

Themed Entertainment Association at UC San Diego
An Official Themed Entertainment Association Club

University of California, San Diego

2025-2026 Constitution

1. Name of Student Organization

- a. The organization shall be called Themed Entertainment Association at UC San Diego.
- b. The following names and abbreviations may also be used:
 - i. TEA at UC San Diego
 - ii. TEA @ UC San Diego

2. Statement of Purpose

- a. Officially affiliated with the international Themed Entertainment Association, TEA at UC San Diego is a club for aspiring theme park designers, engineers, and creators. Providing experience with unique industry-based, hands-on projects and events that can't be found anywhere else at UC San Diego, members graduate prepared to work in the top businesses that create the magical and adventurous experiences we all remember, cherish, and love.

3. Nonprofit Statement

- a. TEA at UC San Diego is a non-profit student organization. The Themed Entertainment Association (TEA) is a registered 501C organization.

4. Requirements for Membership

- a. A student becomes an official member by filling out the membership form (<https://forms.gle/4Wy4nrsZMhCMkL1D8>) and having attended at least one TEA at UC San Diego event of any kind.
- b. A member shall be a registered student studying any major at UCSD.
- c. There are no dues for student membership under TEA at UC San Diego.
- d. There is a highly recommended membership to the NextGen program offered by the international Themed Entertainment Association which is a flat fee of \$55.

5. Hazing Prevention

- a. TEA 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).

6. Frequency of Organization Meetings

- a. There shall be at least one general body meeting per month.
- b. There shall be at least 2 board meeting per quarter
- c. Ongoing projects should hold meetings as frequently as possible but at least two meetings per month.

6. Officer Elections and Qualifications

- a. 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.
- b. Officer Qualifications
 - i. Candidates for officer positions must already be members of TEA at UC San Diego and have displayed a high level of active participation in club events (e.g. mixers, projects, competitions, etc.)
 - ii. Candidates must have plans to remain at UCSD for the length of their term.

iii. Candidates for President must have already been a TEA at UC San Diego officer for one term.

c. Officer Elections

i. All positions as listed in section 7 have a one year term which ends once the new board is in effect.

1. Previous officers may re-apply for their same position.

2. Previous officers may apply for any board position as many times as they would like during their time at UCSD.

a. Presidents are encouraged to stay in the presidential seat for only one term, but may apply for a different board position after their presidential term.

3. Any positions appointed by the old board also have a one year term.

a. This does not apply to project lead positions, which often have schedules different from the academic year.

b. Appointed positions stay in effect until the new board is put into effect, at which point they may be re-appointed or changed by the new board.

ii. Candidate applications and elections are organized by the President(s) and Vice President(s)

1. The method of voting and organization are determined by the President(s) and Vice-President(s) who may involve the whole board as needed.

a. A plurality vote is suggested.

b. A candidate application including a resume is suggested.

2. Preparations for the election, including candidate selection and election advertisement to members, should take place by the end of Winter Quarter.

3. Elections take place every year between weeks 8-10 of Winter Quarter.

4. A brief period of position shadowing should take place between weeks 4-10 of Spring Quarter to ensure each new officer is comfortable in their position.

a. New officers who need to become principal members should be invited to become such on the CSI club page (this applies at minimum to the President, Vice-President, Treasurer, and Events Coordinator).

5. The new officer board should be publicly announced and take effect by week 8 of Spring Quarter.

d. Removal Process

i. Officers shall be impeached in the event that the position is being abused or duties unfulfilled. A two-thirds vote of the board is necessary to revoke the position of the board member in question.

ii. Appointed positions may be removed at any time at the discretion of the main officer board.

7. Officer Positions and Duties

TEA at UC San Diego Officers positions consist of either one President or two co-Presidents, and a board of officers.

a. President(s)

i. Oversees all club and board activity.

ii. Acts as the main resource for board members and club members. *This person should have a wealth of experience and/or understanding of the themed entertainment industry, and should have been a TEA member for at least one year.*

iii. Maintains communication with the regional TEA headquarters.

1. Connects with NextGen Ambassador regarding ongoing club activities.

2. Fills out quarterly NextGen club report (usually emailed to us).

iv. Updates the club constitution at least once per year.

v. Registers the club with the Center for Student Involvement every Fall Quarter.

- vi. Organizes the yearly board election every Spring Quarter with the Vice President(s)
 - vii. General ongoing duties:
 - 1. Presides over club and board meetings.
 - 2. Monitors progress towards goals and accomplishments, both club and individual board members' responsibilities.
 - 3. Ensures board members are completing work correctly and on time. Takes action to make sure duties are fulfilled.
 - viii. Maintains communication between the club and the Triton Engineering Student Council (TESC).
 - ix. Maintains communication between the club and the community advisor(s)
 - x. Organizes projects and initiatives for the club
 - xi. Helps all board members engage with industry representatives and professionals, and finds guest speakers for GBMs.
 - 1. Works with the Event Coordinator on preparation of thoughtful questions for guest speakers, reviewed and approved by the speaker before GBM.
 - xii. Plans and organizes GBMs content, working with the rest of the board to select who will lead each meeting
 - xiii. Leading recruitment efforts, along with the Marketing and Outreach Director
- b. Vice President(s)
- i. Assists the President with overseeing all club and board activity
 - ii. Presides over meetings in the absence of the President.
 - iii. Running board meetings
 - 1. Scheduling the board meetings for the quarter
 - 2. Creates agendas for each board meeting.
 - 3. Reviews action items and minutes where applicable
 - 4. Monitors progress towards board members' goals

- iv. Leads the community quarterly newsletter
 - v. Handles the TEA at UC San Diego LinkedIn, along with the Marketing and Outreach Director
 - vi. Organizes the yearly board election every Spring Quarter with the President
 - vii. Organizes projects and initiatives for the club
 - viii. Maintains the organization and history of the club, its notes, and files.
 - ix. Maintains student membership database.
 - 1. Check membership form in google drive for new members
 - x. At the President's discretion, if there is more than one Vice President, each Vice President can focus on different matters (for example, internal and external, or projects and non-projects)
- c. Treasurer
- i. Manages the club finance and applies for funding.
 - ii. Acts as a resource for money regarding projects, competitions, travel, and meetings. This person needs to know which departments offer funding for each respective event, and how to fill out the forms and supporting documents (W9's, etc).
 - iii. Applies for grants on behalf of the club.
 - iv. Organizes effective and time-efficient club fundraisers.
 - v. Maintains accurate financial records to be reviewed at any time, including receipts, expenditures, and bank account deposits.
 - vi. Helps to purchase and sell club apparel.
 - vii. Notifies members about any scholarships applicable to club members. (TEA events such as summit and SATE often offer scholarships. This task requires simply posting online to notify members).
- d. Events Coordinator
- i. Manages the logistics of GBMs and events.

- ii. Schedules GBMs by updating the club calendar, reserving rooms, filling out TAP forms when needed.
 - iii. Helps schedule and reserve rooms for other events and workshops as needed.
 - iv. Organises social events for the club, outside of GBMs, including but not limited to, group trips to theme parks.
 - v. Works with President(s) on preparation of thoughtful questions for guest speakers, reviewed and approved by the speaker before GBM.
 - vi. Updates the google calendar regularly to reflect ongoing and upcoming events and projects.
- e. Competition Coordinator
- i. Facilitates student participation in projects and competitions.
 - ii. Advertises the various competition opportunities and creates forms to gauge interest
 - iii. Oversees team creation.
 - iv. Appoints project leads for each project.
 - v. Makes sure leads are fulfilling their duties via input from project members, and if not, creates a plan with the President(s) to deal with the problem.
 - vi. Ensures a project schedule is created at the beginning of the project and is closely followed or regularly updated.
 - vii. This officer should generally know what is happening with every competition, though they do not need to participate in them themselves, and should be ready to report on it each week.
 - viii. Assists Treasurer with competition funding and budgets.
- f. Marketing and Outreach Director
- i. Manages the club's social media presence and excites members about the club.
 - ii. Manages social media, including Discord, Instagram, and LinkedIn (along with the Vice President).

- iii. Posts events on Instagram and Discord.
- iv. Updates Instagram regularly with reminders for GBMs and photos from every large event.
- v. In charge of creating branding, and simple graphics and advertising for events
- vi. Works closely with the President to boost recruitment efforts.
 - 1. This includes tabling and social media efforts
 - 2. Ensures enough board members and club members are available to help with tabling efforts
- g. Technical Director
 - i. Works with President(s) and Vice President(s) to manage technical side of projects
 - ii. Helps generate ideas for future projects and initiatives
 - iii. Manage and update the website
 - iv. Develop on industry connections and networking opportunities
 - v. Be a general board member and help throughout the club more generally

8. Member and Officer Conduct and Three-Strike Policy

- a. All members and officers of TEA at UC San Diego are expected to uphold the organization's values of respect, inclusivity, and professionalism in all club-related activities and interactions. TEA at UC San Diego maintains a zero-tolerance policy toward discrimination or harassment on any basis, including but not limited to race, color, ethnicity, national origin, gender, gender identity or expression, sexual orientation, age, religion, disability, or socioeconomic status.
- b. A three-strike system shall be in place for addressing inappropriate behavior or conduct that violates the spirit, values, or community standards of TEA at UC San Diego.
 - i. The first and second strikes will serve as formal written warnings delivered via email, outlining the concerning behavior and expectations for improvement.

1. Strikes may result from formal complaints submitted by other members, reports from the officer board, or any observed actions deemed harmful, unsafe, or that make another member feel uncomfortable or unwelcome.
 2. In cases of severe or egregious behavior, immediate removal from the organization or from office may occur without the need for three strikes.
 3. All decisions regarding strikes, removals, or reinstatements shall be made by the Executive Board, consisting of the President and Vice President(s), who may consult the rest of the officer board as deemed appropriate to ensure fairness and due consideration.
- ii. Upon receiving a third strike, the individual in question may be removed from the organization. Removal will result in loss of membership privileges, including the inability to attend TEA at UC San Diego general body meetings (GBMs), events, and activities for the remainder of the academic year.
 - iii. Membership or officer eligibility for the following academic year may be reconsidered by the incoming board on a case-by-case basis.
- c. Presidential Conduct and Relief of Duty
- i. In the event that the President's conduct or fulfillment of duties is called into question, the officer board may issue a formal written warning.
 - ii. This warning must be signed by at least half of the officer board and must clearly state the reasons for possible relief of duty, and whether the President may return as a member if they are removed.
 - iii. Only one such warning is required before further action may be taken.
 - iv. If, after receiving the warning, the President does not suitably change their behavior, the officer board may choose to relieve the President of duty no less than 1 month after the date the warning letter was issued.

- v. Relief of duty requires a three-fourths ($\frac{3}{4}$) affirmative vote of the officer board under quorum.
- vi. Upon relief of duty, the Vice President shall assume the role of Interim President and propose a candidate for President to be voted on by the officer board during the following week.
- vii. If there are two Vice Presidents, each may propose one candidate for consideration.
- viii. A Vice President may also nominate themselves for the position of President.

9. Risk Management

- a. TEA at UC San Diego is a registered student organization at University of California, San Diego, but not part of the University itself.
- b. TEA at UC San Diego understands that the University does not assume legal liability for the actions of the organization.
- c. In Case of Handling of Hazardous Chemicals, Material, Equipment, and/or Machinery
 - i. TEA 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, TEA 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
- d. In Case of Local or National Travel
 - i. TEA at UC San Diego will abide by all state and federal laws to ensure the safety of all members. As with any travel, there is a risk of injury or death that TEA at UC San Diego cannot be held liable for.

e. In Case of International Travel

i. TEA t 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.

10. Community Mentor

- a. The Community Mentor must have experience related to or from the theme park or entertainment industry.
- b. The Community Mentor shall be approved by the board with a two-thirds vote.
- c. The Community Mentor shall serve as long as they can. If possible, the advisor should offer a replacement when they decide to leave.
 - i. When the advisor decides to retire, they shall work with the incoming advisor to review the state of the club to ensure a smooth transition.
- d. The Community Mentor shall provide assistance and advice to board and club members whenever necessary and possible.

11. Financial Management

- a. The Treasurer shall preside over the management and documentation of all finances.
- b. A quarterly budget will be approved by the board one month before each quarter begins.
- c. Funds will be gained through fundraisers, donations, and dues.
- d. Finances shall be used towards travel and project expenses as decided by the board. Should an off-campus account be used, the President, Treasurer and Community Advisor shall be allowed to gain access to said account through a 51% majority written vote by the club members, to be conducted the same month as the annual officer election.

12. Affiliation with Other Groups

- a. TEA at UC San Diego shall be officially affiliated with the international Themed Entertainment Association through the TEA NextGen Initiative.
- b. Association with TEA will provide numerous advantageous local networking events and opportunities for NextGen student members.

13. Amendments to the Constitution

- a. The constitution is subject to review and change as necessary by the officer board. The constitution shall be reviewed and updated, as needed at least once every academic school year.
- b. The constitution must be approved by at least 67% of the editorial board before being ratified, which must happen annually, upon student organization re-registration.

14. Ratification of the Constitution

- a. The constitution of this organization was first approved January 12, 2018.
- b. The constitution for the 2021-2022 school year, including any changes from the previous years, was ratified by the current TEA at UC San Diego board August 21, 2021.
- c. The constitution for the 2025-2026 school year, including any changes from the previous years, was ratified by the current TEA at UC San Diego board August 19th, 2025.