

Paranormal Society Constitution 2024-2025

Article I – Name of Student Organization

1. The organization shall be called Paranormal Society at UC San Diego.

Article II – Statement of Purpose

1. This organization will have its purpose, to learn, investigate, and research about various places that are or may be experiencing unusual activity in order to verify if whether or not it is paranormal using logical reasoning, as directly approved by the student council and indirectly by the community and governing board of University of California, San Diego.

Article III – Nonprofit Statement

1. Paranormal Society at UC San Diego is a non-profit student organization.

Article IV – Membership

1. All undergraduate and graduate students enrolled in the University of California, San Diego are eligible for membership.
2. Membership in this organization shall not be denied to these protected classes in accordance to UC San Diego's Nondiscrimination Policy Statement: "The University of California, in accordance with applicable Federal and State law and University policy, does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (cancer related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services. The University also prohibits sexual harassment. This nondiscrimination policy covers admission, access, and treatment in University programs and activities."
3. Any member may be suspended or expelled from the organization for conduct

that violates the set code of conduct or constitutional articles or conduct that impairs the rights of the members to enjoy the benefits of the organization. The offense must be in writing and submitted by an organization member. After the club offense is submitted to the organization, the offending member has the right to a 48 hour notice of a hearing before officers at a scheduled meeting and the offending member may be suspended or expelled by a two-third-majority affirmative vote of the current officers.

4. Members will have to pay a membership fee, unless financially incapable, in order for the organization to provide member-oriented events and benefits. In addition, members may be required to pay money to participate in some events held off-campus.

5. All prospective members must agree to a set code of conduct with regard to behavior within the organization upon joining.

6. Each member must fill a profile interest form which will be reviewed and voted on for approval by elected officers during staff meetings.

7. Membership can be required to participate and attend certain organization events.

8. Members receive priority registration to organization-related events.

Article V – Meetings

1. There will be four types of meetings:

A. General Meetings: Regularly scheduled meetings for all students to attend. This is where officers and members connect and exchange information. Meetings will be planned at Staff Meetings.

B. Staff Meetings: Formal meetings for the officers to discuss and organize organization related affairs. Each meeting will include a report from each officer (i.e. Treasurer discusses finances and budget). Any outside person wanting to attend these executive meetings must have approval from the President or Vice-President, and they will hold no voting rights.

C. Workshop Meetings: Restricted and limited sessions to Officers and organization members to learn and familiarize with Paranormal Investigation equipment and research methods unless President or Vice-President states otherwise.

D. Fundraising Event Meetings: Restricted and limited sessions to Officers and organization members wherein staff and members will work to create crafts for fundraising events to the benefit of the club's treasury.

2. The frequency, time and place, and agenda of all meetings will be determined by the officers of the organization.
3. Each elected officer may call one emergency meeting per academic quarter.

Article VI – Qualifications for Holding Office and Methods of Selecting and Replacing Officers

1. 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.
2. The organization will hold officer elections once during the spring quarter. Elections are held at the end of each academic year for the following year's term.
3. The voting will take place by secret ballot and counted. The name of the officers will be recorded with the student executive board.
4. A candidate must receive at least 51% of the votes or if necessary, runoff elections are held.
5. Candidates are given the option to give a speech of interest during meeting time before voting occurs.
6. The term of an officer will be one year beginning July 1st and will conclude upon the end of the academic year.
7. A member running for a position must be committed to the organization and has shown interest, also been consistent to a majority of activities during the academic year.
8. The elected president for each academic year must update all newly elected officer positions in official records and cannot add conditions to their status being updated in all forms and records.

9. The President or Vice President cannot make anyone a member without consulting with the secretary and the treasurer first and gaining their approval which should be granted within no more 72 hours of any such action being taken, or if not a reason as to their opposition should be stated in this period of time.

10. If a current officer is not doing their role as expected, they can be removed by a two-thirds majority vote, documented in text for record-keeping purposes, of the remaining officers and a different member can take over.

11. Petition by one-third of the total number of members is cause for a recall election. The offense must be stated in writing and submitted by a member. After the offense is submitted to the organization, the offending officer has the right to a 48-hour notice of a hearing. A recall election will be conducted as a "Special Election". Recall requires an affirmative vote of two-thirds of the total voting membership.

12. In the case of an emergency election being held after 10 weeks into an academic year, any candidate for President or Vice President must be a currently existing officer or a former officer who was not a subject of having their position revoked in the past. For other roles, a member who has been present for at least seven meetings and two events should suffice, though in case of extreme need, this second part can be ignored if no candidate who meets the requirements can be found. The amount of required meetings attended could also be lessened to five in the case of extreme need, or attendance of four and one event.

The club shall consist of the following:

- President
- Vice-President
- Treasurer
- Secretary
- Publicity Chair
- Club Mascot

All Officers will have the following duties:

- To prioritize the well-being and general satisfaction of members.
- To heed the concerns of members and address them to the benefit of the organization.
- To work with one another as equals, respecting each other's positions and not

interfering in a way that impedes the function of one another without just cause.

- To respect that club property belongs to the organization collectively and cannot be held if doing so has negative impacts for the organization's functioning.

To make attending meetings and events a priority.

- To uphold the values and articles outlined in this constitution.

The **President** will have the following duties:

- To be representative of the organization.
- To function as a moderator and supervise all organization related activities, whilst acknowledging the weight that other positions hold and coordinating with other officers as equals.
- To call and preside over all general and executive meetings.
- To be responsible for keeping the organization always informed and bring forth any concerns.
- To plan and prepare an agenda for meetings.
- To reserve rooms for organization meetings and events if able.
- To schedule investigations and oversee preparations.
- To educate the Vice President on how to perform administrative tasks such as how to reserve rooms and carry out other Presidential functions in case need be.

The **Vice-President** will have the following duties:

- To be co-representative of the organization and council on campus.
- To serve as a proxy when the president is absent and/or ill.
- To assist the president in all duties, including but not limited to organizing and conducting meetings associated with the organization.
- To serve as a proxy when the president is absent and/or ill.
- To oversee that all officers are fulfilling their duties as detailed.
- To facilitate all organization related affairs.
- To take the lead in establishing a draft quarterly calendar, in collaboration with other officers, and with the required events subject to the approval of two-thirds of all officers.

The **Treasurer** will have the following duties:

- To serve as the primary signatory on a bank account (second signatory being the President of the executive board).
- To present fundraising ideas to the executive board to decide on events.

- To maintain a complete and accurate record of all club receipts and disbursements.
- To oversee and arrange organization fund-raising efforts, including paperwork and contracts.
- To supervise the profits and preparation of invoices of the organization's budget.
- To maintain a record of all donations made to the organization.

The **Secretary** will have the following duties:

- To serve as primary record keeper of the organization.
notes for professional bookkeeping records.
- To carry out all correspondence for the club.
- To keep a detailed roster of all organization members and compiling a report for executive board meetings.
- To attend every meeting, except in extreme circumstances.
- To work side-by-side with the Publicity Chair for member information and forms in correspondence to the organization.

The **Publicity Chair** will have the following duty:

- To publicize all organization activities, events and fundraisers through the campus and school community.
- To create, organize and distribute promotional materials for the organization.
- To make sure that the organization is in the best social relations possible.
- To maintain the presentation of the organization's image across media with dignity, respect, and honor.
- To monitor and ensure that organization announcements are made in an orderly and timely manner.

The **Club Mascot** will have the following duties

- Help with outreach in order to recruit new members.
- To create and maintain a fun atmosphere during meetings, tabling and events.
- To help principal officers complete any tasks in order to alleviate pressure.
- To be a friendly face to newcomers.
- Provide a space engaging for dialogue.
- To represent the club in a positive light.

Article VII – Risk Management

1. Paranormal Society at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself.

2. Paranormal Society at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

A. We will not be working with Minors or elderly.

B. We will not travel internationally.

C. We will not be issuing medical assistance.

D. We will not be handling hazardous chemicals/material/machinery.

Article VIII – Financial Matters

1. Paranormal Society at UC San Diego will follow the University of California Policies applying to Campus Activities, Organizations, and students in all financial matters.

2. The Organization may raise revenues through contributions, fundraising activities, or by applying for school funds available to school groups. Paying dues is not a mandatory requirement for membership. Students, however, may be charged for services as special social gatherings, events, and others which are offered through the organization.

3. Any items or funds gifted to the organization will be considered as donations and

all items and funds will thereafter be considered organization property, with no expectation of ever being returned to the donor. All donations are final.

4. All officers shall acknowledge that organization property belongs to the organization collectively and will not keep equipment from other members without just cause. Officers must ensure that all property is handled in such a way as to ensure it is accessible upon request for organization activities. A two-thirds majority vote in favor of requesting supplies may be used as a first reprimand if an officer or officers hold property without just cause. Organization property in this case refers to any items bought with organization funds or which were explicitly donated to the organization, with confirmation of a donation being recorded in text.

5. All donations to the organization made on or after the date of the publishing of this iteration of the constitution must come attached with documentation in the form of receipts which must be given to the Treasurer of the organization and then recorded and uploaded digitally within 72 hours of the donation being made and made available for viewing by all other after officers of the organization.

6. All officers shall be held to high standards of financial integrity. All officers will be responsible to carefully administer any school funds granted by the Organization. Any funds granted by the school will be deposited into an Associated Students, Incorporated Accounting Office agency account.

7. In the event Paranormal Society at UC San Diego should become defunct, all funds assigned by the school will be turned over to the University of California, San Diego Associated Students, to be used to promote student programming on campus.

Article IX – Amendment

A two-third-majority vote of the currently elected officers, recorded in text, is required to amend this organization constitution.