

**The Themed Entertainment Association at UCSD
An Official Themed Entertainment Association Club**

University of California, San Diego

2018-2019 Constitution

1. Name of Student Organization

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

2. Statement of Purpose

- a. Officially affiliated with the international Themed Entertainment Association, TEA at UCSD is a club for aspiring theme park designers, engineers, and creators. Providing experience with industry-based, hands-on projects and events that can't be found anywhere else at UCSD, 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 UCSD is a non-profit student organization.

4. Requirements for Membership

- a. A member shall be: a registered student studying any major at UCSD.
- b. There are no dues for student membership under TEA at UCSD.
- c. There is a highly recommended membership to the NextGen program offered by the Themed Entertainment Association (TEA) which is a flat \$50.

5. Frequency of Organization Meetings

- a. Meetings shall be held every two weeks.
- b. There shall be at least one meeting per month.
- c. If there are any ongoing projects, meetings will be held weekly.
- d. Board meetings shall be held whenever necessary.
- e. Minutes will be taken on a case-by-case basis.

6. Qualifications for Holding Office and Methods of Selecting and Replacing Officers

- a. Only full-time registered UCSD students may hold office in the organization.
- b. Only registered UCSD students may vote in elections for the selection of the organization's officers.
- c. Only members who have been a part of the club for more than 3 months and have attended at least 4 meetings may vote in elections.
- d. There shall be four main board positions:
 - i. President
 1. Represents TEA at UCSD in a professional manner.
 2. Maintains communication with the regional TEA headquarters.

3. Updates the club constitution at least once per term.
 4. Registers the club with the Center for Student Involvement every Fall Quarter.
 5. Presides over club and board meetings.
 6. Creates agenda for each meeting.
 7. Reviews budget and minutes.
 8. Researches events and guest speakers.
 9. Monitors progress towards goals and accomplishments.
- ii. Vice President
 1. Communicates with the board and ensures duties are being fulfilled.
 2. Prepares for meetings by booking rooms, furniture, etc.
 3. Presides over meetings in the absence of the President.
 4. Researches recruitment strategies, including, but not limited to: contacts professors to speak to students after classes; writes “blurbs” to quickly summarize and promote the club; reaches out to school publications.
 5. Ensures attendance is taken at each meeting.
 - iii. Secretary
 1. Manages club’s online presence including email, Facebook, Instagram, and Twitter.
 2. Maintains membership records, including full name, home address, phone number, and email address.
 3. Records minutes and attendance at meetings.
 4. Creates monthly reports on activities and projects to be sent to members.
 - iv. Treasurer
 1. Creates quarterly budgets (if funds are available).
 2. Applies for grants on behalf of the club.
 3. Organizes club fundraisers.
 4. Notifies members about any scholarships applicable to club members.
 5. Collects and submits dues and fees.
 6. Maintains accurate financial records to be reviewed at any time, including receipts, expenditures, and bank account deposits.
 7. Helps to purchase and sell club apparel.
- e. There shall be three appointed chair positions:
 - i. Projects Chair
 1. Contacts local and national organizations for project opportunities (e.g. Theming for a local amusement park).

2. Creates in-house events for member enjoyment or education.
 3. Project committee is dedicated to finding or creating and operating various projects for club to participate in periodically throughout the year.
- ii. TESC Representative
 1. Maintains communication between the club and the Triton Engineering Student Council (TESC).
 2. Attends all TESC meetings and reports to club board.
 3. Responsible for coordinating events with TESC.
 - iii. Webmaster
 1. Develops and maintains the club website.
 2. Ensures website is running properly; seeks possible improvements; ensures there is enough content on the website.
- f. Candidate requirements:
- i. Candidate should have serious intent to enter the themed entertainment industry.
 - ii. Candidates must have at least 6 months of membership in the club and have attended a combination of at least 12 events, including meetings.
 - iii. Candidates must have plans to remain at UCSD for the length of their term.
 - iv. Candidates shall be selected by the old board through an interview process occurring in the second or third week of the academic Spring Quarter.
 - v. After interviews, candidates will be announced and given two weeks to campaign.
- g. Voting procedures
- i. Voting shall take place at a normal meeting in the fourth or fifth week of the academic Spring Quarter.
 - ii. All members present shall cast a vote for each position in-person, there shall be no blank answers allowed.
 - iii. Votes shall be counted on-site by the board and advisor.
 - iv. Voting shall take place in four parts: part one for the presidency, part two for the vice presidency, and so on.
 - v. Candidates shall be allowed three minutes to speak, then voting shall commence.
 - vi. Candidates must receive a 60% majority vote to win an election
 1. Should the 60% majority not be fulfilled, a re-vote will be held between the two candidates with the highest count of votes.
 2. Before the re-vote, the two candidates will be given one minute to speak.

3. The candidate with the highest amount of votes wins.
- h. Appointed Board
 - i. Appointed board candidates must have been members for at least 6 months and have attended a combination of at least 8 events, including meetings.
 - ii. The appointed board is selected by the new board after elections, through an interview process.
 - i. Term agreements
 - i. Officers begin to train immediately after election and assume their positions two weeks after voting.
 - ii. Old officers are expected to continue training new officers as needed, even after their terms are over.
 - j. Replacement
 - 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. Should a position be unfilled, the board shall interview and appoint a member who meets the designated requirements for the respective position with a two-thirds vote.

7. Risk Management

- a. TEA at UCSD is a registered student organization at University of California, San Diego, but not part of the University itself.
- b. TEA at UCSD 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 UCSD recognizes that all student organization activities must be conducted safely, in accordance with all applicable federal, state and local laws. Additionally, TEA at UCSD 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 UCSD will abide by all state and federal laws to ensure the safety of all members. As with any travel, there is risk of injury or death.

8. Community Advisor

- a. The Community Advisor must have experience related to or from the theme park or entertainment industry.
- b. The Community Advisor shall be approved by the board with a two-thirds vote.
- c. The Community Advisor 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 Advisor shall provide assistance and advice to board and club members whenever necessary and possible.

9. 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.

10. Affiliation with Other Groups

- a. TEA at UCSD shall be officially affiliated with the international Themed Entertainment Association (TEA) through its NextGen student association, which has a \$50 membership fee.
 - i. TEA NextGen membership is not a requirement to be a member of TEA at UCSD.
- b. Association with TEA will provide numerous advantageous local networking events and opportunities for NextGen student members.

11. Amendments to the Constitution

- a. The constitution is subject to review and change as necessary by the officer board. The constitution shall be reviewed at least once every academic school year.
- b. An amendment to a constitution is passed if it receives a 51% majority vote. A majority of club members, including two-thirds of the officer board must be present to vote on the amendment.

12. Ratification of the Constitution

- a. A three-fourth vote of the general membership shall be necessary to ratify the constitution.
- b. The constitution of this organization was first approved January 12, 2018