

ARTICLE I. NAME OF ORGANIZATION

The organization shall be called Scent Lab at UC San Diego.

ARTICLE II. STATEMENT OF PURPOSE

Scent Lab is dedicated to exploring the art and science of fragrance. Our mission is to provide UCSD students with opportunities to learn about perfumery and the cultural significance of scent. Through workshops, discussions, and hands-on projects, we aim to foster both scientific curiosity and creative expression within the world of fragrance.

We will host events such as fragrance sharing and blending workshops, group review sessions, and a lending library of perfumery-related books and resources. By engaging students from diverse academic and cultural backgrounds, Scent Lab seeks to create an inclusive community where members can share knowledge, experiment with various scents, and develop transferable skills in creativity, collaboration, and critical thinking.

Ultimately, the organization strives to enrich the UCSD campus community by introducing fragrance as a unique medium of cultural exchange, self-expression, and interdisciplinary exploration.

ARTICLE III. NONPROFIT STATEMENT

Scent Lab at UC San Diego is a non-profit student organization.

ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP

Membership in Scent Lab shall be open to all currently enrolled UC San Diego students who have an interest in fragrance, scent, or perfumery. Consistent with the University of California Nondiscrimination Policy, no individual shall be excluded from membership on the basis of race, color, national origin, religion, sex, gender identity, sexual orientation, disability, age, or any other protected status.

There are no dues or membership fees required for participation in Scent Lab.

ARTICLE IV. SECTION 1. HAZING PREVENTION

Scent Lab 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. MEETINGS

General Body Meetings: Open to all members, used to share updates, plan upcoming events, and engage in fragrance-related discussions and activities. General Body Meetings shall be held 2 to 4 times per academic quarter.

Executive Board Meetings: Limited to principal members, used for organizational planning, administrative matters, and event preparation. Executive Board Meetings shall be held at least once per month during the academic quarter.

Special Meetings: May be called as needed by the President or a majority of the Executive Board to address urgent issues or opportunities. Special Meetings may be scheduled at any time with at least 48 hours' notice to members

Meeting minutes shall be taken during all General Body and Executive Board Meetings. A principal member will be responsible for recording and distributing minutes to members within one week of the meeting.

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.

The leadership of Scent Lab shall consist of: **President:** Serves as the primary leader of the organization, responsible for coordinating activities, overseeing Principal Members, and ensuring compliance with university policies. The President also holds veto power over organizational decisions. **Principal Members:** Serve as the collective decision-making body of the organization. Principal Members work collaboratively with the President to propose activities, identify potential risks, and manage organizational resources.

Decision-Making: All major decisions regarding events, safety concerns, and financial or investment matters shall be made through a vote of Principal Members. Each Principal Member holds one vote. The President holds one vote and retains the power of veto.

Selection and Term of President: The current President shall appoint their successor from among the active Principal Members. If the President does not appoint a successor before leaving office, the new President shall be elected by a majority vote of all Principal Members. The newly appointed or elected President will assume office at the beginning of the following academic quarter, unless otherwise determined by the organization.

Replacement of Principal Members: New Principal Members may be nominated by existing members and approved through a simple majority vote of the current Principal Members and the President. A Principal Member may be removed by a majority vote of the remaining Principal Members, with the concurrence of the President, in cases of inactivity or conduct detrimental to the organization. In matters of replacement or

removal of Principal Members, the President's veto power shall not apply.

ARTICLE VI. SECTION 1. REMOVAL PROCESS

Grounds for Removal:

Members, Principal Members, or the President may be considered for removal due to: Failure to uphold the mission or values of Scent Lab.

Repeated inactivity or lack of participation.

Behavior that endangers the safety of others, damages the reputation of the organization, or violates UC San Diego policies. Grounds for removal must comply with the University of California's Nondiscrimination Policy.

Procedures for Removal:

Written Notice: The individual subject to removal shall receive written notice at least one week prior to the hearing meeting. The notice must include the reasons for potential removal, along with the date, time, and location of the hearing.

Hearing: At the designated meeting, the individual shall be allowed to present their perspective, defense, and any supporting evidence. Other members may also present concerns.

Deliberation and Vote: For removal of a Regular Member or a Principal Member: Decision shall be made by a simple majority vote of the Principal Members present. The President's veto power shall not apply. For removal of the President: Decision shall be made by a two-thirds ($\frac{2}{3}$) vote of all Principal Members.

Notification of Outcome:

After the vote, the decision shall be communicated in writing to the individual within five business days.

Referral to University Resources:

The organization shall not independently investigate allegations of harassment, discrimination, or serious misconduct. Such matters will be referred to: Office for the Prevention of Harassment & Discrimination (OPHD): <https://ophd.ucsd.edu/report-bias/>. Student Accountability, Growth, and Education (SAGE): Reporting available through UCSD's student conduct system.

ARTICLE VII. RISK MANAGEMENT

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

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

Possible Risks:

Some individuals may find certain scents to be overwhelming, irritating, or uncomfortable due to personal

sensitivities or allergies.

Risk Mitigation Strategies:

Members and participants will not be asked to smell directly from fragrance bottles. Instead, all evaluations will be conducted using scent strips (blotters) to minimize intensity.

Participants will be encouraged to step away from any scent they find uncomfortable.

All fragrance materials used will be commercially prepared and safe for perfumery use, sourced from reputable suppliers. They will be diluted and handled only in small, non-hazardous quantities.

Meeting spaces will be well-ventilated whenever fragrance exploration is conducted.

Members will be informed in advance if an event involves fragrance testing so that those with sensitivities can make informed choices.

By following these practices, Scent Lab will provide a safe and inclusive environment for all participants while maintaining alignment with campus safety expectations.