

**UC SAN DIEGO REGISTERED STUDENT ORGANIZATION**  
**CONSTITUTIONAL GUIDELINES**

---

**ARTICLE I. NAME OF STUDENT ORGANIZATION\***

**The organization shall be called The Brain Exercise Initiative at UCSD.**

**ARTICLE II. STATEMENT OF PURPOSE\***

This organization is meant to help provide students a chance to interact with the elderly community of San Diego, but at the same time provide a form of cognitive development for the elderly community that is to be worked with. The organization asks volunteers to work cohesively as a group in teams of 4-5 people to properly administer small packets that include reading, writing, and math questions.

**ARTICLE III. NONPROFIT STATEMENT\***

**The Brain Exercise Initiative at UCSD is a non-profit student organization.**

**ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP\***

There are three levels of membership for this organization with varying requirements:

- 1) Executive Board Members
  - a. Minimum of a 2.5 GPA.
  - b. Have had experience with working with the elderly.
  - c. Have previously received training.
- 2) Team Leaders
  - a. Minimum of a 2.5 GPA.
  - b. Need to complete a training for working with the elderly (Will be taught by the Board Members)
- 3) Volunteers.
  - a. Will need to be able to commit to 10 hours a quarter of volunteering.
  - b. Will need to finish training (Will be taught by Board Members)

In addition, there will also be Membership fees:

- 1) Membership fees for this organization will be \$10 per year.
- 2) These dues will be used to help organize materials for the elderly care homes we will be going out to.
- 3) None of these organization's funds shall be used for personal reasons.
- 4) All membership fees will be given to the Executive Finance Chair.
- 5) Membership fees may be waived on a case by case decision.

## ARTICLE V. FREQUENCY OF ORGANIZATION MEETINGS\*

In addition to weekly committee meetings, there will be 3 General Body Meetings each quarter. Meeting minutes will be required for each committee meeting.

- 1) General meetings will be held to inform all the volunteers regarding the events that will be taking place over the quarter as well as provide interested students who would like to join the relevant information.
- 2) Committee Meetings will take place so that executive members can get a chance to provide weekly updates regarding their roles in the club.
  - a. All executive members are expected to come to each meeting (both general and committee)
- 3) All meeting notes are to be taken by the Executive Head of Daily Operations. In the case that he/she cannot make it, the Executive Head of Finance will take over.

## 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 will be 7 core members for the Brain Exercise Initiative. They will be chosen through interviews by the President and the position head at that point in time through the means of interview. The new president will be decided by the current President through a conclusive review of the work that has been done over the past year.

If an executive member or a team leader is brought to question regarding their competency to fill the role, a vote will be brought to the executive board to decide if the person stays in the position or if he/she does not. The vote shall not include the person held in question.

The procedure to fill said vacated seat will be to initially distribute the workload evenly amongst the rest of the officers until a suitable replacement can be found through the means of interview.

List of Executive officer positions:

- 1) Executive President
- 2) Executive Head of Finance
- 3) Executive Head of Daily Operations
- 4) Executive Head of External Outreach
- 5) Executive Head of Publicity
- 6) Executive Head of Internal Communications

List of General Positions:

- 1) Team Leader
- 2) Webmaster

List of general duties for Executive Positions:

- 1) Executive President
  - a. Provides basic guidance regarding what is needed to be done to each Executive head.
  - b. Helps in assisting each Executive if the workload seems to be large.
  - c. Provides the necessary materials for each event and outing.
  - d. Emails the heads of elderly homes to provide necessary materials for the week's exercises.
- 2) Executive Head of Finance
  - a. Planning fundraisers for each quarter.
  - b. Managing and budgeting all income and overall cash flow through the club.
  - c. Organizing records of all income (grants, fundraisers, donations, etc.) and expenditures.
- 3) Executive Head of Daily Operations
  - a. Creating schedules for when people will be volunteering/tabling.
  - b. Taking notes during each meeting and ensuring that agendas are being kept.
  - c. Communicating with Team Leaders regarding timings.
- 4) Executive Head of External Outreach
  - a. Calling/emailing retirement communities and homes that are not currently being worked with.
  - b. Talking to retirement communities and homes that are currently being worked with to ensure all the operations are being run properly.
- 5) Executive Head of Publicity
  - a. Managing all outreach to the students and various organizations that can be worked with at the University of California, San Diego.
  - b. Managing recruitment events through the use of tabling and Social Media.
- 6) Executive Head of Internal Communications
  - a. Booking the locations and managing general events.
  - b. Providing general information regarding the logistics and planning of when/where meetings will be held.
  - c. Organizing interview times for volunteers and team leaders.

List of general duties for General Positions:

- 1) Team Leaders
  - a. Work with the head of Daily Organization to book time slots to work with the houses we have on the list.
  - b. Organizing the method of transportation to and from the house.
  - c. Attending all trainings and workshops put on by the Brain Exercise Initiative.
- 2) Webmaster
  - a. Developing and maintaining the website.
  - b. Updating the website with all events.
  - c. Directly communicating with the President regarding what is required.

- d. Attending all executive meetings (General meetings not required).

Article VII. Risk Management\*

**The Brain Exercise Initiative at UCSD is a registered student organization at University of California, San Diego, but not part of the University itself.**

**The Brain Exercise Initiative at UCSD understands that the University does not assume legal liability for the actions of the organization.**

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

**The Brain Exercise Initiative 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). The Brain Exercise Initiative 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.**

ARTICLE X. AFFILIATION WITH OTHER GROUPS

The Brain Exercise Initiative at UCSD is affiliated with the NPO: The Brain Exercise Initiative at a national level.