



OSTEM
AT UNIVERSITY OF CALIFORNIA SAN DIEGO.

Out in Science, Technology, Engineering, and Mathematics
at University of California, San Diego
Constitution

Table of Contents

Introduction	4
Article I – General Establishment	5
Section 1 – Name and Logo	5
Section 2 – Statement on Diversity, Equity, and Inclusion	5
Article II – Purpose	6
Section 1 – Statement of Purpose	6
Section 2 – Vision	6
Section 3 – Mission	6
Article III – NonProfit Statement	7
Article IV – Membership	8
Section 1 – Hazing Prevention	8
Section 2 – Non-Discriminatory Clause	8
Section 3 – Membership Eligibility	8
Section 4 – Code of Conduct	8
Article V – Organization	9
Section 1 – Executive Board	9
Section 2 – General Board	9
Section 3 – Junior Board	9
Section 4 – Committees	10
Article VI – The Board	12
Section 1 – The Executive Board	12
Section 2 – The General Board	17
Section 3 - The Junior Board	20
Section 4 – Eligibility for Holding Office	20

Section 5 – Vacancy of Officer Positions	21
Section 6 – Election Procedure	21
Section 7 – Impeachment	23
Article VII – Risk Management	24
Section 1 – In Case of Interaction with Minors and/or the Elderly	24
Section 2 – In Case of Handling Hazardous Chemicals, Material, Equipment, and/or Machinery	24
Article VIII – Finances	25
Section 1 – Financial Management	25
Section 2 – UC San Diego Funding	25
Section 3 – External Funding	25
Article IX – Amendments & Bylaws	26
Section 1 – Amendment	26
Section 2 – Bylaws	26
Bylaws	27
Section 1 – Committee Descriptions (Amended 2/28/21)	27
Section 2 – Virtual Elections (Amended 2/28/21)	27
Ratification and Revisions 26	28
Initial Ratification	28

Introduction

In October 2005, IBM sponsored a focus group where students convened at the Human Rights Campaign headquarters in Washington D.C. as part of the Out for Work conference. These students discussed topics relevant to LGBTQ+ communities at their own colleges and universities and debated how to form an organization that serves students in the STEM community. oSTEM emerged from that meeting as a new national technical student society for LGBT communities.

Before oSTEM, there was no inclusive organization dedicated to serving LGBTQ+ students in STEM, though other organizations had celebrated and supported diversity in science and engineering through other professional societies.

Chapters of oSTEM exist at many universities around the world, creating a vast global network connecting thousands of queer students together. In 2016, oSTEM at UC San Diego was founded in an effort to foster a diverse community for all queer students with an interest in STEM. This Constitution serves to govern its operations. It defines the Chapter's goals, its moral code, its membership requirements, its organizational structure, its Board responsibilities, its financial duties, and its constitutional amendment process. This Constitution shall be an all binding document governing the Chapter's functions and the actions of its Members.

Article I – General Establishment

Section 1 – Name and Logo

The name of this organization shall be *Out in Science, Technology, Engineering, and Mathematics at UC San Diego*. This name may be shortened to *oSTEM at UC San Diego*. In this document, the University of California, San Diego chapter of Out in Science, Technology, Engineering, and Mathematics at UC San Diego shall be referred to as the *Chapter*. The global Out in Science, Technology, Engineering, and Mathematics organization shall be referred to as *oSTEM Inc.*

In all advertising efforts, oSTEM at UC San Diego shall use a logo with the chapter name prominently displayed and in accordance with university guidelines.

Section 2 – Statement on Diversity, Equity, and Inclusion

1. We acknowledge that our society carries historical and divisive biases based on race, ethnicity, sex, gender identity, age, (dis)ability, sexual orientation, religion, and political beliefs. Therefore, we seek to foster understanding and tolerance among individuals and groups, and we promote radical educational change and constructive strategies for resolving conflict.
2. We reject acts of discrimination based on race, ethnicity, sex, gender identity, age, disability, sexual orientation, religion, and political beliefs, and, we will confront and appropriately respond to such acts.
3. We affirm the right to freedom of expression at UC San Diego. We promote open expression of our individuality and our diversity within the bounds of courtesy, sensitivity, confidentiality, and respect.
4. We are committed to the highest standards of civility and decency toward all. We are committed to promoting and supporting a community where all people can work and learn together in an atmosphere free of abusive or degrading treatment.
5. We are committed to the enforcement of policies that promote the fulfillment of these principles.
6. We represent diverse races, creeds, cultures, and social affiliations coming together for the good of the University and those communities we serve. By working together as members of the UC San Diego community, we can enhance the excellence of our institution and our community here at oSTEM.

Article II – Purpose

Section 1 – Statement of Purpose

oSTEM at UC San Diego is an LGBTQ-affirming organization that aims to provide services and support for students in science, technology, engineering, and mathematics and to create a dynamic network between students and professionals in industry and academia, locally affiliated with the IDEA Resource Center in the Jacobs School of Engineering.

Section 2 – Vision

Imagining an intersectional world in which LGBTQIA+ individuals in STEM achieve success and are celebrated.

Section 3 – Mission

Through community-building, networking, mentorship, and activism, we create inclusive, safe spaces in which LGBTQIA+ individuals in STEM are empowered to thrive in educational, professional, and social environments.

Article III – Nonprofit Statement

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

Article IV – Membership

Section 1 – Hazing Prevention

oSTEM (Out in STEM) 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).

Section 2 – Non-Discriminatory Clause

Members shall be accepted without discrimination on the basis of race, color, national origin, religion, sex, gender, gender identity, gender expression, pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), physical or mental (dis)ability, medical condition, genetic information, ancestry, marital status, age, sexual orientation, major, citizenship, or service in the uniformed services (including membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services).

Section 3 – Membership Eligibility

Membership shall be open to undergraduate and graduate students, but shall also remain open to all faculty, staff, and alumni at UC San Diego. Membership to oSTEM at UC San Diego does not automatically grant membership to oSTEM Inc.

Section 4 – Code of Conduct

All Members are expected to abide by the rules outlined in the University of California, San Diego Student Conduct Procedures as well as the oSTEM Inc. Code of Conduct. Failure to adhere to these standards will result in an immediate dismissal of the Member from the Chapter.

Article V – Organization

The Chapter leadership shall be organized into three main components to maximize productivity and development, in totality referred to as *The Board*. The three components shall be the Executive Board, the General Board, and the Junior Board. The Executive Board retains the highest authority over the organization. Each Vice President in the Executive Board shall lead a team consisting of General and Junior Board members. Each team will oversee central functions of the organization. Teams may construct and deconstruct Committees as necessary to aid in team duties.

Section 1 – Executive Board

The Executive Board shall consist of the President(s), Vice President: External, Vice President: Internal, Vice President: Finance, and Secretary. This group is responsible for major organizational decisions and functions including, but not limited to:

1. Perform the duties prescribed in this Constitution, and perform such other duties as are directed by the organization.
2. Hold Board meetings, which shall be attended by the entire Board unless acceptable notification is given. All members must arrive on time and be prepared for the meeting.
3. Oversee planning and execution of general body meetings as well as events such as socials, professional development nights, etc. on weeks in which general body meetings do not occur.

These decisions shall be conducted through a vote by the Executive Board, requiring a majority vote for approval. In the case of a tie, the President shall break the tie.

Section 2 – General Board

The General board shall consist of the Publicity and Outreach Director(s), Qtorship Director(s), Social Chair, and Webmaster. This group is responsible for assisting in the execution of the decisions made by the Executive Board.

Section 3 – Junior Board

The Junior Board shall be headed by the President(s) of the Chapter. The President(s) should mentor and teach the Junior Board about queer, genderqueer, and transgender leadership and the leadership requirements of the Chapter through meetings, workshops, and other activities.

The Junior Board shall be composed of unelected Chapter members who primarily serve as interns to Executive and General Board members. The Junior Board's primary function is to shadow and assist other Board members with their tasks and duties.

Section 4 – Committees

The Committees of the Chapter shall function as special units within the organization that further support the mission, vision, and purpose of the organization. Committees are not considered part of the official Chapter Board structure.

1. Establishment

Committees may be established by any Member of the Chapter within the first four weeks of any given quarter. The establishment process is as follows:

- a. A Committee may be proposed to the Board by any active general Member or Board Member if its proposed function does not already exist within the organization.
- b. Committee establishment must be sponsored by at least one Executive Board member.
- c. A Committee outline must be submitted to the Executive Board during a Board meeting occurring within the accepted submission period. The Member proposing the Committee establishment should make a request to the Board to be added to the Board meeting agenda prior to the meeting date. The outline should contain the following:
 - i. The Member information of the Committee's originator
 - ii. The proposed name of the Committee
 - iii. The proposed purpose and function of the Committee
 - iv. A general timeline of the Committee's goals
- d. The Board will hold a vote on whether to establish the proposed Committee within the Chapter. The Committee resolution requires a $\frac{2}{3}$ majority vote to be passed. If the Committee is not approved, it may be resubmitted in a subsequent quarter pending any requested revisions to the Committee outline.

2. Formal Structure

- a. The Committee shall be first chaired by the proposing Board member until the following election cycle in the Spring quarter. It is up to each Committee to handle the passing of power during each academic year, with one person allowed to chair a given committee for no more than 2 academic terms.
- b. Each Committee Chair may opt to appoint/elect a Co-Chair to assist in Committee duties.

3. Committee Operations

- a. Each Committee Chair and/or Co-Chair must attend all Board meetings to report on the progress of the Committee goals as stated in the Committee outline.
- b. Committees must meet a minimum of twice per quarter and should keep adequate meeting minutes during these meetings.
- c. Committees will be required to submit a quarterly progress report to the Executive Board detailing their progress and development. Committees should also submit the meeting minutes outlined above.

4. Committee Dissolvement

- a. So long as a Committee Chair is appointed or elected each election cycle, the Committee shall stay established. If a Committee does not fill its Chair position, it shall be dissolved.
- b. If at any time during the Committee's establishment, the Executive Board deems its establishment unnecessary, an Executive Board member may make a motion to dissolve the Committee at a Board meeting no later than the 1st week of Spring quarter.
 - i. The motion must be acknowledged by the President and must be passed by a simple majority.
 - ii. If the motion passes, the Committee Chair will be allowed to defend against the Committee's dissolvement to the attending Board members.
 - iii. If the motion fails, a motion of dissolvement shall not be brought forth for at least another month.
 - iv. Finally, a Board-wide vote shall be held to determine whether to dissolve the Committee. Both the motioning Executive Board member and the Committee Chair must abstain from the vote.

Article VI – The Board

Section 1 – The Executive Board

1. President

The President(s) of the Chapter is the CEO of the organization. They are responsible for overseeing the three Vice President offices—External, Internal, and Finance. Additionally, they are expected to organize periodic meetings with the Board to ensure organizational progress and development. The President should provide mentorship and support to all members and guide the organization towards a shared vision. The roles and responsibilities of the Office of the President are outlined below:

- a. Serve as Chief Executive Officer of the Chapter.
- b. Actively support the development of General Body Members and the Board.
- c. Attend General Body Meetings and create meeting agendas.
- d. Meet with the Board as necessary.
- e. Meet with the Faculty Advisor as needed.
- f. Attend Presidents’ meetings at the IDEA Center.
- g. Be available as a resource for any troubleshooting, event planning, or experiential questions.
- h. Preside over decision-making processes, meetings, and Board meetings.
- i. Represent the Chapter at conferences, network with other oSTEM Presidents, attend school-related events as oSTEM President when necessary.
- j. Serve as the lead public relations coordinator.
- k. Assist with any large decision requiring Executive approval.
- l. Ensure all Chapter operations run smoothly.
- m. Acts as the main point of contact for the Chapter.
- n. Any and all other duties as assigned.

2. Vice President: External

The Vice President: External of the Chapter acts as the right hand person to the President, functioning as the key point of contact with any organization interactions outside of the University. The Vice President: External directly represents the Chapter in all communications with companies, external sponsors, and organizers of off campus events the Chapter participates in. The roles and responsibilities of the Office of the VPE are outlined below:

- a. Attend monthly General Body Meetings.
- b. Meet with the Board as necessary.
- c. Preside over decision-making processes, meetings, and Board meetings in the absence of the President.
- d. Serve as the lead industry relations coordinator.
- e. Serve as the lead High Tech Fair coordinator.
- f. Serve as the lead oSTEM Soft Hack coordinator.
- g. Serve as the lead Professional Evening with Industry.
- h. Create the Annual Sponsorship Package with the Vice President: Finance
- i. Represent the Chapter at conferences, network with other oSTEM Vice Presidents, attend school-related events as oSTEM Vice President when necessary.
- j. Serve as the Chapter representative at all Region F oSTEM meetings.
- k. Directly assist the President.
- l. Any and all other duties as assigned.

3. Vice President: Internal

The Vice President: Internal of the Chapter serves among the Offices of the President and other Vice Presidents making major decisions for the operation and well-being of the organization. The Vice President: Internal works closely with different centers on the university campus to organize events, programs, and collaborations as well as build strong connections with the out faculty on campus. The roles and responsibilities for the Office of the VPI are outlined below:

- a. Attend monthly General Body Meetings.
- b. Meet with the Board as necessary.
- c. Meet with the Faculty/Staff Advisor as needed.
- d. Serve as the lead faculty and graduate student coordinator.
- e. Serve as the lead UCSD Departments coordinator.
- f. Complete any and all quarterly/annual reports on behalf of the Chapter.
- g. Represent the Chapter at conferences, network with other oSTEM Vice Presidents, attend school-related events as oSTEM Vice President when necessary.
- h. Support, reach out, and collaborate with other engineering and queer organizations at UCSD.
- i. Directly assist the President.
- j. Any and all other duties as assigned.

4. Vice President: Finance

The Vice President: Finance of the Chapter is the overseer of finances and funds of the organization. They are responsible for possessing knowledge of current finances within the organization in order to provide insight on event programming and use of funds. They provide advice on how funds for events should be used and when to proceed with purchases. Additionally, the Vice President: Finance is responsible for management of specific funding resources like off-campus bank accounts and serving as the liaison between the IDEA center and the Chapter to manage funds in the organization's index. They also work with the President(s) on developing an annual budget for the Chapter. The roles and responsibilities of the Office of the VPF are outlined below:

- a. Keeping track of current finances of the Chapter
- b. Applying for funding from various sources (AS Funding, oSTEM Inc. Fund, EDI Fund, etc.)
- c. Give advice on how funds can be used for event programming
- d. Management of off-campus bank accounts, Venmo, Paypal, University index
- e. Liaison between IDEA Center Funding Coordinators and the Chapter
- f. Liaison between Student Legal Services and the Chapter
- g. Establish budget for academic year and update as funds are being used
- h. Track sponsorships, donations, and gifts from organization outside of UCSD i. Create the Annual Sponsorship Package with the Vice President: External j. Make purchases on behalf of the Chapter
- k. Represent the Chapter at conferences, network with other oSTEM Vice Presidents, attend school-related events as oSTEM Vice President when necessary.
- l. Support, reach out, and collaborate with other engineering and queer organizations at UCSD.
- m. Assist President and Vice Presidents.
- n. Any and all other duties as assigned.

5. Secretary

The Secretary of the Chapter serves as the organizational specialist of the Executive Board. The Secretary creates the record of the Chapter to allow it to continue into future years and function in its current year and serves as the main curator of all documents and correspondence with the Chapter and other parties. The roles and responsibilities of the Office of the Secretary are outlined below:

- a. Attend monthly General Body Meetings.
- b. Meet with the Board as necessary.
- c. Take meeting minutes at Board meetings.
- d. Maintain a calendar of events for the Chapter.
- e. Track General Body statistics using the Chapter's Admin Dashboard or through physical sign-in sheets.
- f. Create the bi-weekly Chapter newsletter.
- g. Organize and maintain the Chapter Google Drive.
- h. Manage how-to documents for future officers.
- i. Represent the Chapter at conferences, and attend school-related events as oSTEM Secretary when necessary.
- j. Support, reach out, and collaborate with other engineering and queer organizations at UCSD.
- k. Assist President, Vice President and support all other Board members.
- l. Any and all other duties as assigned.

Section 2 – The General Board

1. Publicity and Outreach Director(s)

The Publicity and Outreach Directors of the Chapter are responsible for maintaining the public image of the Chapter via social media . They also help with graphic design of promotional materials for the events and programming of the Chapter. The Publicity and Outreach Directors also are responsible for assisting with high school and community outreach. The roles and responsibilities of the Publicity and Outreach Director(s) are outlined below:

- a. Attend monthly General Body Meetings.
- b. Meet with the Board as necessary.
- c. Maintain any and all social media on behalf of the Chapter.
- d. Serve as the lead promotional coordinator.
- e. Create any tabling materials, including but not limited to posters, flyers, brochures, stickers, etc.
- f. Coordinate outreach activities with local high schools and/or community centers to support queer development in STEM.
- g. Serve as chair for Engineering Overnight Program
- h. Any and all other duties as assigned.

2. Technical Development Director(s)

The Technical Development Directors of the Chapter are responsible for coordinating workshops and events on technical topics relevant to areas of STEM. This will typically involve teaching programming languages & useful technologies for the subjects under STEM, such as Python, C++, R, Javascript, etc., or useful skills for working in different lab settings. The roles and responsibilities of the Technical Development Directors are outlined below:

- a. Attend monthly General Body Meetings.
- b. Meet with the Board as necessary.
- c. Create and organize various workshops that teach computer programming and expand members' knowledge of programming languages, including Python, C++, R, and Javascript
- d. Serve as the liaison between Committee Chairs and the Board

- e. Help Committee Chairs plan for following quarters
- f. Ensure Committees are running smoothly
- g. Meet with Committee Chairs regularly and provide updates to the board on how the Committees are doing
- h. Communicate decisions made by Board to Committee Chairs
- i. Plan quarterly technical workshops with other organizations and/or industry professionals
- j. Any and all other duties as assigned.

3. Professional Development Director(s)

The Professional Development Directors of the Chapter are responsible for coordinating workshops and events aimed at providing professional development to our members. This will typically involve resume/CV building workshops and collaborative panels with industry or graduate students. The roles and responsibilities of the Professional Development Directors are outlined below:

- a. Identify the professional development needs of the Members.
- b. Create, present, and promote workshops and activities that address these needs.
- c. Work with other Chapter Committees to ensure a variety of opportunities for professional development.
- d. Consult with the Executive Board to ensure programs fit the Mission of the Chapter and serve its Members
- e. Identify scholarships and grants that enable Members to attend professional development programs.
- f. Educate Members in professional development and cultivate Membership through these programs.
- g. Build connections with professionals in the industry in fostering opportunities and events for Members.
- h. Any and all other duties as assigned.

4. Qtorship Director(s)

The Qtorship Directors of the Chapter are responsible for coordinating the mentorship program within our organization. Qtorship pairs First and Second-year students with Upper Division students, and Upper Division students with Graduate Students. The program is intended to provide opportunities to make new friends, get advice, and have fun! The roles and responsibilities of the Qtorship Directors are outlined below:

- a. Serve as the lead Qtorship program coordinator
- b. Attend monthly General Body meetings
- c. Meet with the Board as necessary.
- d. Any and all other duties as assigned

Section 3 - The Junior Board

1. Appointment Process

- a. The creation of the Junior Board each year shall be based on an application put on in Fall Quarter and shall not follow the annual election procedure described in Section 6.
- b. All applications shall be reviewed by the Executive Board.
- c. The Executive Board must agree by a majority on whether or not to admit an applicant into the Junior Board.
- d. Upon acceptance, the Junior Board Member shall be subject to a probationary period terminating at the end of the Fall quarter.
- e. Following the completion of the probationary period a vote shall be held by the Executive Board to formally accept each member into the Junior Board.
- f. A $\frac{2}{3}$ majority vote is required to accept a Member into the Junior Board.

Section 4 – Eligibility for Holding Office

1. A Member must have attended at least one GBM and one additional Event during the academic year to hold Office.
2. Only registered UCSD students may hold office in the organization.

3. An eligible Member may run for no more than 3 officer positions.
4. An eligible Member may not run for more than 2 Vice President positions.
5. To hold the Office of the President, one must have served a minimum of one year on the Executive Board, defined as Summer through the start of Spring quarter. If a member of the Junior Board wishes to run for the position of President they must run for a Co-Presidency with an eligible candidate for the position of President. In the event of a Co-Presidency by election, the duties prescribed in this Constitution shall be performed by both members.

Section 5 – Vacancy of Officer Positions

1. A vacancy in any Office, other than that of President, shall be filled by appointment by the President with the majority approval of the existing Executive Board.
2. Should the Office of President become vacant, the Vice President: External shall automatically assume the Presidency. In the case of a non-Junior Board Co-President leaving office, the current Vice President: External shall take over part of the Co-Presidency.

Section 6 – Election Procedure

1. Voting Eligibility

- a. Only registered UCSD students may vote in elections for the selection of the organization's officers.
- b. A Member must have attended at least one Event to be eligible to vote.

2. Candidate Declaration

- a. A Member eligible for Office under Article V Section 3 may submit an application to the Chapter containing at least the following:
 - i. What are their goals for the organization should they be elected?
 - ii. Why are they qualified for the position?

3. Candidate Elections

- a. No later than the 6th week of Spring quarter, the Board should convene an election to fill the new Board for the following academic year.
- b. Each declared Candidate will be permitted to make a speech to the General Body during the convened election period.
- c. Officer positions shall be elected in the following order such that Candidates running for, but not elected into, higher Officer positions shall be able to be considered for alternative Officer positions:
 - i. President
 - ii. Vice President: External
 - iii. Vice President: Internal
 - iv. Vice President: Finance
 - v. Secretary
 - vi. Publicity and Outreach Director(s)
 - vii. Technical Development Director(s)
 - viii. Professional Development Director(s)
 - ix. Qtorship Director(s)
- d. A majority vote shall be required for any Candidate to be elected into an office.
 - i. If no Candidate for an office receives a majority vote by the first round of voting, the ballot shall be recast.
 - ii. If no Candidate for an office receives a majority vote by the second round of voting, the Candidate receiving the lowest number of votes for that position shall be dropped from each consecutive ballot until one candidate receives a majority of the votes.
- e. If no Candidates run for an office, then the Board should plan on convening a special election in the Fall of the subsequent academic year to fill all empty offices.
 - i. If the Office of the Presidency receives no Candidates, executive power shall fall to the VP External or the next highest ranking office in the chain of command.

Section 7 – Impeachment

Any member of the Board may be removed from their office due to gross negligence of their duties as outlined in this Constitution. A discussion among the Board is required. A vote of no confidence by a majority of the other members of the Executive Board, along with the consideration of a vote by the General Board shall constitute a Board member's removal from office. Only Executive Board members may propose the removal of a member from the Board.

Article VII – Risk Management

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

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

Section 1 – In Case of Interaction with Minors and/or the Elderly

oSTEM 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>. oSTEM 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.

Section 2 – In Case of Handling of Hazardous Chemicals, Material, Equipment, and/or Machinery

oSTEM 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, oSTEM 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.

Article VIII – Finances

Section 1 – Financial Management

The Chapter shall follow the guidelines below in determining financial operations: 1. Dues may be collected for the Chapter, and as required by the national organization.

2. The Vice President: Finance must maintain one or more accounts with UCSD, in order to accept financial transactions from sponsors.

3. The Executive Board of the Chapter must approve any expenses greater than \$500 by a simple majority.

4. The Vice President: Finance must provide a financial report to the Board a minimum of once per quarter.

5. The Vice President: Finance must do their best to maintain transparency in cash flow for the Chapter.

Section 2 – UC San Diego Funding

The Chapter is responsible for utilizing all available funding sources through UC San Diego including, but not limited to, Associated Students, the LGBT Resource Center, the Jacobs School of Engineering, and the EDI Fund.

Section 3 – External Funding

The Chapter is responsible for utilizing all available funding sources outside of UC San Diego including corporate partners and oSTEM Inc. The Vice President: Finance and Vice President: External should work closely to create sponsorship packages and agreements as necessary throughout the year to secure this funding. The Vice President: Finance should take care to ensure that all new partnership and sponsorship agreements do not conflict with existing agreements.

Article IX – Amendments & Bylaws

This Constitution shall remain publicly accessible to the entire Chapter and shall be amendable by all Members of the organization.

Section 1 – Amendment

Proposed amendments to this Constitution shall be submitted in writing. The proposed amendments shall be submitted for review to the Executive Board, which will present the proposal along with its recommendation to the general membership. A two-thirds vote of the presently attending general membership, as described for the status of a voting member, shall be necessary for adoption of any amendment.

Section 2 – Bylaws

The Board may pass temporary Bylaws in order to make temporary changes to the Constitution. Bylaws may not last past the end of the current academic year in which they are passed. The majority of the Board must be present to vote on a Bylaw. The majority of total Board members must vote in favor of the Bylaw in order for the Bylaw to be approved.

Bylaws

Section 1 – Virtual Elections (Amended 2/28/21)

In the event that Chapter operations must be held remotely, the Chapter election procedure outlined in Article V Section 4 shall be modified as follows:

1. Instead of Candidate speeches, each Candidate should submit a video speech that will be delivered to the General Body over the course of a week during the convened election period.
2. The Chapter Officer positions shall be elected in the same order Article V Section 4.3(c) but should be distributed in the following format to reflect the week-long election period:
 - a. The Presidency shall be filled on Monday of the election week.
 - b. The Vice Presidencies shall be filled on Tuesday of the election week.
 - c. The Technical and Professional Development Director(s) shall be filled on Wednesday of the election week.
 - d. The Publicity and Outreach Director(s) and Qtorship Director(s) shall be filled on Thursday of the election week.

A culminating event shall be organized on the Friday of the election week to announce the final election results and present the new Board to the General Body.

Ratification and Revisions

Initial Ratification

President	Roisin Gross
Vice President Internal	Selena Wang
Vice President External	
Vice President Finance	Justin Topete
Secretary	
Publicity chair	Lydia Chen
Social Chair	Beatrice Fung