarter
 - viii. Presents fundraiser plan to Executive Board prior to executing.

ARTICLE VII. Risk Management

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

1. In Case Of Interaction With Minors And/Or Elderly
 - a. LSA 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>. LSA 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.

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ARTICLE VIII. Amending the Constitution

1. Review of the Amendments
 - a. Amendments to the constitution can be suggested by paid members.
 - b. All Amendments shall be reviewed by the executive board prior to the voting by the membership
 - c. An Amendment can be voted to be unconstitutional by the executive board by a simple majority vote (five) of the board.
 - i. The Amendments shall not be voted on by the membership.
 - ii. However, it is the executive board's duty to inform the membership of their decision and their reasons for declaring the Amendment unconstitutional.
 - iii. If any objections are raised, the executive board's decision to declare an Amendment unconstitutional may be overturned by a two-thirds vote of the paid membership present at the meeting.
2. Voting on the Amendments
 - a. Executive board members have the right to vote on amendments to the respective yearly constitution. The finalized constitution must be made available to all members at any given time. Any paid members may bring up suggestions to amend the constitution.