

## ARTICLE I. NAME OF ORGANIZATION

The organization shall be called **DataWorks at UC San Diego**. The geographical designation "at UC San Diego" is used as part of its name without obtaining special approval.

## ARTICLE II. STATEMENT OF PURPOSE

The goal of DataWorks at UC San Diego is to empower students by bridging the gap between theoretical classroom learning and the complexities of real-world data science. By matching interdisciplinary student teams with industry partners, the organization provides a structured environment where members apply statistical modeling, machine learning, and data visualization to solve actual business challenges. This hands-on approach ensures that students move beyond abstract concepts to develop a portfolio of tangible, high-impact work.

Beyond technical execution, DataWorks at UC San Diego focuses on the holistic professional development of its members. Participants gain essential industry skills, including collaborative version control, project management, and the ability to communicate complex technical findings to non-technical stakeholders. Through these short-term project cycles and direct engagement with company representatives, members build a robust professional network and gain a competitive edge in the global data science job market.

### Scope of Services

Project teams provide analytical support including, but not limited to:

- **Exploratory Data Analysis (EDA):** Identifying patterns and trends within raw datasets.
- **Predictive Modeling:** Utilizing machine learning to forecast business outcomes.
- **Data Visualization & Dashboards:** Building interactive tools (e.g., Tableau, PowerBI, Streamlit) for stakeholder decision-making.
- **Statistical Auditing:** Validating existing data processes for accuracy and efficiency.
- **Data Engineering:** Assisting in the cleaning and structuring of data pipelines.

### Member Impact

Members are provided a structured ecosystem to gain:

- **Technical Proficiency:** Hands-on experience with industry-standard tools like Python, R, SQL, and Git.
- **Professional Development:** Training in client-facing communication, technical writing, and project management.
- **Networking:** Exclusive access to industry mentors and recruitment opportunities within the data science community.

## ARTICLE III. NONPROFIT STATEMENT

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

## **ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP**

### **Eligibility**

Membership is open to all registered UC San Diego students interested in data science, regardless of major.

### **Selection Process**

To become an active member, students must apply at the beginning of each quarter through a standardized application form developed by the President, Vice President, and Director of Logistics. After submitting the application, selected applicants will participate in an interview process designed to assess their interests, skills, and commitment level, as well as to ensure a strong fit with the organization's mission and expectations. Based on both the application and interview, applicants who are accepted will then be matched with an appropriate project team, where they are expected to actively contribute throughout the quarter.

### **Academic Standing**

All members of DataWorks at UC San Diego are required to maintain a minimum cumulative GPA of 2.0. This requirement is in place to ensure that members are able to prioritize their academics while participating in hands-on data science projects and professional development activities. Maintaining this GPA helps ensure that members have the necessary focus, knowledge, and time management skills to contribute effectively to their project teams and make the most of the opportunities provided by DataWorks at UC San Diego. Members who fall below this standard may be asked to meet with the Executive Board to discuss their academic progress and develop a plan to return to good standing, which could include temporary suspension of project responsibilities until improvement is demonstrated.

### **Dues**

There are currently no required dues or fees for membership.

## **ARTICLE IV. SECTION 1. HAZING PREVENTION**

DataWorks 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. MEETINGS

### General Body Meetings

The organization shall hold General Body Meetings (GBM) at least twice per quarter during the academic year. These meetings serve to update the general membership on organization news, upcoming events, and community initiatives. Attendance requirements for maintaining "active member" status shall be determined by the Executive Board at the start of each quarter.

### Project Team Meetings

Recognizing the project-based nature of the organization, Project Teams are expected to meet weekly for the duration of their specific project term. These meetings focus on technical progress, task delegation, and hitting internal milestones. The Project Lead is responsible for coordinating these times and ensuring steady progress.

### Executive Board Meetings

The Executive Board shall meet regularly (bi-weekly or as needed) to discuss administrative business, financial approvals, and organizational strategy.

### Meeting minutes and Records

To ensure transparency and continuity, **official meeting minutes** will be recorded for all Executive Board meetings and any General Body meetings involving official voting or decision-making.

- **Responsibility:** The **Director of Logistics** shall be responsible for recording, formatting, and archiving all meeting minutes.
- **Distribution:** Minutes will be made available to the Executive Board within 48 hours of the meeting. General body members may request access to non-confidential minutes to stay informed of organization decisions.

### Special Meetings

Special or emergency meetings may be called by the President or by a majority vote of the Executive Board. Members must be notified via email or official communication channels at least 12 hours in advance.

## 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.

### Officers:

- **President:**
  - Serves as the primary spokesperson and representative of DataWorks at UC San Diego.
  - Oversees the entire Executive Board and ensures that all departments align with the organization's mission and strategic goals.
  - Leads high-level negotiations and maintains relationships with corporate partners, including setting expectations for project deliverables and timelines.
  - Coordinates quarterly strategic planning and sets organizational priorities for recruitment, projects, and events.
  - Provides guidance and mentorship to all Executive Board members and active members.
- **Vice President:**
  - Acts as the President's right hand, providing support in leadership and decision-making.
  - Manages internal communication between all Executive Board chairs to ensure transparency and accountability.
  - Monitors the progress of committees and tracks completion of their goals and deliverables.
  - Assumes the President's responsibilities in their absence, including chairing meetings and representing DataWorks at UC San Diego in official functions.
  - Assists with recruitment, onboarding, and member development initiatives.
- **Treasurer:**
  - Manages the organization's finances, including tracking income, expenses, and project-related costs.
  - Handles sponsorship funds, student stipends (if applicable), and maintains accurate bank account records.  
Prepares detailed quarterly financial reports for A.S., G.S.A., or other overseeing bodies.
  - Organizes and executes fundraising events and initiatives to support the organization's budget needs.
  - Provides financial guidance and budget planning support for project teams and events.
- **Director of Corporate Relations:**
  - Maintains and grows the pipeline of corporate partners and external stakeholders.

- Ensures that all project agreements are signed, clearly defined, and aligned with DataWorks at UC San Diego's capabilities.
- Acts as the primary point of contact for companies, facilitating smooth communication between students and partners.
- Monitors project timelines and deliverables in collaboration with project teams to ensure partner satisfaction.
- Supports recruitment of corporate partners for workshops, guest lectures, and sponsorships.
- **Director of Marketing:**
  - Oversees DataWorks at UC San Diego's branding, marketing, and outreach strategy to maintain a professional and consistent image.
  - Manages social media accounts, newsletters, and other communication channels to engage students and external audiences.
  - Designs promotional materials, presentations, and digital content for events, workshops, and recruitment.
  - Coordinates outreach efforts to attract corporate partners, guest speakers, and new student members.
  - Collects and analyzes engagement metrics to optimize marketing campaigns and communication strategies.
- **Director of Logistics:**
  - Coordinates all physical and digital requirements for events, including room bookings, technology setup, and scheduling.
  - Ensures smooth execution of project presentations, workshops, and recruitment events.
  - Maintains official records of meetings, events, and organizational decisions.
  - Records minutes for all official meetings to ensure proper documentation of procedures and policies.
  - Manages the membership roster, tracking active members, alumni, and participant engagement.
  - Supports project teams with scheduling, resources, and operational needs.
- **Infrastructure Chair:**
  - Leads the development and maintenance of the DataWorks at UC San Diego's website and internal technical platforms.
  - Ensures that all data science project platforms, tools, and repositories are functional, secure, and accessible.  
Provides technical support to project teams and assists with software, cloud computing, and data management needs.  
Implements improvements to infrastructure systems to enhance workflow efficiency and member productivity.  
Works closely with the Director of Logistics and Project Manager Chair to integrate technology with organizational operations.
- **Project Manager Chair:**
  - Oversees the day-to-day progress of student project teams, ensuring milestones and deadlines are met.

- Acts as the primary support for project teams, offering guidance on project planning, data analysis, and deliverable quality.
- Monitors team dynamics, ensuring effective communication, collaboration, and conflict resolution.
- Collects progress updates and communicates them to the Executive Board and corporate partners.
- Provides training and resources to student teams on project management best practices, tools, and data science methodologies.

**Selection:**

- **Eligibility:** Any registered UC San Diego student is eligible to apply for an officer position, provided they are an active member of the organization.
- **Application:** Interested candidates must submit a formal application and a portfolio or resume outlining their relevant technical or leadership experience (e.g., web design for Infrastructure, corporate outreach for External Relations).
- **Interview:** Applicants will undergo an interview process conducted by the President and the outgoing Executive Board.
- **Appointment (Voting):** Following the interview process, the President and the current Executive Board will vote to appoint the new officers. In this model, the "election" is conducted via a board vote rather than a general body vote to ensure technical competency for data projects. The President is granted the authority to override or veto any decision made by any officer if the President determines the decision is not in the best interest of the organization or its corporate partners.
- **Presidential Authority:** In the event of a tie during the board's vote for any officer position, the President shall cast the deciding tie-breaking vote. The President holds the final authority to appoint or reject a candidate based on the interview performance and technical requirements of the role.
- **Timeline:** Applications will open in the Spring quarter. Newly appointed officers will shadow the outgoing board for the remainder of the term and officially assume their positions at the start of the next academic cycle.

**ARTICLE VI. SECTION 1. REMOVAL PROCESS**

**A. Grounds for Removal** Any member or officer, including the President, may be removed from their position for failing to fulfill their duties, violating the organization's code of conduct, or behavior that significantly disrupts the organization's operations. Grounds for removal shall not violate the University's non-discrimination policies.

**B. Removal Procedure (Due Process)** To ensure a fair and consistent process, the following steps must be taken before any removal vote:

1. **Written Notice:** The President (or the Vice President and Director of Logistics if the President is the subject of removal) shall provide the individual with written notice via

email. This notice will include the specific reasons for potential removal and the date, time, and location of the hearing.

2. **The Hearing:** A formal hearing meeting will be held. Both the party initiating the removal and the individual in question will be allowed to share their perspectives.
3. **Right to Defense:** The individual being considered for removal must have the opportunity to present a defense and submit counter-evidence or witnesses.
4. **The Vote:** Following the hearing, a vote will be conducted.
  - **Officers:** Removal requires a two-thirds (2/3) majority vote of the remaining Executive Board members.
  - **General Members:** Removal requires a simple majority vote of the Executive Board.
5. **Final Notification:** Within 72 hours of the vote, the individual must be provided with written notice of the final decision.

**C. Misconduct Referrals** The organization will not independently investigate allegations of serious student misconduct (such as harassment or physical harm). Such cases will be referred immediately to the Office for the Prevention of Harassment & Discrimination (OPHD) or Student Accountability, Growth, and Education (SAGE).

**D. Resignation** Officers wishing to resign must submit a written notice to the President (or the Executive Board if the President is resigning) at least two weeks in advance to ensure a smooth transition of duties.

**E. Filling Vacancies** If a position becomes vacant mid-term due to resignation or removal, the President may appoint an interim officer. This appointment should follow the standard application and interview process to select a qualified candidate to serve the remainder of the term.

## ARTICLE VII. RISK MANAGEMENT

DataWorks at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself. DataWorks at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

### Data Privacy and Intellectual Property

The primary risks associated with this organization involve the handling of company data and potential intellectual property issues during projects. Members are expected to follow all data privacy protocols provided by partner companies. Members will also be properly trained to ensure industry professionalism and to handle privacy concerns. All members must sign a Non-Disclosure Agreement (NDA) if required by a partner company before accessing any proprietary datasets.

### Professional Conduct and Liability

DataWorks at UC San Diego will mitigate risks of professional misconduct by requiring all project teams to work under the supervision of a Project Manager Chair. The organization will follow current industry safety standards and practices to mitigate risks associated with data handling and digital security. Any member found mishandling company data or violating a partner's terms of service will be subject to immediate removal from the project and the organization.

**Digital Infrastructure Safety**

The Infrastructure Chair shall ensure that all digital tools and platforms used for project collaboration are secure and that access is restricted only to authorized members. In the event of a data breach or unauthorized access, the President and the partner company must be notified immediately.

**Local Travel and Off-Campus Events**

- **Responsibility:** In the event of local travel to partner company sites, headquarters, or off-campus competitions, members are responsible for their own transportation.
- **Insurance:** Members understand and acknowledge that the University does not provide insurance for such activities.
- **Conduct:** Members are expected to maintain professional conduct as representatives of DataWorks at UC San Diego while off-campus and must abide by the safety protocols of the host company.

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

DataWorks 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>). DataWorks at UC San Diego will develop plans for any activities or events where members interact with minors or the elderly to ensure that all participating members receive education and training on the Child Abuse and Neglect Reporting Act (CANRA), follow common-sense measures to prevent abuse allegations (such as avoiding one-on-one situations, working in plain view of others, and limiting personal communications), and know how to properly report potential harm or neglect.

**ARTICLE VII. SECTION 2. IN CASE OF THE PROVISION OF MEDICAL ASSISTANCE**

In the event that DataWorks at UC San Diego provides 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**

DataWorks at UC San Diego recognizes that the University generally recommends against international travel by student organizations due to the variety of risks involved. Student organizations are discouraged from traveling to foreign countries because of security concerns,

variable health care services, and the extensive planning required to manage these risks. International travelers are advised to consult US State Department Travel Advisories, the CDC Travel Health site, follow all recommended alerts and warnings, and obtain travel insurance with medical coverage, as most U.S. health plans are not valid abroad.

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

DataWorks at UC San Diego recognizes that all student organization activities must be conducted safely and in accordance with federal, state, and local laws. If members use chemicals, specialized equipment, or machinery for data science projects or related research, they will receive proper safety training and follow UC San Diego lab requirements, including the appropriate use of Personal Protective Equipment (PPE) and supervision by trained personnel. Members must adhere to best practices and established lab protocols to ensure a safe working environment.

#### **ARTICLE VIII. COMMUNITY ADVISOR**

As a pre-professional and academic-focused organization, a Community Advisor is required. The advisor will be a UC San Diego faculty or staff member selected by the executive board. The advisor will serve a one-year term and provide guidance on industry standards and university relations.

#### **ARTICLE IX. FINANCIAL MANAGEMENT**

- **Source of Funds:** DataWorks at UC San Diego will finance its activities through corporate sponsorships from project partners, campus grants, and potential fundraising events.
- **Handling of Funds:** All money earned or gathered by the organization will be handled by the Treasurer, who is responsible for maintaining an accurate ledger of all transactions. The President will oversee all financial activities to ensure that expenditures align with the organization's mission and University policy.
- **Treasurer's Internal Controls:** The Treasurer shall be responsible for creating a quarterly financial report to be presented to the Executive Board. This report must include a detailed breakdown of income, expenditures, and remaining balances to ensure fiscal accountability.
- **Reimbursement Management:** The Treasurer shall process all reimbursement requests from members, ensuring that valid receipts are provided and recorded for audit purposes.
- **Authorization of Expenses:** All expenditures exceeding a limit set by the Executive Board (\$100) must be approved by both the Treasurer and the President to ensure dual oversight of the organization's funds. Such authorization will be recorded by the director of logistics.

- **Sponsorship Management:** The Treasurer will work closely with the Director of Corporate Relations to track sponsorship invoices and ensure that all corporate funds are received and allocated to the correct project teams or club initiatives.
- **Documentation:** Every financial transaction and budget approval must be recorded in the official meeting minutes to ensure transparency and a permanent record of the organization's decision-making.
- **Off-Campus Accounts:** The organization does not currently maintain an off-campus bank account. If the organization maintains an off-campus bank account, it will follow the University's recommended procedures for designated signers. New signers will be voted in each year, and the meeting minutes will be used as official documentation for the bank.
- **Budget Submission:** The organization will submit a budget to the A.S. or G.S.A. finance committee on a quarterly basis if campus funding is required for specific events or operations.