

ICAM STUDENT ASSOCIATION
ICAMSA CONSTITUTION
2018-19

ARTICLE I. NAME OF STUDENT ORGANIZATION*

The organization shall be called the ICAM Student Association at UCSD.

ARTICLE II. STATEMENT OF PURPOSE*

The purpose of this association is to be a networking, academic, and social community for UCSD students majoring, minoring, or expressing interest in the Interdisciplinary Computing and the Arts major. The association will provide mentorship, leadership opportunities, and collaborative project opportunities for current students.

ARTICLE III. NONPROFIT STATEMENT*

ICAM Student Association at UCSD is a non-profit student organization.

ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP*

All UC San Diego students are eligible to be members of the association, although ICAM students are the main focus. There are no membership fees. Members will be identified through a contact list on Google Drive. Members must attend at least 2 general body meetings a quarter. The Executive Board reserves the right to revoke membership from individuals who demonstrate improper conduct as defined in the UC San Diego Handbook.

ARTICLE V. FREQUENCY OF ORGANIZATION MEETINGS*

The organization will have a general body meeting every two weeks for a total of 5 meetings an academic quarter. The Executive Board will meet every off week. Minutes will be taken for the Executive Board meetings.

ARTICLE VI. QUALIFICATIONS FOR HOLDING OFFICE AND METHODS OF SELECTING AND REPLACING OFFICERS*

Only registered UCSD students may hold office in the organization. Only registered UCSD students may vote in elections for the selection of the organization's officers.

The Executive Board is responsible for maintaining the general welfare and objects of ICAMSA. The Executive Board Members (officers) will be elected at the end of every Spring Quarter and will assume their position and duties at the beginning of the following Fall Quarter. Officers must be nominated to run for an officer position. Any member is eligible to receive a nomination to become an officer but the emphasis will be on having ICAM student leaders. Positions on the Executive Board will be decided by popular vote. Nominees will be able to accept or decline the nomination and will be given an opportunity to speak on their platforms. In the case that an officer must be removed, the Executive Board will be in charge of replacing the removed officer. The seven Executive Board Members and their duties are as follows.

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➤ **President**

- *The President will be the undergraduate representative for the ICAM Student Association.*
- *The President will be in charge of facilitating meetings and ensuring the welfare of the organization in general.*
- *The President is the head of the Executive Board Members and is in charge of running workshops or delegating the task to the Executive Board.*
- *Meet with community advisor at least twice a quarter to discuss updates with ICAMSA.*
- *Monitor ICAMSA's email and Google account: icamsa.ucsd@gmail.com and respond as quickly as possible.*
- *Be aware of TAP (Triton Activity Planner) deadlines and fill out forms.*
- *Be in charge of all Center for Student Involvement (CSI) matters*
- *Keep executive board updated on yearly contact advisors including: ICAMSA advisor, CSI advisor, Fund Manager, Event Manager, etc.*

➤ **Vice President Internal**

- *The Vice President Internal will run Internal Project Committee meetings. These committees will be in charge of running events such as fundraisers, project showcases, career fairs, etc.*
- *The Vice President Internal will manage project leaders, facilitate networking amongst undergraduate students, instructors, and career services at UCSD.*
- *Meet with the ICAM Vis Arts Coordinator and ICAM Music Coordinator to update them about ICAMSA twice a quarter.*
- *Vice President Internal will contact UCSD Professors, Graduate Students, Undergraduates and Staff members.*
- *Maintain communication Visual Arts and Music Departments for possible events.*
- *Possible academic events: Study Sessions, Dine with Professors, etc.*
- *Possible professional events: Resume Workshop, Job Panel, Job Shadow Program, Ambassador Program, etc.*

➤ **External Liaison-Music**

- *The External Liaison Music will run Music External Project Committee meetings. These committees will in charge of reaching out to alumni and companies to speak at GBMs and to get sponsorships for big events.*
- *The External Liaison Music will be in charge of outreach to communities outside of UCSD students.*
- *Keep track of and maintain contact with successful alumni and their respective jobs and positions.*
- *Find ICAM related jobs for students.*
- *Meet with Career Services Center for possible events.*
- *Possible academic events: Study Sessions, Dine with Professors, etc.*
- *Possible professional events: Resume Workshop, Job Panel, Job Shadow Program, Ambassador Program, etc.*

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➤ **External Liaison - Arts**

- *The External Liaison Arts will run Visual Arts External Project Committee meetings. These committees will in charge of reaching out to alumni and companies to speak at GBMs and to get sponsorships for big events.*
- *The External Liaison Arts will be in charge of outreach to communities outside of UCSD students.*
- *Keep track of and maintain contact with successful alumni and their respective jobs and positions.*
- *Find ICAM related jobs for students.*
- *Meet with Career Services Center for possible events.*
- *Possible academic events: Study Sessions, Dine with Professors, etc.*
- *Possible professional events: Resume Workshop, Job Panel, Job Shadow Program, Ambassador Program, etc.*

➤ **Treasurer**

- *The Treasurer is in charge of recording all transactions pertaining to the organization.*
- *The Treasurer will manage income from AS allowances and fundraisers.*
- *The Treasurer will manage the approving and reimbursing of expenses.*
- *Stay aware of A.S. Funding deadlines.*
- *Work with Event Coordinators to get A.S Funding Requests.*
- *Will be in charge of managing ICAMSA's bank account and Venmo accounts.*
- *Coordinate fundraising opportunities (food, reserving tables, ordering fundraising products, etc).*
- *Keep in communication with CSI Fund Manager.*
- *Inform Executive Board of end of the year funds for Upcoming Fall Quarter.*

➤ **Secretary**

- *The Secretary will take minutes in every Executive Board meeting.*
- *The Secretary will manage room reservations for GBMS, events, meetings, tabling, etc. through reservations.ucsd.edu.*
- *The Secretary will deliver pertinent information to members in an accessible way and work closely with the Historian to do so.*
- *Attend events and meetings and take minutes. Will publish minutes to Google Drive.*
- *In charge of creating GBM Powerpoint slides.*
- *Get prepared for each event such as check-in forms.*

➤ **Historian**

- *The Historian will be in charge of the organization's Facebook/Instagram and other social media pages and email.*
- *The Historian will help with outreach to facilitate the growth of the organization.*
- *Historian will attend events with camera.*
- *Record notable events to be highlighted in newsletters and social media posts.*
- *Historian will create flyers and posters to increase visibility of ICAMSA.*
- *Historian will be in charge of printing and distributing flyers and posters.*

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ARTICLE VII. RISK MANAGEMENT*

ICAM Student Association at UCSD is a registered student organization at University of California, San Diego, but not part of the University itself.

ICAM Student Association at UCSD understands that the University does not assume legal liability for the actions of the organization.

ARTICLE VIII. COMMUNITY ADVISOR

ICAM Student Association will choose a member of UCSD's Faculty who is involved with the ICAM major yearly to become our Community Advisor. The Community Advisor will serve for one year but may serve longer if they wish to. The role of the Community Advisor is to work closely with the President to further the organization's goals of improving the community of the ICAM student body.

ARTICLE IX. FINANCIAL MANAGEMENT

ICAM Student Association has an officer position (Treasurer) who will manage the finance involved in our activities. The Treasurer's work will also be investigated by the whole executive board and the president, through a bi-weekly report in the Executive Board meeting. The money we earn will either be collected by cash or Venmo (to our official account). The money will go to the organization's checking account. A budget will be submitted to the A.S. committee quarterly.

ARTICLE X. AFFILIATION WITH OTHER GROUPS

ICAM Student Association is not affiliated with any other groups at the local, state, national, or international level.