

KEYBOARD CLUB @ UC SAN DIEGO CONSTITUTION

ARTICLE I – Name of the Club

The organization shall be called Keyboard Club at UC San Diego

ARTICLE II – Purpose of the Club

The purpose of Keyboard Club at UC San Diego is to provide a welcoming environment to all members of the keyboard hobby. Our club provides a variety of experiences to members such as quarterly keyboard meets, keyboard-related workshops, and other socials in order to foster a community of hobbyists.

ARTICLE III - Nonprofit Statement

Keyboard Club at UC San Diego is a non-profit student organization.

ARTICLE IV – Requirements for Membership

Dues are not required to become a member of Keyboard Club. Joining the Keyboard Club Discord server automatically makes a person a member of the club. There are no restrictions on who may join the Discord server, but membership may be revoked for violating community guidelines. Grounds for removal include: discrimination against others, threats towards other members, scamming, posting age-restricted content, and harassment.

ARTICLE IV. Section 1. – Hazing Prevention

Keyboard Club 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 Organizational Meetings

General Body Meetings (GBMs) will be held at the beginning of each quarter and Keyboard meets will be hosted later in the quarter. There is not a required number of meetings for general members. Club officers, however, are required to attend GBM and quarterly Keyboard meets as well as 75% of officer biweekly meetings unless a reason for excusal is provided. Meeting minutes will be taken during each officer meeting.

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

Only registered UCSD students may hold office in the organization. Only registered UCSD students may vote in elections for the selection of the organization's officers.

There are several levels of leadership within Keyboard Club.

Executives have the highest level of decision-making within the club. The executive committee consists of the President, Vice President, Logistics Coordinator, and Treasurer. The responsibilities are as listed:

President: Responsible for coordinating all officer teams to accomplish club goals for the quarter/year. Lead officer meetings and delegate responsibilities.

Vice President: Responsible for interpersonal relations within the club, such as officer recruitment and HR (Human Resources). Take meeting minutes. Will support the President when needed.

Logistics Coordinator: Responsible for working with the rest of the officers to fill out university, event, and other related paperwork. Sets the calendar for club events and officer meetings.

Support other executive committee members if needed.

Treasurer: Responsible for the financial operations within the club for meetings, meets, and any services/products that are created by the club. Works and presents to A.S Funding applications to get funding as well for our meets and meetings.

Team Leads are responsible for managing their respective committees. The teams are: Art, Live Events, Partnerships, Social Media, Tech, Workshop.

The responsibilities are as follows:

Art Team Leads: Responsible for delegating art projects and timelines for different meetings and events to all art officers for the purpose of having their art, marketing, merchandise, etc. available for display or purchase.

Live Events Team Lead: Responsible for planning events and meets for the club, bringing ideas from all Live Event team officers to meetings, and delegating tasks during events to the rest of the officer base.

Partnerships Team Lead: Responsible for overseeing outreach to entities outside of the club for the purpose of collaboration, receiving company sponsorships, receiving merchandise to be given to club members and acquiring discounts for our club membership card (a product that we sell).

Social Team Lead: Responsible for updating Club Members on events via social media, as well as any content or sponsorship posts, delegating to different social media officers to complete those tasks within their targeted timeline.

Tech Team Lead: Responsible for overseeing and maintaining the club's website, managing event attendance, and opportunity draw/raffle spinner,

Workshop Team Leads: Responsible for training of workshop officers. Planning workshops for members. Creating workshop booth's merch and products for keyboard meets. Communicating with the UCSD Design & Innovation Building's Makerspace staff for collaboration with projects and workshops.

General Officers are recruited to the committees stated above. Anyone from the general body of members can become an officer by filling out the club officer application and preference(s) for team(s), being selected for an interview, then being accepted by the respective team lead.

General officers are selected based on team-specific criteria such as skills, interests, and ability to attend meetings. As of the beginning of Fall 2025, there are 42 officers in Keyboard Club, but numbers are expected to increase after Fall recruitment.

The officer application is opened at the beginning of each quarter and may only have availability based on team demands. The application and interview process will be ongoing throughout the first 3 weeks of the quarter. Onboarding will be on a rolling basis, but once all positions have been filled, the Vice President will schedule a welcome meeting for new officers. The meeting will establish the quarter as a probationary period as well as expectations for officers in the club. The probationary period entails the ability of the club to remove new officers for reasons such as violations of community guidelines and those who may face challenges in highly collaborative environments.

Club Elections

The elected positions within the club include the Executive committee and Team Leads. Elections for these positions are held at the beginning of Spring quarter. Elected candidates will officially hold office for Fall-Spring of the next school year.

Elections Rules:

The process for election is as follows:

1. 2 weeks prior to the election, the Vice President will release an anonymous Google Form to club officers, asking them to nominate officers for each position. Nominees will be announced to officers via Discord and will be updated daily as candidates are added or withdrawn. Candidates must be a UC San Diego undergraduate student during the next school year after the Spring Quarter elections take place.
2. A date for elections must be agreed upon by officers so that 50%+1 of officers can attend.

3. Candidates are told to prepare a 1 minute speech and be prepared to answer three questions: One from the outgoing chair and two from the general body of officers.
4. Once all candidates for a position have given their speeches and answered questions, officers will vote using an anonymous Google Form. Officers will be given the option of choosing a candidate or may select “No Confidence”. If the majority chooses “No Confidence”, then the nomination process must restart for that position and a special election is required. Votes will be weighted so that the votes of officers within that respective team will have double the weight of other officers.
5. Votes will be counted by the outgoing Vice President or Logistics Coordinator, but may not count their own election. If both of these individuals are candidates in the election, then the outgoing Treasurer will count the votes.

Once candidates are elected into their positions, the remainder of Spring quarter will function as an onboarding period to familiarise with the position’s role and receive guidance from the current leadership position holder.

Special elections can be held to fill in leadership positions outside of Spring Quarter in the event of position openings. Special elections follow the same rules as normal elections, but simply pertain to specific roles.

Removal of an Officer is a serious matter that requires deliberation on multiple levels of leadership. To initiate the removal of an officer, the concerned party must speak privately with the Vice President to open an HR case. The Vice President will assess the situation and present it to the Executive committee. Then, the Vice President must reach out to the accused party to schedule a meeting. The Vice President will present the case to them in a manner that preserves the anonymity of the concerned party while also addressing claims. If a solution can be reached without requiring the removal of the officer, that avenue will be explored. However, if there are no other options, then the Vice President must call all Team Leads and Executives for an HR meeting. The Vice President will present the case to them in a manner that preserves the anonymity of the concerned party while also asking for input from the rest of Team Leads and Executives. Potential solutions will be explored, but if there are none, then a vote will be held by

Team Leads and Executives to determine if the accused party will remain as an officer. If the majority of Team Leads and Executives votes in favor of removal, then the Vice President will schedule a meeting to inform the accused party of their removal from the officer team.

ARTICLE VII – Risk Management

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

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

Please note the associated risks with the Keyboard Club at UC San Diego.

While the officer team and staff present at Keyboard Club events will take steps to prevent damage or theft to property, events will still pose these risks. We encourage all members who bring keyboards and other related products to our events to be watchful over their personal belongings. Keyboard Club at UC San Diego does not hold any responsibility for theft or damage to personal belongings.

Any club members that participate in Keyboard Club workshops must understand the risks and hazards associated with workshops. Keyboard club at UC San Diego is not liable for injuries caused due to personal negligence by participants or factors outside of our control.

ARTICLE VII. SECTION 1. In Case of Interaction with Minors and/or the Elderly

Keyboard Club 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>. Keyboard 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 VII. SECTION 2. In Case of Handling of Hazardous Chemicals, Material, Equipment, and/or Machinery

Keyboard 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. Additionally, Keyboard Club 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.

This article mainly pertains to workshops and services held by the Workshop team.

ARTICLE IX - Financial Management

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Keyboard Club at UC San Diego will organize the finances for meets, meetings, and merchandise through partnerships and sponsorships with keyboard manufacturers, artisan makers, and fundraising from partners as well as members through products such as the membership card. All money the organization earns and gathers is handled by the Treasurer position, and they are responsible for maintaining accurate financial records, including tracking all incoming funds and outgoing expenses, providing financial updates to both the Executive and Team Lead board.

The organization has an off-campus bank account, following the proper procedures for recording meeting minutes to designate new signers each year, in accordance with UC San Diego guidelines.

The Treasurer will also submit budgets to the A.S finance committees each quarter, and submit/present periodic financial reports for executive and team lead boards, ensuring members are informed of the organization's financial health.

ARTICLE X – Affiliation with Other Groups

The Keyboard Club at UC San Diego may be affiliated with sponsors, collaborators and other organizations within and outside of UC San Diego which can include local clubs and international vendors. This affiliation may allow club members to purchase products from affiliated groups and allow said groups to attend Keyboard Club events at no cost to members. Requirements for affiliation with other groups may result in social media posts to advertise and promote the group.

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