

Hawaii Club AT UC SAN DIEGO CONSTITUTION - 2024-2025 ACADEMIC YEAR

ARTICLE I. NAME OF ORGANIZATION

The organization shall be called Hawaii Club at UC San Diego.

ARTICLE II. STATEMENT OF PURPOSE

The purpose of Hawaii Club is to:

- 1. Promote cultural awareness of Hawaiian culture and their people*
- 2. Spread the "Aloha Spirit" across the UCSD campus*
- 3. Create a supportive environment for students arriving from Hawaii, or anywhere else in the world*
- 4. Providing a social atmosphere for UCSD students to make new friends*

ARTICLE III. NONPROFIT STATEMENT

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

ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP

Hawaii Club members shall be defined as all undergraduate students can join the Hawaii Club at UC San Diego. No fees or dues are required to become a member.

ARTICLE V. FREQUENCY OF ORGANIZATION MEETINGS

Section 1. There shall be at least one regularly scheduled meeting a quarter that is decided by the executive board (1 per quarter minimum)

Section 2. Executive board meetings shall be held at least once before each quarter

Section 3. Special meetings may be called by principal members

Section 4. Additional meetings may occur for members who choose to participate in lu'au and sign up to practice dances (times will be determined based off availability of participants)

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.

Section 1. Names and Qualifications

The executive board shall consist of co-presidents, vice president/lu'au coordinator, treasurer, social chair, and secretary/publicity chair. The offers shall also include a fundraising chair, and outreach/community service chair. All the officers shall be active members of the organization as defined by Article III.

Section 2. Method of Selection and Term of Office

Co-presidents shall be voted on by active members of the organization. Other members of the executive board and officers shall submit an application to be reviewed by the co-presidents. All officers shall serve for the period of one full academic year.

Section 3. Vacancy of Office

A vacancy of any office may be filled at any meeting by an appointment of the president and with the approval of the executive board.

Section 4. Power and Duties

- 1. The Co-presidents*
 - a. Preside over all club meetings and update the organization through social media and general body meetings*
 - b. Arrange meeting sites*
 - c. Be the official representatives of the Hawaii Club @ UC San Diego*
 - d. Be open for members' questions and comments*
 - e. Be aware of all upcoming deadlines for club re-registrations, classroom space applications, funding and TAP deadlines, etc.*
 - f. Compile a complete report to serve as a reference for incoming co-presidents*
- 2. The Vice President/Lu'au Coordinator shall*
 - a. Assist the co-presidents in any requested club-related tasks*
 - b. Be a voting member of the executive board*
 - c. Serve as a co-president when the co-presidents are absent*
 - d. Coordinating the annual club lu'au, involved in ordering food (for lu'au and for dancers), arranging decorations, obtaining donations, finding emcees, getting musical entertainment, and basic planning*
 - e. Handle all the legal work involving lu'au*
 - f. Communicate with businesses in Hawaii for flowers, food, or other materials*
 - g. Start procuring donations and sponsorships for lu'au by the beginning of February*
 - h. Handle reservations for lu'au venue*
 - i. Organize ticketing for the event*
- 3. The Treasurer shall*
 - a. Be a voting member of the executive board*
 - b. Plan a budget for the upcoming quarter and present a financial report at the last meeting of her/his term in office*
 - c. Be responsible for the collection of monies, disbursement of funds belonging to the Hawaii Club, and maintain complete records of income and expenses of the club*
 - d. Endorse checks and handle refunds*
 - e. Compose and present the budget for lu'au*
- 4. The Social Chair shall*
 - a. Be a voting member of the executive board*
 - b. Be primary coordinator for all club social events, including general board meetings*
 - c. Organize at least one social event per month*
 - d. Work with the outreach and community service chair to organize off-campus events*
- 5. The Secretary/Publicity Chair shall*
 - a. Be a voting member of the executive board*
 - b. Get banners, flyers, and handouts designed, printed, and approved for the club*
 - c. Manage club mass-email lists and accounts*
- 6. The Fundraising Chair shall*
 - a. Generate ideas for fundraisers to raise money for club events such as lu'au*
 - b. Be responsible for recruiting club members to participate in club fundraisers*
 - c. Fill out corresponding paperwork or forms for said events including but not limited to TAP forms*
 - d. Be responsible for providing the treasurer with any and all revenue raised through fundraisers*
 - e. Report to the treasurer*
- 7. The Community and Outreach Chair shall*
 - a. Handle requested off-campus fundraising, events, donation requests, planning and*

- communications*
- b. Plan community survive events, fundraisers, or otherwise charitable activities (at least once per quarter)*
 - c. Communication with other Collegiate Hawaii Clubs (UCI, SDSU, USD) to organize inter-campus activities (particularly during lu'au)*
 - d. Handle all communications and set up joint events with other student orgs both on and off-campus*
 - e. Report to the Social Chair*

Section 5. Transfer of Power

The outgoing officers will provide an information pamphlet with an evaluation and suggestions for their respective positions to the incoming officers. In addition, all events, meetings, etc. during week 8, 9, and 10 of the spring quarter are intended to double as training activities for the new board. Both outgoing and incoming officers should be actively involved in planning.

ARTICLE VII. RISK MANAGEMENT

Hawaii Club at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself.

Hawaii Club at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

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

Hawaii Club 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>. The Hawaii Club 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 4. IN CASE OF HANDLING OF HAZARDOUS CHEMICALS, MATERIAL, EQUIPMENT, AND/OR MACHINERY

Hawaii Club at UC San Diego recognizes that all student organization activities must be conducted safely, in accordance with all applicable federal, state and local laws. Additionally, Hawaii Club at UC San Diego will abide by UC San Diego requirements for students in labs, including policies for minors in UC laboratories, and ensure members receive safety training regarding the use of chemicals and/or machinery before entering the lab. Members must follow any best practices and lab safety protocols for the use of such chemicals, research equipment or machinery, including the appropriate use of Personal Protective Equipment, and should work under close supervision of those trained in the handling of chemicals/use of research equipment or machinery.

ARTICLE VIII. HAZING PREVENTION

The Hawaii Club at UC San Diego is committed to creating a welcoming, safe, and respectful environment for all members. Hazing of any kind is strictly prohibited in our club. Our members are educated on what constitutes hazing, how to recognize it, and the importance of reporting any concerning behavior. Any

violations of the UC San Diego hazing policy, other UC policies, or California State Law will be reported to hazing@ucsd.edu

ARTICLE IX. COMMUNITY MENTOR

N/A

ARTICLE X. FINANCIAL MANAGEMENT

The Hawaii Club at UC San Diego plans to finance its activities primarily through funding from Associated Students (A.S.).

ARTICLE XI. AFFILIATION WITH OTHER GROUPS

N/A