

ARTICLE I. NAME OF ORGANIZATION

The organization shall be called The Lotus Project at UC San Diego.

ARTICLE II. STATEMENT OF PURPOSE

The Lotus Project provides mental health awareness to middle & high school youth in the San Diego community. We spark discussions in mental health to destigmatize topics in order to help educate the community at different classrooms in San Diego middle & high schools. We are a diverse group of people excited about mental health education, advocacy, research and hope to promote learning surrounding wellness.

ARTICLE III. NONPROFIT STATEMENT

The Lotus Project at UC San Diego is a non-profit student organization.

ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP

- There are no fees or dues required for membership
- Current undergraduate students at UC San Diego who have a demonstrated interest in community engaged projects and activism are open to join.
- Members must attend weekly meetings and actively stay up to date with presentation/research deadlines on a role by role basis.
- Members must participate in at least one service work activity through The Lotus Project per quarter. This will be recorded to identify members.
- The Lotus Project is compliant with the [Nondiscrimination Policy Statement](#) for University of California Publications.

ARTICLE IV. SECTION 1. HAZING PREVENTION - New for 2025/26 Academic Year!

The Lotus Project is committed to maintaining a safe, inclusive, and respectful environment for all its members and does not condone hazing. Hazing, in any form, is strictly prohibited within the organization in compliance with state and federal law, Regents' policies and University regulations. Participation in hazing or any intentional, knowing, or reckless act, activity, or method committed by a person (whether

individually or in concert with other persons) against another person or persons, including current, former, or prospective students, regardless of the willingness of such other person or persons to participate, that is committed in the course of a preinitiation, an initiation into, an affiliation with, or the maintenance of membership in, an official or unofficial student organization or other student group that i. causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury, including personal degradation or disgrace, and/or ii. the person knew or should have known was likely to cause serious bodily injury. As an organization, we understand that failure to abide by hazing policies and laws will result in referral to the Center for Student Accountability, Growth, and Education (SAGE) for an organizational violation and/or individual violation(s).

NOTE: Visit the sites below to learn more about hazing and how to report it:

- <http://hazing.ucsd.edu>
- <https://policy.ucop.edu/doc/2710530/PACAOS-100>
- <https://adminrecords.ucsd.edu/PPM/docs/200-28.html>
- <https://policy.ucop.edu/doc/4000701/AbusiveConduct>
- <https://sage.ucsd.edu/procedures/index.html>

ARTICLE V. MEETINGS ***

- The Lotus Project will hold general body meetings once a week (members will be notified about any scheduling changes) for 1 to 2 hours, contingent on efficiency and progress of current projects.
- Meetings will be held to discuss presentation progress, project updates, research, volunteer work, and other relevant matters.
- Meeting minutes are taken by a board member and are available on the The Lotus Project shared folder on Google Drive for future usage.
- Individual teams may meet outside of general body meeting hours for team specific projects, volunteer work, or individual meetings with other organization members and are conducted accordingly with board members' approval.

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.

President

- Manages members, teams and board members
- Creates new project ideas
- Works with physicians working on project to get volunteer opportunities and presentation feedback

Vice President

- Recruitment: Leads and organizes tabling events, chalking/placing flyers in lecture halls, advertising on newsletters

- Work with president to book rooms for events and perform logistical tasks
- Create slides for GBMs and other events

Co-Education chairs: (can be 2 people)

- Oversees the presentation to make sure information is accurate and impactful
- Help prepare presenters and small group leaders to present the workshop at the schools
- Manages feedback surveys from students after a middle/high school workshop

Internal Affairs/Events Chair

- Plans fun social events for members throughout the quarter
- Keeps track of events for the quarter and presents ideas for events at board meetings
- Helps to track and maintain CCR credit and CANRA training

Outreach/Community Relations Chair

- Find opportunities to connect with local schools to do presentations/volunteering
- Searches for collaborations with on campus organizations
- Network with local San Diego mental health organizations to do projects

Fundraising Chair

- Creating and overseeing the organization's budget and monitoring the bank account
- Researching and identifying grant opportunities, submitting grant proposals, and managing grant awards. This includes ensuring we use the funds according to grant requirements
- Oversees fundraising events with on and off campus businesses

Social Media Chair

- Promotes org and volunteering events on social media pages and website
- Creates flyers/promotional materials for promoting events
- Creates social media content: posts, stories, reels, etc

**There are 8 positions total, depending on whether a social chair is present, they can be the Co-Education chair to balance around.

Eligibility of Office:

- One must complete, or plan to complete, a workshop at least once in an academic school year (Fall-Spring).

Process and Timeline for Electing Officers:

- Officers are elected yearly during Spring Quarter (April to May).
- Candidates will fill out an online application at the beginning of Spring Quarter.
- Candidates will give a speech for the position(s) they applied for during a general body meeting.
- Board and General members will deliberate about the candidates qualifications and contributions to the organization while candidates step out of the room.

- Online voting is open for a week for all board and general members.
- Position announcements will be announced via announcement on the Lotus Project newsletter and the Lotus Project Discord.
- Remaining positions can be offered to UC San Diego undergrads that are interested in joining after they complete the application process.

***ARTICLE VI. SECTION 1. REMOVAL PROCESS

- If a board member fails to uphold their respective duties and the organization's Constitution, they may be subject to face removal from their position.

***It is highly recommended that the process for removing an officer/ member follow these guidelines:

- Apply the removal process consistently and ensure due process is followed.
 - Need help ensuring due process? Connect with [Student Legal Services](#)
- Grounds for removal must comply with university non-discrimination policies.
- Provide the member or officer with written notice that includes the reason for potential removal and the date of the hearing meeting or vote
- During the hearing, both parties must be allowed to share their perspectives
 - The individual must have the opportunity to present a defense and submit counter-evidence
- Conduct a vote following the hearing (specify who is eligible to vote and the required vote count)
- After the vote, provide written notice of the final decision to the individual
- Do not investigate allegations of student misconduct within the organization; refer such cases to the appropriate university departments::
 - [Office for the Prevention of Harassment & Discrimination \(OPHD\)](#)
 - To make a report: <https://ophd.ucsd.edu/report-bias/>
 - [Student Accountability, Growth, and Education \(SAGE\)](#)
 - To make a report, click [here](#)

NOTE: If your organization is undergoing the removal process and need further support, reach out to your CSI Advisor. You can find their contact information [here](#).

ARTICLE VII. RISK MANAGEMENT

The Lotus Project at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself.

The Lotus Project at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

***Possible risks include escalated situations where youth are having an emotional response to a presentation topic to which the teacher in the classroom will be the adult advisor for talking to their student and getting the help that they need during that crisis moment.*

NOTE: If applicable, describe specific strategies the organization will use to prevent or minimize risks of injury (including athletic injuries), exposure to hazardous materials or infectious agents, and other trauma, ensuring alignment with current industry standards and relevant government or national safety guidelines.

NOTE: The following Risk Management sections are required if applicable to your organization.

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

The Lotus Project 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 Lotus Project 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.

The Lotus Project at UC San Diego will not be involved in providing any kind of medical assistance.

ARTICLE VII. SECTION 2. IN CASE OF THE PROVISION OF MEDICAL ASSISTANCE

In the event that The Lotus Project at UC San Diego provides medical assistance to a community, all volunteers will work under the direction of licensed professionals (doctors, nurses, counselors, etc.). The University does not recommend that students provide medical assistance.

The Lotus Project at UC San Diego will not be engaged in any international travel.

ARTICLE VII. SECTION 3. IN CASE OF INTERNATIONAL TRAVEL

The Lotus Project at UC San Diego recognizes that the University generally recommends against all international travel by Student Organizations due to the myriad of risks travelers face in foreign countries. Student organizations are discouraged from traveling to foreign countries due to the wide variety of risks involved with foreign travel, and the extensive planning efforts required by the Student Organization's Members to manage those risks. Security risks and health care services vary widely from one country to another, so thorough research on those topics is especially important.

International travelers are advised to research US State Department Travel Advisories and the CDC Travel Health site and abide by all recommended alerts and warnings, and procure travel insurance with medical coverage that covers their chosen destination because most USA Health Plans are not valid in foreign countries.

The Lotus Project at UC San Diego will not handle any hazardous chemicals, materials, equipment or machinery.

ARTICLE VII. SECTION 4. IN CASE OF HANDLING OF HAZARDOUS CHEMICALS, MATERIAL, EQUIPMENT, AND/OR MACHINERY

The Lotus Project 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, [Name of the

organization] 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.

The Following Articles Are Optional - Recommended to Include if Applicable

ARTICLE IX. COMMUNITY MENTOR

Dr. E. Nathaniel Chapman, a UC San Diego Psychology professor will be our advisor. He will support through attending meetings, providing advice on projects, verifying CCR credits, and helping to facilitate events when needed.

Additionally, we will work with Dr. Desiree Shapiro from Rady's Children's Hospital for workshop opportunities and guides us in providing accurate information about mental health topics.