

Marginalized Identities in Physics Constitution

Article I: Name of Student Org

The organization shall be called Marginalized Identities in Physics at UCSD, formerly referred to as UWIP. The organization name may be shortened to MIIP at UCSD, or MIIP @ UCSD. In this document, Marginalized Identities in Physics will be referred to as MIIP.

Article II: Statement of Purpose

MIIP is a non-profit student organization to empowering women, Black, Indigenous, and People of Color (BIPOC), LGBTQIA+, neurodiverse, and (dis)abled groups in physics through an intersectional resource network, academic and professional development, and by creating an equitable and accessible community for all. Our purpose is also to improve the physics community at UCSD and to promote interactions between the faculty, undergraduates, and graduate students of the Physics department and help people recognize and appreciate underrepresented groups in physics. We are committed to reducing the systemic barriers faced by marginalized students to foster diversity and inclusivity in physics. **Our organization is directly connected to UCSD's Physics Department.** Our advisor for the year of 2021-2022 is Professor Tongyan Lin, a professor in this department.

Article III: Nonprofit Statement

MIIP at UCSD is a non-profit student organization.

Article IV: Requirements for Membership

There are no requirements for membership. Members will not be restricted by gender, race, age, religion, or department.

**** Non-discrimination statement:**

Members shall be accepted without discrimination on the basis of race, color, national origin, religion, sex, gender, gender identity, gender expression, pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), physical or mental (dis)ability, medical condition, genetic information, ancestry, marital status, age, sexual orientation, major, 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).

Any undergraduate student registered at the University of California San Diego can be a member. To become a member you must subscribe to an email list to be notified for MIIP events. Members should be encouraging and supportive of the MIIP purpose and are welcome to attend meetings and help MIIP with their goals.

Article V: Frequency of Organization Meetings

MIIP holds one to two general body meetings per quarter, and hosts weekly board meetings every week. The meeting time will be determined by the greatest availability from the results of the board filling out their availability using the website whentomeet.com. Board meeting attendance to these meetings is mandatory, although three notified absences a quarter are permitted without repercussions. A single absence without notice results in a warning. A second or third absence without warning will result in loss of board member status. Board members will be asked to spend 2 minutes at the beginning of each board meeting to briefly share appropriate announcements. Board members will be expected to be fully attentive during board meetings and follow along to the meeting notes being taken by the secretary. The President should come prepared with points to be discussed and ordered by importance.

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

Only registered UCSD students may hold office in the organization. Only registered UCSD students may delegate in the selection of the organization's officers. Officer positions are chosen by an online board application (Google Form) at the start (between weeks 1-4) of the Spring Quarter. The application should close no later than week 6 of the Spring Quarter. Students who wish to apply will submit a written paragraph of their statement of intent and past experience. All submissions are compiled into one form that principal board members delegate upon. The new board members will be asked to read and agree to the terms of their position in their first meeting. The newly appointed board members will begin fulfilling responsibilities following their attendance of their first meeting. New board members will be announced to the members through an email to the mailing list and an introduction on social media (Instagram). New board members will also be promptly added to the uwip.ucsd.edu members page by the start of Fall quarter. Executive Board Members will be asked to sign up for the Art of Inclusion workshop.

Any UCSD student of any major is eligible for office. For roles of President and Vice Presidents, students that apply are required to have been a principal board member of UWIP or another organization for at least one year.

EXECUTIVE BOARD POSITIONS

1. **President(s)** - the President shall have the following responsibilities:
 - a. To oversee and stay abreast of all MIIP business and keep the board acting in accordance with the purposes as stated in the Constitution.
 - b. To create and dissolve board meetings as needed to organize and aid in the execution of everyday responsibilities.

- c. To coordinate the responsibilities, duties and activities of the Board.
 - d. To be the MIIP representative to the UCSD Physics Department, UCSD Physical Sciences Division, the UCSD Administration, and any other professional partners.
 - e. To be accountable for the constant progress towards outstanding efforts, in addition to fulfilling the demands of members and physics majors.
 - f. To be responsible for updating and disturbing the Constitution to the Board on an annual basis and reminding the board members of their duties outlined in this document.
 - g. To be driven with ideas for the organization and have in-depth knowledge of the functions of the organization.
 - h. This position must be filled with a person of at least 1 year of MIIP Principle Board member experience.
2. **Vice President Internal** - the VP shall have the following responsibilities:
- a. To assist the President in executive actions per President's request. In instances when the President cannot perform their duties, the Vice President can assume the President's responsibilities if given consent from the Board.
 - b. To review meeting minutes and keep the meeting moving at Board Meetings.
 - c. To send regular emails to MIIP members detailing research opportunities, notify of new sponsors, and other MIIP related news.
 - d. This position must be filled with a person of at least 1 year of MIIP Principle Board member experience.
 - e. To recommend a general member/board member for "Member of the Month" and notify the President and the student.
 - i. This decision should be based on most attendance for events/meetings for the month/quarter and actions of excellence at minimum
 - ii. Should ensure this person receives prize/shoutout for their excellence
 - f. VP Internal shall also oversee event planning, Publications Officer(s), Advertising Officer(s), and the Mentorship Program.
 - g. This position must be filled with a person of at least 1 year of student organization board experience.
3. **Vice President External** - The External Vice President should fulfill the following duties:
- a. Act as lead Secretary
 - b. To take attendance at the start of each board meeting and keep a record of attendees at events for membership purposes.
 - c. To keep record of all items discussed during weekly board meetings.
 - d. To assist the Vice President in any administrative items.

- e. To assist the VP of Finance and Fundraising Officer in dealing with forms and the specifics of planning events.
 - f. To ensure that emails are being handled by their respective officer and that Advertising Officer is adhering to the announcement schedule outlined in their position responsibilities.
 - g. To alert the President of any misconduct they notice by the board.
 - h. VP External shall oversee event planning and the Outreach Officer(s).
 - i. This position must be filled with a person of at least 1 year of student organization board experience.
4. **Vice President of Finance** - the VP of Finance shall have the following responsibilities:
- a. To administer the general operating funds of MIIP and acts as lead “Treasurer”
 - b. To work with the Board and advisor to present an annual budget.
 - c. To secure funding for MIIP by seeking sponsorships and working with and overseeing the Fundraising Officer.
 - d. To ensure responsible members are reimbursed for MIIP related payments.
 - e. To ensure that all corporate sponsorships are applied for in a timely and professional manner.
 - f. This position must be filled with a person of at least 1 year of student organization board experience.
5. **Web Developer** - The Web Developer shall have the following responsibilities:
- a. To update the website in a timely manner with:
 - i. Event information following confirmation of event details
 - ii. Sponsor information sent from Treasurer
 - iii. Board information every new school year
 - iv. Research opportunity information sent from VP Internal
 - v. All other information sent from Board
 - b. To change and edit the website as needed to keep it looking presentable and professional.
 - c. To ensure events are updated with any changes that are made following the initial detail confirmation
 - d. To create Google Forms upon board request.
 - e. To take photos and maintain media evidence of MIIP activities and shall keep the Google drive updated.
 - f. To oversee the Newsletter Team, consisting of volunteers from the group of officers, and ensure the timely completion and delivery of monthly updates.

OFFICER BOARD POSITIONS

6. **Publications Officer(s)** - the Publication Officer(s) has/have the following responsibilities (supervised by VP Internal):
 - a. To create flyers for MIIP events using the MIIP Canva account
 - b. To update social media accounts such as but not excluded to
 - i. Instagram
 - ii. Facebook
 - iii. Twitter - tentative
 - c. To respond to any direct messages (DMs) on each account
 - i. Manage any Live sessions held on either platform
 - d. To ensure the promotion and advertisement of MIIP events to the student body and MIIP members through Social media platforms
 - e. Update with new content multiple times a week (a minimum of twice a week). Said content could be:
 - i. Upcoming physics department events and MIIP events
 - ii. Shoutouts to Physics members of the month
 - iii. Other interesting marginalized identities in physics related posts
 - iv. Student poll for event interest

7. **Advertising Officer** - The Advertising Officer will fulfill the following responsibilities (supervised by VP Internal):
 - a. To ensure the promotion and advertisement of MIIP events to the student body and MIIP members
 - b. Sending out email announcements promptly for each event
 - i. Including drafting an email announcement to be sent to the Physics Department Undergraduate Program Coordinator & Advisor 5 business days prior to the desired announcement date
*the announcement date should be no later than 5 days before the event
 - ii. Ensuring that there is at least two reminder emails (one between the time of the first announcement and another on the day of the event)
 - c. Working with the Publications Officer to ensure there is at least one flyer for each event
 - d. Ensuring that there are at least 3 teams of board members/active members to make in-class announcements for each event
 - i. This is tentative for classes being given online by the university
 - ii. Ensuring that professors are contacted ahead of time and asked if members can announce to their course
 - e. Forwarding announcement emails to interested parties (Physical Science head at the Career Center, the Women's Center, Physics majors, specific professors, and other interested groups)

8. **Fundraising Officer-** the Fundraising Officer shall have the following responsibilities (supervised by VP Finance):
 - a. To keep the records of the cashbox updated
 - i. Will record details of cashbox funds in Google Sheets
 - b. To manage and be responsible of the cashbox and all its entities
 - c. Will lead and ensure the success of each fundraising event
 - d. Will remain in contact with:
 - i. MIIP VP of Finance
 - ii. Reimbursement Head of the Physics Department per the terms of fundraising
 - iii. Outside vendors for fundraising events
9. **Outreach Officer -** the Outreach Officer shall have the following responsibilities (supervised by VP External):
 - i. To determine the relevant outreach opportunities and forward them to the mailing list
 - ii. To keep up to date with the following contacts:
 1. GWIP
 2. Physics Department Outreach Board
 3. Engineering and other organizations
 4. Outside contacts
 - iii. To update the google calendar each quarter with Physics Class Schedule and MIIP events
 - iv. Contacting professors to ask them to announce certain events to their courses

SUPPLEMENTAL POSITIONS: This position will act as an additional position offered to MIIP members who may be interested in joining the board outside of the application period:

10. **Representatives-** The Resentatives may be general members of MIIP that serve to represent their year (typically the 1st or 2nd years in the Physics Major). The may have duties such as, but not limited to:
 - a. Assisting other members of the board in their assignments
 - b. Representatives will have specialized areas, but are not confined to only helping their designated area.
 - c. May serve as an apprentice to a 4th year with a current Officer position

Article VII: Risk Management

MIIP at UCSD is a registered student organization at the University of California, San Diego, but not part of the University itself. MIIP at UCSD understands that the University does

not assume legal liability for the actions of the organization. MIIP does work with minors in outreach events on and off campus.

Article VII Section 1: In Case of Interaction with Minors and/or Elderly

MIIP 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). Marginalized Physics 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 VIII: Financial Management

MIIP receives the majority of its funding from the Physics Department. It may also receive funds from the Body of Associative Students, donations from businesses, or fundraising events. The money is used to rent out spaces for outreach events, food for events on campus, prizes for mentorship social events, and other small costs.

Article IX: Affiliation with Other Groups

MIIP is very open and willing to collaborate with other organizations and departments on and off campus. Some include, but are not limited to, YPP at UCSD, WIC at UCSD, University of San Diego's Physics Department, the Physics Business Department. These affiliations support the club in its purpose and tasks as well as strengthen the breadth of outreach events across San Diego.

