

UC SAN DIEGO REGISTERED STUDENT ORGANIZATION CONSTITUTIONAL GUIDELINES

When completing the Student Organization Registration Forms on-line, all student organizations must upload a copy of their constitution. The best constitutions are those that are clear, concise, easily implemented, and include guidelines for all of the group's essential components. Your constitution will be reviewed by your CSI student organization advisor for key elements and language, and in certain cases you may be asked to provide clarification or further information based on your proposed purpose, activities, or history. In order to expedite the registration process, we have created an optional template for your use. **It contains updated language and requirements as mandated by UCSD and CSI policy.**

***All constitutions must contain items listed in Articles 1-7 below. Further articles to consider are listed later on in this document.**

ARTICLE I. NAME OF STUDENT ORGANIZATION*

The organization shall be called Triton Financial Group (TFG) at UCSD.

NOTE: A registered campus/student organization shall not use the name of the University of California or abbreviations thereof as part of its name except in accordance with the campus regulations. The geographical designation "at UCSD" may be used by any campus/student organization as part of its name without obtaining special approval. The full name of the organization should be used throughout this document.

ARTICLE II. STATEMENT OF PURPOSE*s

[Insert information about your org's purpose here]

Helpful questions:

- What is the goal of the organization?*
 - ***The goal of the organization is to foster and nurture the undergraduate students who may have passion for their future careers, but do not know the process and type of approaches and commitment they would need to make to get there. The foundation of our organization is to assist those students or peers with the proper guidance and resources to achieve their career goals by mentorship/training.***
- Will the organization seek to promote a specific issue or topic?*
 - ***The organization seeks to promote those students who may have not understood the process and time it takes to achieve their career goals. Also, we're here to encourage the international students who in many cases do have to downgrade, give up their dreams of working in the states due to many political, social***

USE THIS DOCUMENT AS A TEMPLATE!

This document is meant to help you develop and/or update your student organization's constitution. Download it as a word document and insert your own information!

- Required statements or language are **bolded**. Altering this language may delay the registration process.
- Items in [brackets] should be replaced with the appropriate title or information.
- Notes and bullet points listed in *italics* offer information on university policies as well as guiding questions. *Just delete them when you're done, or use them to create a sub-article.*

obstacles that they could chase their dreams with the right resources and instructions supported by our organization.

- What will organization members get out of being a part of this organization?
 - **Organization members would be equipped with professional mannerism, knowledge, and other skill-sets such as accounting, banking, finance information out of being a part of this organization. This organization is hoping to provide the members with the right resources and let them use that as a leverage to break into their respective industries or fields.**

ARTICLE III. NONPROFIT STATEMENT*

Triton Financial Group (TRG) at UCSD is a non-profit student organization.

ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP*

[Insert information about requirements to be part of your org here]

Helpful questions:

- What dues or fees are required for membership, if any? If dues are required they **MUST** be included in the constitution.
 - **Entry registration fees are required for membership. Given the amount of time and resources the board members would spend on our mentees, we have concluded to require \$40 registration fees.**
- Who is eligible for membership?
 - **Any undergraduate students are eligible for membership.**
- Are there any restrictions?
 - **No restriction in terms of the membership**
- How does one become a member?
 - **One can become a member from a set of interviews the boards would conduct every twice a year (Fall/Winter) and become an official member after the registration process.**
- How are members identified?
 - **Members would be identified within our group chats and weekly/monthly meetings.**
- Can a member remain in the organization if she/he fails to pay dues?
 - **The due fees can be negotiated and discussed with members. Failing to pay dues on time wouldn't necessarily de-register a member right away and one can remain in the organization in the meantime.**

ARTICLE V. FREQUENCY OF ORGANIZATION MEETINGS*

[Insert information about how often your org will meet here. You may include what, if any, rules there may be about holding meetings.]

- How often will your organization meet?
 - **Our organization will meet every weekly and monthly and the board would conduct and lead any meetings.**
- Will there be a required number of meetings each quarter? Each year?
 - **Since our organization is tailored to mentorship/training, we're targeting to have at least 5-10 official meetings each quarter and 15 - 20 each year.**
- Will minutes be taken and/or required for official meetings?
 - **Each meeting would be conducted for 30 mins – 1hr.**

NOTE: Minutes can be useful for disseminating information to members who can't make it, as well as for officially recording organization procedure and decision-making.

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.

[Insert information about officer positions and selection process here]

Helpful questions:

- How many officers are there?
 - **4 officers**
- What are their titles and duties?
 - **Executive Members : provides a mentorship/training for individuals entering careers in Investment Banking, Corporate Finance, Consulting, and Accounting, and etc.**
- Will the officers constitute an executive committee? Description of any standing committees might be included here.
 - **All 4 officers will be constituted as an executive committee.**
- How are officers elected?
 - **Officers are elected through votes/rounds of interviews**
- When are they elected (month), and for what period?
 - **They are elected during the Winter (January)/Fall quarter (September/October).**
- Who is eligible for office?
 - **Every student participating our mentorship/office by internal votes.**
- When do officers assume their positions?
 - **Beginning of the quarter**
- How are officers replaced/removed?
 - **Integrity issues and a lack of participation and actions can be factorial.**

ARTICLE VII. RISK MANAGEMENT*

Triton Financial Group (TFG) at UCSD is a registered student organization at the University of California, San Diego, but not part of the University itself.

Triton Financial Group (TFG) at UCSD understands that the University does not assume legal liability for the actions of the organization.

[Describe possible risks associated with your organization's activities here.]

NOTE: Specific language is required if your organization is involved in

- 1. Working with minors or the elderly*
- 2. Medical assistance*
- 3. International travel*
- 4. Handling hazardous chemicals/material/equipment/machinery*

You may also be asked to provide information on how you will manage risk involving issues such as possible injury, including athletic injury, exposure to hazardous materials and/or infectious agents, or other trauma, and what your strategies will be to avoid these risks. We encourage you to use current industry and governmental safety standards/practices to mitigate risks, such as those adopted by a national association.

Will your organization work with minors or the elderly? If yes, you must include the following sub-article:

- We do not work with minors or the elderly.*

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

[Name of the organization] at UCSD 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 the Center for Student Involvement, online or in person (in person by request only). [Name of the organization] 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.

Will your organization be involved in providing any kind of medical assistance? If yes, you must include the following statement:

- We do not provide any kind of medical assistance.*

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

In the event that [Name of the organization] at UCSD 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.

Will your organization be engaged in any international travel? If yes, you must include

the following statement:

- ***We will not be engaged in any international travel.***

ARTICLE VII. SECTION 3. IN CASE OF INTERNATIONAL TRAVEL

Triton Financial Group (TFG) at UCSD 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.

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.

Will your organization handle any hazardous chemicals, materials, equipment or machinery? If yes, you must include the following statement:

- ***We will not handle any hazardous chemicals, materials, equipment or machinery.***

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

Triton Financial Group (TFG) at UCSD recognizes that all student organization activities must be conducted safely, in accordance with all applicable federal, state and local laws. Additionally, [Name of the organization] 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.

Further articles, if applicable:

ARTICLE VIII. COMMUNITY ADVISOR

[Insert information about community advisor selection and role here.]

NOTE: Community Advisors are required for certain types of student organizations, including

1. *Academic*
2. *Health Profession*
3. *Interfraternity Council (IFC)*
4. *Multicultural Greek Council (MGC)*
5. *Panhellenic Association (PHC)*

6. Pre-Professional

However, it is *strongly* recommended that all organizations with external affiliation or engaged in high-risk activities, such as working with minors or the elderly, medical assistance, and/or international travel, seek out a community advisor and formally register that individual.

Student organizations seeking official co-curricular record (see <https://myccr.ucsd.edu/home.htm>) recognition for participation should seek out UCSD faculty or staff community advisors.

Learn more about community advisors at <https://students.ucsd.edu/student-life/involvement/organizations/onestop/community-advisors.html>.

Helpful questions:

- How is the advisor selected?
- **Check whether the faculty member's current area of interest to our group keeping with our group's goal**
- How long will they serve?
- **For entire period of our planned program.**
- What will their role be?
- **Provides career advice, quality research in timely manner and direction of our group, etc.**

ARTICLE IX. FINANCIAL MANAGEMENT

[Insert information about financial management here.]

Helpful questions:

- How will your organization finance its activities?
- **We will finance our activities through small fundraising.**
- How will any money your organization earns or gathers be handled?
- **Our money will be handled safely in our group's official deposit bank account.**
- Will your organization submit a budget to the A.S. or G.S.A. finance committee quarterly?
- **We will submit our budget to the A.S or G.S.A quarterly.**

NOTE: If your organization has an off-campus account, it is recommended that you include procedures for voting in new designated signers for the account each year, including recording meeting minutes to that effect (these meeting minutes can be used as documentation at the bank). See

<https://students.ucsd.edu/student-life/involvement/organizations/onestop/financial-processes/bank-accounts.html> for more information on off-campus bank accounts.

ARTICLE X. AFFILIATION WITH OTHER GROUPS

[Insert information about affiliation with other groups here.]

Helpful questions:

- Are there any other groups your organization will be affiliated with at the local, state,

national, or international level?

- **We do not have any affiliated organizations.**

What does this affiliation mean for your organization members?

- **N/A**

Does affiliation come with any additional requirements of your organization or its members? If so, what are they?

- **N/A**