

ACTIVE MINDS AT UC SAN DIEGO CONSTITUTION
2025-26 ACADEMIC YEAR



ARTICLE I. NAME OF ORGANIZATION

The organization shall be called Active Minds at UC San Diego.

ARTICLE II. STATEMENT OF PURPOSE

Active Minds at UC San Diego is a student-led organization dedicated to advancing mental health awareness, education, and advocacy. Our purpose is to reduce stigma, encourage open dialogue, and connect students with resources that promote mental well-being. Through educational events, workshops, and peer support initiatives, we aim to cultivate a supportive and inclusive campus environment where all students feel empowered to prioritize their mental health.

ARTICLE III. NONPROFIT STATEMENT

Active Minds at UC San Diego is a non-profit student organization.

ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP

Active Minds Membership Requirements:

Membership in Active Minds at UC San Diego is open to all students currently enrolled at the university. Any student may become a general member at any time by signing up for the Active Minds email list. Active Minds does not require members to pay any dues or fees.

ARTICLE IV. Section 1. Hazing Prevention

University Nondiscrimination and Hazing Policies:

The University is committed to a policy against legally impermissible, arbitrary, or unreasonable discriminatory practices. All groups operating under the authority of The Regents, including administration, faculty, student governments, University-owned residence halls, and programs sponsored by the University or any campus, are governed by this policy of nondiscrimination. The intent of the University's policy on nondiscrimination is to reflect fully the spirit of the law. In carrying out this Policy, the University also shall be sensitive to the

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existence of past and continuing societal discrimination. (See also Appendix C [Nondiscrimination Policy Statement for University of California Publications Regarding Student-Related Matters]; Section 140.00; Section 150.00; and Section 160.00.)

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.

Active Minds at UC San Diego 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).

ARTICLE V: FREQUENCY OF ORGANIZATION MEETINGS

This organization will hold weekly executive board meetings on a priorly agreed upon date that executive board members are required to attend. General body meetings (GBMs) will be held monthly on a specific date and time which will be determined at the beginning of each quarter. Additional special meetings may be called by the Co-Presidents or a majority of the Executive Board. All members of the Executive Board are required to attend 80% of all events put on by the organization per quarter throughout the duration of their term. Absences due to class or emergencies will not count towards this.

ARTICLE VI. QUALIFICATIONS FOR HOLDING OFFICE AND METHODS OF SELECTING AND REPLACING OFFICERS

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Only registered, undergraduate 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.

The officers of the organization include the Co-President (2), Secretary, Treasurer, Events Coordinator, Public Relations Chair, Advocacy Chair, and Marketing Director/Chair. These officers are collectively referred to as the Executive Board and shall serve in their respective roles for the entire duration of the school year they were elected for.

The duties of each officer is as follows:

- Co-Presidents (2)
 - Serves as the chief executive officer of the organization.
 - Oversees and supports the Executive Board, ensuring that officers fulfill their duties.
 - Presides over and facilitates all GBMs and Executive Board meetings.
 - Ensures that the organization remains in compliance with university policies and procedures.
 - Delegates tasks and responsibilities appropriately to maintain efficiency.
- Secretary
 - Takes meeting minutes at Executive Board meetings and organizes them into a shared google drive.
 - Acts as a liaison between general members and the executive board via email.
 - Ensures that the shared google drive for the Executive Board is properly organized.
 - Maintains attendance records for both Executive Board meetings and GBMs through a Google form.
 - Sends out weekly newsletters to general body members via a third party newsletter website.
 - Provides resources and/or slides from GBMs to general members.
- Treasurer
 - Organizes two fundraisers per quarter.
 - Manages club funds and bank account.
 - Keeps a record of finances.
 - Creates a budget with the Co-Presidents.
 - Apply for Associated Students funding if necessary.
- Events Coordinator
 - Helps plan all events throughout the year.
 - Submits a Triton Activity Planner (TAP) form at least twenty one days before an event.

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- Reserves rooms through the University Centers' Event Management System (EMS) website.
- Work alongside the Treasurer to ensure proper funding is allocated for events.
- Communicates with possible speakers for events.
- **Advocacy Chair**
 - Plans and executes mental health advocacy events throughout the years.
 - Ensures accurate representation of mental health advocacy through thorough research on topics presented.
 - Works with Events Coordinator and Treasurer to ensure proper funds and rooms are allocated for advocacy events.
 - Leads all advocacy events.
- **Public Relations Chair**
 - Coordinates collaborations with other on and off campus organizations.
 - Communicates through the organization's email to other organizations.
 - Responsible for responding to DMs on Instagram and/or other social media platforms.
 - Assists with promotion through asking other organizations to help advertise our club.
- **Marketing Director/Chair**
 - Manages all social media pages (i.e. Instagram, Discord).
 - Ensures that the linktree is up to date.
 - Designs advertisements to post both on social media and around campus.
 - Promotes all society events.

Qualifications necessary to hold office in this organization are as follows:

To hold office in Active Minds at UC San Diego, candidates must be regularly enrolled UC San Diego students in good standing with both the university and the organization. No member may hold more than one office.

Applications for open positions will be made available to all members and must be submitted by the stated deadline to be considered. The Co-Presidents will review applications, rank applicants, and interview the top three candidates for each position. Following interviews, the Co-Presidents will recommend one candidate each to the Executive Board, who will vote to determine the final selection.

Officers are elected at the end of Spring Quarter, assume office on the first day of Fall Quarter, and serve for one year.

In cases of vacancies, the following apply:

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- If one of the Co-Presidents resigns or becomes ineligible, the other Co-President automatically assumes the role.
- All other vacancies may be filled through an expedited application and interview process, carried out by the Co-Presidents.
- Selection processes may be adjusted in extenuating circumstances to ensure timely replacement.

Article VI. Section 1. Removal Process.

Grounds for Removal:

Executive Board members may be removed from their position if they consistently fail to uphold the mission of Active Minds or neglect their responsibilities.

Grounds for removal may include, but are not limited to:

- Failure to accomplish a task by its deadline or to fulfil any of the outlined duties without a valid reason
- Repeated absences from Active Mind's events
- Not attending a required meeting
- Inappropriate conduct during any organization event or meeting
- Behavior that disrupts the organization's mission or violates UCSD policies

Accountability Framework (Steps):

1. **Verbal warning:** The Co-Presidents will meet privately with the member in question to discuss the concern.
2. **Written Warning:** If the same issue persists or if more arise, the member will receive a formal written warning outlining the behavior/issue and steps for improvement.
3. **Final Review and Decision:** A continued failure to improve will result in a final review by the entire Executive Board. The Board will then vote on whether the member will be removed from their position. A two-thirds majority vote will be required.

Special Cases:

- If the individual in question is one of the Co-Presidents, the hearing will instead be conducted by two other Executive Board members chosen by majority vote of the remaining officers. These two officers will assume the roles of evaluators and follow the same strike procedure outlined above.

Final Vote:

If the member or officer reaches three strikes, or in cases of serious misconduct, a vote of

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removal will be held. A two-thirds majority vote of the Executive Board is required to finalize removal. Written notice of the decision will be provided to the individual.

ARTICLE VII. RISK MANAGEMENT

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

Active Minds 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

Active Minds 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>. Active Minds 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 VIII. AFFILIATION WITH OTHER GROUPS

This chapter is affiliated with Active Minds, Inc., the national 501(c)3 non-profit organization, and is bound by all policies and rules of Active Minds, Inc. Per the Active Minds registration procedures, this chapter is a recognized student organization at UC San Diego and adheres to the rules and regulations under UC San Diego. Furthermore, to remain in good standing with the national organization, chapters are required to complete their quarterly Chapter Reports, update member's contact information as needed (i.e., if new members have joined, members are graduating/withdrawing from the chapter, change in leadership roles/advisor roles, etc.). Chapters must have at least three student leaders and one advisor, a faculty or staff member employed by the school, or other staff members from the Counseling Center, guidance office, and academic departments.) Active Minds is not financially responsible for Active Minds Chapters. Lastly, at least one of the founding student leaders cannot be graduating the same year as the chapter's founding.