Project RISHI 2019-2020 Constitution

Article I: Name of Student Organization
The organization shall be called Project RISHI at UCSD. Project RISHI is a non-profit student organization that stands for Rural India Social and Health Improvement. The UCSD chapter of Project RISHI was established in September of 2009 as an extension of the program started at UCLA in January of 2005.

Article II: Statement of Purpose
Project RISHI at UCSD aims to promote sustainable development and growth of rural Indian communities. In partnership with local community members and social enterprises, we identify issues central to our target community and provide resources to implement solutions through extensive field research and on-campus initiatives. We are a diverse group of passionate and energetic individuals moving forward the dialogue on equity and resilience through our projects. We hope to transform rural Indian areas into modern and sustainable communities while providing UCSD undergraduates with exposure to international philanthropy and the challenges faced in rural India.

Article III: Nonprofit Statement

Project RISHI at UCSD is a non-profit student organization.

Article IV: Requirements for membership

Any UCSD Undergraduate student is eligible for membership. To be a member one must go through the application and interview process during fall quarter to be selected as a Project RISHI at UCSD member. There are no fees required for membership.

Article V: Frequency of Organization Meetings

Board members of Project RISHI at UCSD will meet every week of the quarter while general body meetings will be every other week fall quarter. GBMS will be held every week winter quarter and spring quarter. Board members and general members are required to attend at least 80% of all meetings/GBMs. Meeting minutes are required to be written down by the secretary every meeting.

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. There are 12 officers.

Officers:

1. President
   - Plans/Oversees everything
   - Delegates work to board members
   - Runs GBMs/meetings
   - A part of monthly video calls with NGO
   - Holds all interviews

2. Initiatives Chair
   - Focuses on relationship with contacts in village
   - Schedules monthly video calls
   - A part of monthly video calls with NGO
   - Organizes projects with Education Chair
   - Distributes what each student going on trip will be responsible for with Trip Management Chair
   - Writes Pre-Trip Packet for students to go on trip and provides details for parents with Trip Management Chair

3. Trip Management Chair
   - A part of monthly video calls with NGO
   - Plans the details involving transportation to and back from the village
     - Flights
     - Car
     - Train
   - Carries out the schedule of executing projects
     - Plans the day to day activities of the students going on the trip
   - Point of contact for students going on trip
   - Writes Pre-Trip Packet for students to go on trip + provides details for parents with Initiatives Chair
     - Get signatures
   - Distributes what each student going on trip will be responsible for with Initiatives Chair

4. Education Chair
   - In charge of organizing material for awareness tabling
   - Oversees project curriculum
   - Makes sure all information is factual/accurate
   - Finds resources to translate material to language in target village
   - Organizes projects with Initiatives Chair

5. Events Chair
- Responsible for awareness tabling
  - Skin Cancer
  - Breast Cancer
- In charge of poster boards with Secretary
- Organizes Events
  - Talent Show
  - Guest Speaker
  - Banquet

6. Tech Chair
- Handles the website
- Maintains calendar of upcoming events
- Accountable for tech related duties at GBMs
  - Calling to set up projector beforehand

7. Finance Chair
- Responsible for bank account
- Responsible for venmo transactions
- Keeps spreadsheet of finances
- Does Funding App
- In charge of reimbursements
- In charge of venmo payments students will pay to RISHI/reimbursing them

8. Fundraising Chair
- Executes fundraisers
- Reaches out to Companies for fundraising along with Community Relations Chair
- Completes Tap
- Looks for grants/scholarships/sponsors

9. Marketing Chair
- Publicizes GBMS Fall Quarter
- Publicizes Events
- Publicizes RISHI FB Page by posting consistently
- Publicizes RISHI Instagram by posting consistently
- Gain followers on instagram
- Gets likes on facebook
- Makes Flyers

- Makes Event Pages
- Makes new Project RISHI FB Friend + adds UCSD students
- Prints Flyers
- Comes up with new, fun marketing campaigns

10. Secretary
- Writes down notes during meetings and uploads them
- Books all event spaces
- Keeps track of RISHI materials + keys for storage space
- Creates Poster Boards with Events Chair
- Creates checklists of what is needed for every event
- Keeps track of board members' attendance
- Keeps track of general members' attendance
- Makes sure members check in

11. Historian
- Writes Newsletters
  - Writes about problems in rural India
- Sends out newsletters on email and facebook
- Notifies general members of announcements through weekly emails
- Takes photos during events

12. Community Relations Chair
- Plans volunteering events
- Plans socials with general members
  - Time/Location
- Plans collaborations with blood donation, red cross events, bone marrow events, other org events
- Reaches out to companies for fundraisers along with Fundraising Chair

Officers are elected through interviews with the president. They are elected at the end of the school year in May for the following year as well as in the beginning of the school year, October for the whole year. Once elected they are on executive board for the entire school year until the following June. Officers will be replaced/removed if they demonstrate inappropriate behavior regarding lack of commitment to the organization or misconduct to other members.

Article VII. Risk Management

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

Section 1. In Case of Interaction with Minors And/Or the Elderly
Project RISHI 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.

Section 2. In Case of the Provision of Medical Assistance
In the event that Project RISHI 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.

Section 3. In Case of the Provision of International Travel
Project RISHI 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.

Section 4: In Case of Handling of Hazardous Chemicals, Material, Equipment, And/Or Machinery

Project RISHI at UCSD recognizes that all student organization activities must be conducted safely, in accordance with all applicable federal, state and local laws. Additionally, Project RISHI 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.