

## STUDENT ORGANIZATION

### CONSTITUTION

#### UNIVERSITY OF CALIFORNIA, SAN DIEGO

<Central Americans Raising Awareness in Solidarity, C.A.R.A.S.>

<February 24, 2017>

® We, the members of Central Americans Raising Awareness in Solidarity (C.A.R.A.S.) at UCSD, will provide students, faculty, and staff with awareness of the Central American traditions, cultures and history.

### ARTICLE I

C

ENTRAL

A

MERICANS RAISING AWARENESS IN SOLIDARITY

(C.A.R.A.S.)

AT

UCSD

**The name of this organization shall be Central Americans Raising Awareness in Solidarity, hereinafter referred to C.A.R.A.S. at UCSD**

### ARTICLE II

#### PURPOSE OF ORGANIZATION

The purpose of this organization shall be to raise awareness of the cultural, socio-political, and traditional issues facing Central America and the Central American diaspora in the United States. We will serve with the intent to enrich the minds of the UCSD student body, faculty, and staff. Moreover, we would like to give our Central American students here at UCSD a sense of home and belonging. This organization will provide but will not be limited to: group cultural and traditional socials, fundraising for the community, and community service.

#### GOALS OF ORGANIZATION

- To create sense of community for Central American students at UCSD.
- To gain awareness and become conscious about current issues Central Americans face in the U.S. and abroad.
- To gain knowledge about Central American histories and how it has shaped Central America today as well as how it has created a Central American community/diaspora in the U.S. today.
- To gain knowledge and educate others about Central American cultures.
- To bring awareness of current global issues with an intersectional approach.

- To learn and develop a strong ethnic identity..

### **ARTICLE III**

#### **NON-PROFIT STATEMENT**

- **C.A.R.A.S at UCSD is a non-profit student organization.**

## ARTICLE IV

### REQUIREMENTS FOR MEMBERSHIP

#### *A. Eligibility and criteria for membership*

1. All University of California, San Diego students will be eligible for membership regardless of race, color, national origin, creed, gender, religion, sex, disability, gender identity, age, medical condition, ancestry, ethnicity, marital status, citizenship, sexual orientation, military status, or socioeconomic status.
2. All registered students, faculty, staff, alumni, and community members who are dedicated to our mission and goals are eligible to join C.A.R.A.S.

## ARTICLE V

### FREQUENCY OF ORGANIZATION MEETINGS

#### 1. Types of meetings

- a. General Body Meetings: General Body Meetings will be held weekly unless further notified. They will consist of social, cultural and political awareness for the general body.
- b. Board Meetings: Board meetings shall be held weekly at the time decided by the

board.

2. Time and occurrence of meetings
- a. Meetings shall be decided by the governing board
3. Special meetings

- a. In case of an emergency a board member may call on a meeting to be held.
4. Quorum

- a. A quorum may be held with two thirds of the eligible voting membership to

express decisions made for the organization.

5. Method of conducting meetings
- a. Meeting will be facilitated by co chairs.
- b. Meeting minutes/notes and/or records will be taken by logistics chair and meeting

orders will be decided by governing board.

**It shall be the responsibility of the logistics chair to take meeting minutes and keep related records of all meetings (including special and emergency meetings). Minutes will be read or distributed after meeting of which notes were taken. Additions and corrections to minutes can be made and submitted after a final approval.**

## 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.**

**A. Responsibilities of all Board Members include:**

1. Attend all meetings as called on by the chairs
2. Attend board meetings and general body meetings on a regular basis
3. Attend CARAS events and programs, both traditional/annual as well as newly initiated programs
4. Attend all meetings relevant to specific position
5. Commit time to position duties and responsibilities outside of general body and board meetings
6. Be a representative of the organization and uphold our values and missions
7. Can be subject to removal from position if board and general responsibilities are not fulfilled, and/ or if misconduct while representing the organization's name occurs, and/or discrimination towards any member of CARAS

**B. List of Board Members and Duties**

The board members and general responsibilities shall be:

**1. Co-Chair (2)**

- a. Serve as official representatives of CARAS
  - b. Facilitate general and board meetings
  - c. Facilitate discussions
  - d. Assemble the agenda for board meetings
  - e. In the absence of the two co-chairs the logistics will facilitate.
  - f. Call and reside at both the general body and board meetings
  - g. Responsible for upholding the integrity and goals of CARAS
  - h. In absence of co chairs, Logistics Chair shall facilitate general body meetings
2. Internal Chair

- a. To work along with Chairs in organizing GBMs, board meetings, and any other meetings
  - b. Help Logistics Chair and Publicity and Advertisement Chair in helping with minutes and publicity
3. External Chair

- a. Responsible for community outreach
  - b. Reaching out to other organizations for things such as collaborations
4. Finances Chair

- a. In charge of fundraising
  - b. Takes count of the organization's funds
  - c. Must be able explain the budget to members
  - d. Keep an accurate record of the funds
  - e. Properly receive and disburse funds.
5. Logistics Chair

- a. Take minutes for general and board meetings and maintain accurate file of agendas and minutes

b. Facilitates the completion of the organization's calendar. c. In the absence of the co chairs, they will facilitate the general body meetings. d. Keeps roll/history of attendance and sends reminder emails. e. Responsible for reserving rooms for general body and board meetings 6. Publicity and Advertising

a. In charge of social media advertising (facebook, newsletters, etc.) such as flyers

for events b. Organize and coordinate publicity for CARAS (such as events, general body meetings, etc.) c. Responsible for recruitment of more members d. Responsible for compiling a scrapbook for the year and updating it each quarter e. Inform the student population and community of activities involving CARAS 7. Access and Retention

a. Responsible for coordinating programs that fall within access and retention work.

### **C. ELECTIONS**

1. Times and period when elections occur : Elections for board members must be done

during week 6 and 7 of every Spring Quarter. 2. Board members will serve for one full academic year. 3. Nominations

a. Nominations are open to all members Week 6 or 7. b. A member must be active and is allowed to self nominate. c. Must submit a written personal statement of intent and why they are seeking

position, and why they would be good for this position d. Present a speech to the general body based on personal statement 4. Election Procedure

a. During week 7, nominees will present speech to general body members for a

vote b. All active members and board members have the power to vote c. Active members/board members will have power to vote for appointment of board d. Must delegate vote to one nominee per position e. Shall be a secret ballot voting process. In order for a nominee to get the board

position they must have a majority of the vote. 5. Process following elections

a. For the duration of the quarter these newly selected board members will begin to

attend all general body and board meetings to get an understanding of the processes and duties of position to ensure a smooth transition b. Current board members will still fulfill duties, but will help transition for incoming

board members by working along with them, showing them how to perform duties 6.

Categories of membership for elections and/or voting procedures

- Active members: active members are defined as students who have attended 50% or more of CARAS general body meetings and/or events. Active members have the right to

exercise their vote.

● Inactive members: inactive members are defined as those who do not meet the minimum requirements to become an active member

● Board members: These are defined as two Co Chairs, External Chair, Finances Chair, Logistics, Publicity and Advertising, and Access and Retention.

#### **D. REMOVAL OF BOARD MEMBER AND/OR FILLING VACANT BOARD POSITIONS**

1. Procedure for filling vacated board positions

a. The governing board shall nominate and vote for a potential candidate to fill in

the vacated offices. 2. Reasons for which an officer may be considered for removal:

a. Misconduct while representing the organization's name b. Discrimination towards any member of CARAS c. Neglecting to fulfill the duties and/or responsibilities of the board position 3. Process for removal of a board member

a. Charges or complaint brought against an individual:

i. May consist of but not limited to reasons outline above ii. Charges or complaint specific to the duties of the Board members may be brought against a Board member by the Chair, any three Board members, or fifty percent (50%) of the CARAS General Body at the existing meeting where the issue has been raised.

b. Evidence to support complaint is presented c. Accused is given an opportunity to argue a defense for themselves in a session

before the Board d. Vote is taken from board, and removal from duties for an indefinite requires a

majority (50% plus 1) of Board. e. Appeal process for the decision made by vote. Only one level of appeal is

required. 4. If individual brings in understandable reasoning or evidence that the removal is inappropriately done, the governing board will decide and vote. It must be done within a quarters time span.

#### **E. BOARD COMMITTEES**

1. Types of committees will be decided by the governing board at the time.

a. Committee members of the committee shall be selected by a Democratic system

by members of C.A.R.A.S. in order to allow equal opportunities to all members. The head of the committee shall be chosen by committee members. 2. Temporary/special committees

a. Committees shall be formed by at the beginning of the year by active board members.

## **ARTICLE VII**

### **RISK MANAGEMENT**

**C.A.R.A.S at UCSD is a registered student organization at the University of California, San Diego, but not part of the University itself.**

**C.A.R.A.S. at UCSD understands that the University does not assume legal liability for the actions of the organization.**