

The Constitution of the Speakers Committee at UC San Diego

Article I. Name of Student Organization

Section I

The organization shall be called Speakers Committee at UCSD.

Article II. Statement of Purpose

Section I

The Speakers Committee at UCSD books exceptional talent for talks at UC San Diego, furthering a sense of community and drive in the undergraduate student body.

Article III. Nonprofit Statement

Section I

Speakers Committee at UCSD is a non-profit student organization.

Article IV. Requirement for Membership

Section I

Any registered undergraduate student is eligible to join the Speakers Committee as a general member. General members can attend general meetings and assist in marketing and executing events as they happen.

There are no membership fees or restrictions. To become a member, please email ucsdspeakerscommittee@gmail.com.

Article V. Frequency of Organization Meetings

Section I: Staff Meetings

The staff meetings of Speakers Committee at UCSD will meet once a month when there is no future event scheduled, and once a week when there are events scheduled. The time and place of these meetings will be decided by the principal members.

These meetings will be chaired by the President. In the event of the President's absence, another staff member may run the meeting. Notes will be taken by the Vice President of Operations.

Section II: General Meetings

General meetings will only occur two weeks and four weeks before a scheduled event to discuss marketing and execution, provided there is at least one active general member

interested in attending. The meeting time will be determined by the President. Notes will be taken by the Vice President of Operations.

Article VI. Qualifications for Holding Office and Methods of Selecting and Replacing Officers

Section I: Eligibility

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.

Section II: Officer Titles and Duties

There are five officers, who will also be referred to as the staff of Speakers Committee at UCSD. The positions and descriptions of are the following:

- President
 - Oversees and spearheads the talent booking process
 - Manages the timeline of each event
 - Meets with the vice presidents when necessary to coordinate logistics
- Vice President, Marketing
 - In charge of print & digital marketing, including but not limited to Facebook event pages, email marketing, postering, tabling, etc.
- Vice President, Programming & Development
 - Ensures the TAPs for events are completed before their respective deadlines
 - Coordinates booking logistics (advancing, etc.) for talent
 - Responsible for furthering what our programs have to offer (in-kind product donation, etc.)
- Vice President, Finance
 - In charge of understanding the AS Funding Guide and its deadlines
 - Spearheads funding acquisition and sponsorship acquisition
 - Keeps budgets for events up-to-date
- Vice President, Operations
 - Coordinates on-site logistics (tech, venue booking, etc.) for events
 - Plans agendas and takes notes for both the staff and general meetings

Section III: Elections and Removals

Positions term out week 10 of spring quarter each year. Before termination, the staff will gather to elect the next willing president of Speakers Committee at UCSD from the pool of candidates who have applied for the position. If there are no candidates, the organization will become inactive.

The president will be in charge of appointing the four Vice Presidents, taking into consideration experience, merit, and effort exemplified by the officer candidates. The timing of Vice President appointments will be to the discretion of the President.

Article VII. Risk Management

Section I

Speakers Committee at UCSD is a registered student organization at the University of California, San Diego, but not part of the University itself.

Speakers Committee at UCSD understands that the University does not assume legal liability for the actions of the organization.

Speakers Committee at UCSD does not work with minors or the elderly, will not be involved in providing any kind of medical assistance, will not be engaged with any international travel, and will not handle any hazardous chemicals, materials, equipment, or machinery. There are no foreseen risks associated with the organization's activities.

Article VIII. Community Advisor

Section I

Speakers Committee at UCSD will have no community advisor for the 2019 to 2020 academic year.

Article IX. Financial Management

Section I: Funding

Speakers Committee at UCSD will finance events primarily through AS Funding. Our organization will submit a budget to the AS Finance Committee quarterly. Our organization will not have an off-campus account.

In the case that Speakers Committee at UCSD secures monetary sponsorship for an event, the organization will work with the corresponding CSI advisor and fund manager to coordinate payment logistics and deposit.

Article X: Affiliation with Other Groups

Section I

There are no other groups affiliated with Speakers Committee at UCSD at the local, state, national or international level.