

# Helix AI Constitution - 2025 ~ 2026

## ARTICLE I. NAME OF ORGANIZATION

The organization shall be called Helix AI at UC San Diego.

## ARTICLE II. STATEMENT OF PURPOSE

The purpose of Helix AI is to function as a high-intensity, founder-led pre-incubator at UC San Diego. Our primary mission is to bridge the critical gap between technical AI innovation and viable market strategy. We are structured to unite and empower two essential student profiles: "Builders" (AI-related students, engineers, researchers) and "Strategists" (Rady business students, marketers, and designers). Our organization achieves this purpose through three integrated pillars. First, the Helix Venture Studio is our core incubation arm. It provides project teams with tangible resources—including GPU compute, strategic advising from experienced AI founders, and a structured framework—aimed at developing ventures competitive for top-tier incubators like YC, Hsix, and The Basement. Second, Helix Media Labs is our content and education division. It produces high-quality public content on AI entrepreneurship, product analysis, and advanced knowledge management, serving to educate our members while acting as a practical training ground for marketing and content talent. Third, the Helix Atlas Project is our long-term, organization-led technical initiative to build a comprehensive, multi-lingual database of existing AI products. This provides a real-world engineering challenge and generates critical market intelligence for our venture teams. Collectively, these pillars create a robust ecosystem designed to manufacture launch-ready AI ventures and valuable entrepreneurship experiences for club members.

## ARTICLE III. NONPROFIT STATEMENT

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

## ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP

### ARTICLE IV. SECTION 1. HAZING PREVENTION

Helix AI 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 IV. SECTION 2. Eligibility

Membership in *Helix AI* shall be open to all currently registered undergraduate and graduate students at the University of California, San Diego. There shall be no restrictions based on age, race, color, national origin, religion, sex, gender identity, sexual orientation, disability, or any other protected status in accordance with UC San Diego's nondiscrimination policy (PACAOS-70).

## ARTICLE IV. SECTION 3. Membership Application and Interview Process

Prospective members must submit an application form and complete an interview with current Principal Members or designated officers. This process ensures alignment with *Helix AI*'s mission, project goals, and team culture. Admission decisions will be made collectively by the Principal Members based on the candidate's motivation, relevant experience, and potential contribution to ongoing or future AI projects.

## ARTICLE IV. SECTION 4. Rights and Responsibilities

All members are expected to:

1. Attend the annual all-member meeting.
2. Participate in weekly team or department meetings and meet attendance requirements.
3. Follow professional conduct and respect all members, maintaining a collaborative environment.
4. Uphold UC San Diego's Student Conduct Code and *Helix AI*'s mission and values.

## ARTICLE V. MEETINGS

- *Helix AI holds an annual general meeting once per academic year for all members to review organizational progress, elect officers and plan strategic initiatives.*
- *Each project team or department meets weekly throughout all quarters to discuss project progress, coordinate tasks and ensure effective collaboration.*
- *Attendance at the annual general meeting and weekly team meetings is mandatory for active members.*

## 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.

- **President** – Provides strategic vision and leadership for the organization, presides over meetings,

sets agendas, and serves as the primary liaison with UCSD administration and external partners.

- **Vice President** – Assists the President and assumes presidential duties in their absence; coordinates committees and oversees project teams.
- **Secretary** – Maintains accurate records of meetings, membership lists, and official documents; handles correspondence and communication with members.
- **Treasurer** – Manages the organization’s finances, including budgeting, record-keeping, and financial reporting; oversees fundraising and expenditure approvals.
- **Director of Product Development** – Leads the planning and execution of technical projects; supports project teams with resources and ensures progress toward milestones.
- **Director of Marketing & Outreach** – Develops and implements marketing strategies, organizes recruitment events, and fosters partnerships with other organizations and industry partners.

Officers shall be elected by a simple majority vote of active members at the annual general meeting held each academic year. Nominations for officer positions may be made by any active member and must be accepted by the nominee. Only registered UC San Diego students may hold office and vote in elections ([www.shrm.org](http://www.shrm.org)). Terms of office begin immediately following the election and last for one academic year. Vacancies that occur mid-term shall be filled by a special election held at the next general meeting.

## ARTICLE VI. SECTION 1. REMOVAL PROCESS

Members or officers may be removed for failing to fulfill their duties, violating organizational policies, or engaging in conduct detrimental to Helix AI. The removal process shall include the following steps:

- A written complaint stating the grounds for removal must be submitted to the Executive Council.
  - The individual concerned will receive written notice detailing the reasons for potential removal and the date of a hearing, and will have the opportunity to present a defense and submit counter-evidence.
  - A hearing will be conducted in which both parties may share information; a two-thirds majority vote of the active membership (or Executive Council for project-level positions) is required for removal.
  - A written notice of the final decision will be provided within one week of the hearing.
- All removal proceedings must comply with UC San Diego’s non-discrimination policies and provide due process.

## ARTICLE VII. RISK MANAGEMENT

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

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

Helix AI primarily engages in research, development, and deployment of artificial intelligence technologies. Potential risks include:

- **Data and privacy risks:** handling sensitive or proprietary datasets.
- **Ethical risks:** possible misuse or bias in AI models.

- **Operational risks:** computing resource misuse, data loss, or cyber vulnerabilities.
- **Event-related risks:** injuries or accidents during workshops, hackathons, or technical events.

Helix AI will take the following steps to minimize and manage risks:

1. **Risk Assessments:** Conduct risk assessments for all AI projects and events to identify data privacy, ethical, and operational risks before approval.
2. **Compliance:** Ensure full compliance with UC San Diego policies governing student organizations, including research ethics, data protection, event safety, and computing resource use.
3. **Training and Education:** Provide training and resources for members on responsible AI development, cybersecurity, and safe computing practices.
4. **Data Protection:** Require all members to follow data-handling guidelines aligned with FERPA, UC San Diego's IT security policies, and open-source license requirements.
5. **Consultation:** Consult with the Student Life Business Office and relevant campus offices to obtain approvals for high-risk or off-campus events.
6. **Incident Response:** Establish internal reporting procedures for data breaches, misconduct, or safety violations, to be reviewed promptly by the Executive Board.

## ARTICLE VII. SECTION 1. IN CASE OF INTERACTION WITH MINORS AND/OR ELDERLY

Helix AI 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>. Helix AI 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. avoidin

Helix AI does not anticipate working with minors or the elderly. In the event that Helix AI hosts outreach activities involving these populations, the organization will ensure that all volunteers complete UC San Diego's required child and elder abuse prevention training via UC Learning (<https://uclearning.ucsd.edu>) and will develop event plans that comply with the Child Abuse and Neglect Reporting Act (CANRA), including common-sense measures to avoid abuse allegations and procedures for reporting potential harm.g 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 THE PROVISION OF MEDICAL ASSISTANCE

In the event that Helix AI at UC San Diego provide

Helix AI does not provide medical assistance, as our activities center on AI research and events. In the event of a medical emergency during an event, we will immediately contact emergency services and rely

on licensed professionals for medical care. s medical assistance to a community, all volunteers will work under the direction of licensed professionals (doctors, nurses, counselors, etc.). The University does not recommend that students provide medical assistance.

### **ARTICLE VII. SECTION 3. IN CASE OF INTERNATIONAL TRAVEL**

Helix Al at 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.

Helix AI does not anticipate sponsoring international travel. If international travel opportunities arise, Helix AI will follow UC San Diego guidance for student organizations, consult U.S. State Department advisories and CDC Travel Health notices, secure appropriate insurance, and obtain approval from the Student Organization's Risk Management office before proceeding.

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.

### **ARTICLE VII. SECTION 4. IN CASE OF HANDLING OF HAZARDOUS CHEMICALS, MATERIAL, EQUIPMENT, AND/OR MACHINERY**

Helix AI at UC San Diego recognizes that all student org

Helix AI focuses on software-based AI research and does not involve hazardous chemicals, materials, equipment, or machinery. If future projects require the use of any such resources (for example, in robotics or hardware), Helix AI will ensure that members complete all required UC San Diego lab safety training, follow Environmental Health & Safety procedures, use appropriate personal protective equipment, and conduct the work under proper supervision in compliance with university, state, and federal regulations. anization activities must be conducted safely, in accordance with all applicable federal, state and local laws. Additionally, Helix Al 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 IX. COMMUNITY MENTOR**

Helix AI at UC San Diego has appointed **Professor Julian McAuley** (Department of Computer Science and Engineering, UC San Diego) as its official Community Mentor. Professor McAuley will

provide guidance on research integrity, organizational development, and alignment with university policies.

## ARTICLE X. FINANCIAL MANAGEMENT

Helix AI operates as a **nonprofit student organization** at UC San Diego. All financial assets are managed in compliance with UCSD and UC system policies through the **Student Life Business Office**. The organization's funds come from **university allocations, public and private sponsorships, and approved fundraising activities**.

### ARTICLE X. SECTION 1. SOURCE OF FUNDS

Helix AI at UC San Diego will finance its activities through funds provided by:

1. **University allocations** administered by the Center for Student Involvement (CSI) and Associated Students (AS).
2. **Public or private sponsorships** from approved organizations or individuals, consistent with UC San Diego and University of California policies governing student organization funding.
3. **Event-specific revenues** such as ticket sales, fundraising campaigns, or merchandise, when authorized by the Executive Board and in compliance with university regulations.

### ARTICLE X. SECTION 2. FISCAL RESPONSIBILITY

All financial activities of Helix AI shall adhere to UC San Diego and University of California policies regarding fiscal accountability and transparency. The Treasurer, under the supervision of the President and Faculty/Staff Advisor (if applicable), is responsible for maintaining accurate records of all income and expenditures.

- All transactions will be processed through the UC San Diego Student Life Business Office whenever possible.
- No individual member shall personally profit from organizational funds.
- Any expenditure exceeding \$500 must be approved by a majority vote of the Executive Board.

### ARTICLE X. SECTION 3. BUDGET AND REPORTING

The Treasurer shall prepare a quarterly financial report and present it to the Executive Board. An annual budget will be proposed at the beginning of each academic year, subject to approval by a majority vote of the Executive Board. The organization shall maintain copies of all financial records for a minimum of three years.

#### **ARTICLE X. SECTION 4. Sponsorship and External Funding**

All sponsorships, donations, or collaborations with external entities must:

- Be reviewed and approved by the Executive Board and CSI prior to acceptance.
- Comply with UC San Diego's non-endorsement policy, ensuring that sponsorship does not imply university or organization endorsement of a commercial product or political cause.
- Require a signed agreement that specifies the intended use of funds and acknowledgment conditions (e.g., logo display, website mention).

#### **ARTICLE X. SECTION 5. Dissolution of Funds**

In the event that Helix AI becomes inactive or dissolves, all remaining organizational funds shall revert to the Associated Students Finance Office or the Center for Student Involvement for redistribution in accordance with UC San Diego policy.

#### **ARTICLE XI. AFFILIATION WITH OTHER GROUPS**

Helix AI currently doesn't have affiliation with any other organization.