

**ENGINEERING INNOVATORS & ENTREPRENEURS CLUB at UC San Diego**  
**University of California, San Diego**  
**Constitution**

**Article I: Name of the Organization**

Section I:

The organization shall be called the Engineering Innovators & Entrepreneurs club at UC San Diego,  
and its abbreviated title is EIEC. EIEC is a non-profit student organization.

**Article II: Statement of Purpose**

Section I:

The objectives of this non-profit organization are (1) moving the energy on campus from being solely job-oriented to embracing innovation, entrepreneurship, and venture creation. (2) Our goal is to foster a creative and supportive environment where students can develop entrepreneurial mindsets, work on real-world problems, and build ventures that combine technical skills with business thinking, (3) Members will leave not only with professional skills, but with the mindset and network needed to imagine, lead, and build what doesn't exist yet

**ARTICLE III. NONPROFIT STATEMENT**

Section I:

Engineering Innovators & Entrepreneurs club at UC San Diego is a non-profit student organization.

**Article IV: Requirements for Membership**

Section I: Registration

All UC San Diego registered students interested in becoming members of the Engineering Innovators & Entrepreneurs club at UC San Diego shall fulfill the following requirements:

- Pay dues of \$15 to the organization in order to fund events.

Section II: Membership Benefits

All members of this student chapter are subject to the Constitution of the Engineering Innovators & Entrepreneurs club at UC San Diego . All members and non-members will be welcomed at any Engineering Innovators & Entrepreneurs club at UC San Diego general body meetings and social events as well as events to be determined by the Engineering Innovators & Entrepreneurs club at UC San Diego Executive Board. Members are

those who pay dues and are logged in our records, so they can be given priority at our events. If a member fails to pay their dues, they are still welcome to attend events and join us, but they are neither provided an Engineering Innovators & Entrepreneurs club at UC San Diego shirt nor given priority at some of our events.

## **Article V: Frequency of Organization Meetings**

### Section I: General Body Meetings:

The Engineering Innovators & Entrepreneurs club at UC San Diego shall hold 2-3 quarterly meetings open to all members and non-members at a previously determined time and location. Members are not required, but are highly encouraged to attend meetings.

### Section III: Officer Meetings:

The Engineering Innovators & Entrepreneurs club at UC San Diego at UC San Diego officers shall meet weekly to discuss events that pertain to EIEC members. All Engineering Innovators & Entrepreneurs club at UC San Diego officers are expected to attend unless he/she contacts the President at least 24 hours before the meeting. Officer meetings are closed to the public. The Vice President of Operations shall record minutes at these meetings, and they may be available upon request.

## **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 I: Officer Replacement

In the case that a current officer terminates their position, a replacement shall be voted for by the remaining board members by simple majority within two weeks of the departure of the former officer.

In the case that the President is unable to carry his/her duties, VP Operations will assume Presidency, followed by VP External, VP Internal, and VP Finance.

### Section II: Positions and Duties

#### **Officer Requirements**

- All officers are required to attend weekly officer meetings and all general body meetings
  - If an officer cannot attend, they must notify the President before the meeting time
  - If an officer fails to notify the President before the meeting time, he/she will be given a warning

- If an officer fails to notify the President for the third time, he/she will be terminated from his/her position
- All officers are required to contribute 5 TESC points to this organization
- Quarterly requirements: 1 points in Fall, 2-5 points in Winter and 2-5 points in Spring
- If a member fails to meet the quarterly requirement, he/she will be asked to make up these points in the following quarter
- If the officer in question fails to make up the quarterly requirement, he/she will be terminated from his/her respective position
- All officers are required to attend 6 EIEC at UC San Diego events per quarter (This includes all general body meetings)
- If an officer does not abide to the requirements set forth by the Executive Board, that officer will be subject to the following actions:
  - Step one: Direct supervising executive officers will intervene, assess the situation, and suggest solutions to improve the misconduct.
  - Step two: The President will administer a probationary period of two weeks within which the officer on probation must show adherence to the requirements or other proof of commitment to the organization as determined by the Executive Board.
  - Step three: If the officer fails to show a lack of commitment to the organization by improvement during the above steps, the officer will be removed from his or her position and the position will be filled or closed according to the discretion of the Executive Board.

## **Executive Board**

### **President**

- Oversees all Engineering Innovators & Entrepreneurs club at UC San Diego activities (planning, delegation, execution)
- Presides over general body meetings and officer meetings
- Provides vision and scope for future growth of the organization
- Serves as a consultant to the Vice Presidents in leading their divisions
- Ensures all board members are performing their duties

### **Vice President**

- Takes meeting minutes at all officer meetings
- Maintains records of membership and T-shirt sales
- Manages the Engineering Innovators & Entrepreneurs Club at UC San Diego email account, i.e. answer emails and maintain contact lists
- Organizes general body meetings with the President and board retreats
- Organizes 1 Study Jam (1 or 2 days) at the end of each quarter
- Oversees the social aspect of EIEC at UC San Diego, which consists of social and mentorship events
- Responsible for booking rooms for board meetings and general events
- Responsible for filling out TAP forms
- Assign flyer handouts for classrooms and classroom announcements

### **Director of Strategy and Logistics**

- Organizes and plans events and projects for EIEC at UC San Diego
- Oversees the internal aspects of EIEC at UC San Diego, consisting of quarterly timeline, event logistics and future events.
- Oversees the communication between alumni and leadership
- Oversees the communication between membership and leadership
- Oversees the collaboration between guest speakers, mentors and industry leaders at events.
- Aids President and Vice President in coordinating events and projects for the future growth of EIEC at UC San Diego.
- Responsible for membership growth and engagement

#### **VP Finance**

- Manages finances i.e. prepares reimbursement and oversees org costs
- Prepares the budget and decides funds
- Responsible for all funding sources (AS Funding, TESC funding, etc.), the applications, and deadlines
- Drafts the sponsorship package to be sent out to industry and alumni contact
- Organizes and tracks EIEC membership
- Keeps track of reimbursement checks for EIEC members

#### **Director of Marketing and Design**

- Oversees class announcements, all paper advertisements, and online events
- Prints and designs flyers to officers and classmates
- Sends out weekly newsletters via MailChimp
- Documents each EIEC at UC San Diego event with photographs and video clips
- Responsible for shaping and communicating the club's identity, voice, and mission to the broader campus and community
- Design assets for events, workshops, social media, and presentations
- Coordinate photo/video content from events for future marketing use
- Manage the club's presence on platforms like Instagram, LinkedIn, and Discord
- Collaborate with the team to craft messaging that reflects the club's mission and energy

#### **Fundraising Chair**

- Organizes at least 2 fundraising events per quarter (e.g., sales, holiday events.)
- Assists Vice President of Finance with money collected during events and GBMs
- Responsible for task delegation during fundraising events Projects Chair

#### **Mentorship Chair**

- Responsible for pairing mentors with mentees
- Responsible for facilitating communication between mentors and mentees via emails

#### **Outreach Chair**

- Organizes outreach events serving the community, especially those associated with TESC
- Responsible for outreach matching funds and managing DECaF points
- Ensures TESC Points are accurate
- Responsible for attending TESC Council Meetings
- Reaches out to other student organizations for collaborative events

## **ARTICLE VII. RISK MANAGEMENT**

The Engineering Innovators & Entrepreneurs Club at UC San Diego is a registered student organization at University of California, San Diego, but not part of the University itself. The Engineering Innovators & Entrepreneurs Club at UC San Diego understands that the University does not assume legal liability for the actions of the organization. The Engineering Innovators & Entrepreneurs 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.

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

Engineering Innovators & Entrepreneurs Club at UC San Diego 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> . Engineering Innovators & Entrepreneurs Club at UC San Diego 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 IX. COMMUNITY MENTOR**

The community advisor is chosen from the UC San Diego faculty who the members of the Engineering Innovators & Entrepreneurs club at UC San Diego work closely with, as they serve as another liaison with the campus entrepreneurship resources and provide assistance and connections to the community as a whole. Currently, the advisor for the Engineering Innovators & Entrepreneurs club at UC San Diego is Samuel Knight, who has agreed to serve as our mentor.

## **ARTICLE X. FINANCIAL MANAGEMENT**

The Engineering Innovators & Entrepreneurs club at UC San Diego primarily finances activities through AS funding, or reimbursements from industry. Money earned or gathered will be placed into an off-campus account, which changes to be held by the President every year. Any changes made to the account are to be discussed at the weekly board meetings, so that all officers can

confirm transactions. The Executive Board shall keep track of our finances, and they may be available upon request, pending approval of the executive board of the Engineering Innovators & Entrepreneurs club at UC San Diego, but there are currently no plans to submit quarterly budgets rather than an event-by-event basis.

## **ARTICLE XI. AFFILIATION WITH OTHER GROUPS**

### Section I:

The chapter is classified as a pre-professional organization and is to be registered as a member organization with the Triton Engineering Student Council (TESC). The chapter is directly represented in the Student Council and Council decisions shall be binding upon this organization as long as they are not in any way conflicting with the EIEC Constitution. EIEC's member org status in TESC shall be maintained as outlined in the TESC Constitution and Bylaws.