

Student Organization Name: Undergraduate Communications Association (UCA)

Date Prepared: 04/12/13

Date Amended: 08/15/17

Date Approved (LEAD Center staff):

Approved by (LEAD Center staff):

### **Article I – Name**

The title that will be used in addressing this organization is the Undergraduate Communications Association, and the group acronym will be UCA.

### **Article II – Purpose**

The Undergraduate Communications Association is a student-run organization dedicated to promoting interest and success in the field of communication. Its goal is to develop an invaluable network between students and media professionals, as well as assist students in their transition into the professional world.

### **Article III – Membership**

- I. Only currently registered students, faculty, and staff may be active members in a registered student organization. Only active members may vote or hold office.
- II. Off-campus participants, including alumni from the group, are considered associate members. They may advise the current board, participate in any club activities, and provide assistance and service when requested.
- III. We will not haze according to California State Law.
- IV. We will not restrict membership based upon race, color, national origin, religion, sex, gender identity, pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition (cancer related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (including membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services.)

### **Article IV – Officers and Directors**

- I. The governing body of this club includes the executive committee and a board of directors.
- II. The executive committee consists of
  - a. President
    - i. Primary responsibilities of the President includes acting as primary signatory and primary contact with ASUC, LEAD Center, Haas School of Business, the Media Studies department, and any other organization external to the club. The president shall also preside at all meetings, appoint standing committees, and manage all directors of the club.
  - b. Vice President(s)
    - i. Primary responsibilities of the Vice President(s) include assisting the President in his or her responsibilities and the management of the board of directors. A Vice President will also succeed the office of the president in the event of removal of the President for any reason. The Vice Presidents are also in charge of specific and

- branches and the branch's directors.
- III. The board of directors, whose numbers shall be determined by this club as may be provided in the by-laws, are to be elected from members in good standing.
- IV. The board of directors shall be responsible for the following areas
- a. Social Media: This office shall be responsible for coordinating club recruitment efforts by managing social media handles, overseeing UCA's LinkedIn, and organizing all events and groups on Facebook.
  - b. Design: This office shall be responsible for producing flyers and other marketing collateral flyers, as well as hosting a design workshop for members.
  - c. Community Outreach: This office shall be responsible for handling all outreach with other clubs on campus and local organizations. Community Outreach is also responsible for reaching out to Professors and planning a Professor Speaker event every semester for members.
  - d. Technology & Content: This office shall be responsible for the website and the blog.
  - e. Internal Relations: This office shall be responsible for managing club-wide socials, establishing a mentor-mentee program within the club, and planning the retreat.
  - f. Secretary: This office shall be responsible for managing attendance and the point system, managing agendas, helping with the weekly newsletter and internal communications within the club, and updating the notes database.
  - f. Professional Development: This office shall be responsible for professional development workshops, keeping track of alumni connections, creating a database of contacts, and staying in contact with companies.
  - d. Corporate Outreach: This office shall be responsible for outreaching to external companies, campus organizations, and other groups for collaborations with UCA. It will host both a company info session and a panel for the members.
  - d. Finance: This office shall be responsible for maintaining all necessary records of club funds, through a collaboration with the LEAD Center.
  - e. Strategic Consulting: This office shall work to maintain and expand the club's general education on consulting practices and protocol, through encouraging first-hand experience with consulting through internal and external case competition.
- V. The board of directors will be appointed through an application basis and voted into office by the Executive Committee. Executive officers will be elected annually by majority vote of the current board. The election process begins a month before the semester ends.
- VI. Officers serve for one year.
- VII. To remove and/or replace an officer, there must be unanimous agreement from the entire executive committee and board of directors.

#### **Article V – Meetings**

- I. Meetings with the club shall be not less than once a week, and meetings of the board of directors not less than twice a month, at a time and place suitable for the convenience of the membership.
- II. The President will call the meetings.
- III. Quorum involves at minimum either the President or Vice President(s), a majority of the

board of director members, and a majority of the general membership.

**Article VI – Constitutional Amendments**

- I. Any member can propose an amendment
- II. To propose an amendment, the member must draft a formal proposal and present the proposed changes during a meeting of the club in which a quorum is present. A vote with then be taken at a future meeting in which a quorum is present.
- III. The required period of time between the proposed amendment and a final vote is at minimum 14 days.
- IV. For an amendment to be passed, a majority of active club members must approve of the amendment.
- V. All amendments, additions or deletions to this document must be filed with the LEAD Center in 102 Hearst Gym.

**Article VII – Dissolution**

- II. Dissolution will be decided by the executive committee.
- III. The executive committee must make a unanimous decision to dissolve the group.
- IV. All unspent ASUC funds shall remain the property of the ASUC; all Graduate Assembly funds shall remain the property of the Graduate Assembly. Remaining privately-obtained funds may be donated to another nonprofit organization with prior approval of the ASUC Senate Finance Committee.