

ARTICLE I. NAME OF STUDENT ORGANIZATION

The organization shall be called Morning Sign Out at UC San Diego. The organization may use this name, or its acronym MSO, in all publicity materials and correspondence.

ARTICLE II. STATEMENT OF PURPOSE

The goal of Morning Sign Out at UC San Diego is to help make information about science and medicine more accessible to the general public. MSO at UC San Diego seeks to translate dense and often overwhelming technical information on these topics into concise and interesting articles that can be widely shared and easily understood by a broad audience. MSO at UC San Diego aims to bridge the divide between scientists and the general public with the understanding that a more informed public can be safer and healthier. Morning Sign Out at UC San Diego also works to help members develop improved scientific literacy and gain valuable experience communicating scientific information.

ARTICLE III. NONPROFIT STATEMENT

Morning Sign Out at UC San Diego is a non-profit student organization.

ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP

Any students currently enrolled at UC San Diego are eligible for membership in Morning Sign Out at UC San Diego. To obtain membership, prospective members must complete the application that is developed by the Secretary. This application is released at the beginning of each quarter. The cost of membership is \$13 for the year or \$5 per quarter. Members of MSO at UC San Diego are listed as part of the publication team on the MSO at UC San Diego website. A member cannot remain in the organization or publish work if they fail to pay dues.

ARTICLE IV. SECTION 1. HAZING PREVENTION

The Morning Sign Out at UC San Diego is committed to maintaining a safe, inclusive, and respectful environment for all its members and does not condone hazing. Hazing, in any form, is strictly prohibited within the organization in compliance with state and federal law, Regents' policies and University regulations. Participation in hazing or any intentional, knowing, or reckless act, activity, or method committed by a person (whether individually or in concert with other persons) against another person or persons, including current, former, or prospective students, regardless of the willingness of such other person or persons to participate, that is committed in the course of a preinitiation, an initiation into, an affiliation with, or the maintenance of membership in, an official or unofficial student organization or other student group that i. causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury, including personal degradation or disgrace, and/or ii. the person knew or should have known was likely to cause serious bodily injury. As an organization, we understand that failure to abide by hazing policies and laws will result in referral to the Center for Student Accountability, Growth, and Education (SAGE) for an organizational violation and/or individual violation(s).

ARTICLE V. FREQUENCY OF ORGANIZATION MEETINGS

Morning Sign Out at UC San Diego holds general body meetings (GBMs) two times a quarter. Attending these general body meetings is not required for members. The Writing Supervisor will host one writing and editing workshop each quarter. New members are required to attend a total of two of these instructional workshops each academic school quarter for either writing or editing depending on their position. Additionally, the Editor-in-Chief will host two review sessions each quarter to monitor the writing progress of articles. Writers, Editors, and Graphic Editors are required to attend at least one review session each quarter. MSO at UC San Diego officers meet on a weekly or as-needed basis and attendance at these meetings is required. Minutes and attendance will be accounted for by the MSO at UC San Diego Secretary.

ARTICLE VI. QUALIFICATIONS FOR HOLDING OFFICE AND METHODS OF SELECTING AND REPLACING OFFICERS

Only registered UC San Diego students may hold office in the organization. Only registered UC San Diego students may vote in elections for the selection of the organization's officers. There are seven (7) officer positions in Morning Sign Out at UC San Diego. The titles and duties are as follows:

- *Co-Presidents (2)*: The Co-Presidents will chair all meetings of MSO and help oversee the activities of other officers to ensure smooth operation of the organization. The Co-presidents will ultimately be in charge of making important decisions about MSO and how it will be run. They are responsible for setting goals and identifying areas where the MSO organization may be able to improve or grow. The Co-Presidents also organize and oversee the election process for new officers. Each Co-President is

responsible for assisting each other and any other officer with their duties should they require additional support. One Co-President will assume leadership of the organization if the other is unable to attend any meetings or events.

- *Editor-in-Chief:* The Editor-in-Chief will recruit and oversee the collaboration between Writers, Editors, and Graphic Editors. They will remind all members of and enforce deadlines. The Editor-in-Chief will maintain consistent and clear communication with all members, checking MSO communications daily and respond accordingly. They will review Writers', Editors', and Graphic Editors' works to ensure quality of articles. They will compile and maintain a Google Sheet of Writer', Editor', and Graphic Editor' contact information and article progress. They will host two review sessions each quarter to monitor the progress of articles. The Editor-in-Chief will create the Voting Booth at the end of the quarter and choose 3 articles that are deemed worthy by officers and members to be published onto the Core website. They will review finalized articles prior to the voting booth (work split 50/50 with the Writing Supervisor).
- *Writing Supervisor:* The Writing Supervisor helps assist the Editor-in-Chief with managing the writing program and any related projects. They will recruit and oversee the collaboration between Writers, Editors, and Graphic Editors. They will maintain consistent and clear communication with all members. The Writing Supervisor will check MSO communications daily and respond accordingly. They will plan and conduct at least 1 writers'/editors' workshop per academic quarter. They will also create the Writing Schedule for each academic quarter and have it completed by the end of week 1. Once created, this schedule will be shared with the Webmaster for them to publish it on the MSO website. They, along with the Editor-in-Chief, will review finalized articles prior to the voting booth. At the end of each quarter, they will compile all the finalized articles with their graphics in a google document and file it in the MSO Google Drive.
- *Publicity Chair:* The Publicity Chair is responsible for maintaining a social media presence for MSO at UC San Diego and posting about events, deadlines, and relevant organization information on these platforms. The Publicity Chair also works to expand the outreach of MSO at UC San Diego and identifies opportunities for recruiting new members. They will recruit 2 guest speakers and reserve spaces for the two GBMs before the start of each quarter. They will complete TAP forms for the two GBMs by the end of week 1 of each quarter. The Publicity Chair will work with the Treasurer to purchase food for the GBMs. They will maintain connections between the guest speakers and MSO by assisting them with event location and parking along with thanking them after GBMs. The Publicity Chair will compile a list of questions for the Q and A session at the end of each GBM. They will advertise MSO's goals to professors/researchers/organizations to attract future guest speakers and potential collaborations. They will maintain a document in the Google Drive of all past guest speakers and their information to provide members with networking opportunities. The Publicity Chair will organize and publicize MSO events such as GBMs, fundraisers, tabling events, and socials through social media, college newsletters, chalk boarding, and flyers. They will organize at least 1 tabling event each quarter, reserving the location on library walk before the start of each quarter.
- *Treasurer:* The Treasurer is responsible for managing the finances of MSO at UC San

Diego. The Treasurer collects membership dues and organizes regular fundraisers for the organization. A document will be created each quarter monitoring membership dues. They will regularly update a log of funds gained and funds spent. The Treasurer is also responsible for filling out online application forms for GBM funding, placing catering orders for events, distributing or completing reimbursement forms for expenses, and completion of online post-event evaluation forms.

- *Secretary:* The Secretary will be putting together and sending out weekly newsletters/email announcements to all MSO members (Monday morning), regularly checking and responding to emails, updating the board about important information received, keeping track of and regularly updating email campaign audience list/MSO email list, and managing the Mailchimp account. They will take detailed notes at all board meetings and send out these notes to all officers after the meeting. They are expected to reserve rooms for board meetings at least 2 weeks in advance. The Secretary will also help organize the MSO google drive throughout the quarter. Additionally, they will create the position-sign-up form at the beginning of each quarter to allow current and new members to sign up for positions.
- *Webmaster:* The Webmaster is responsible for maintaining the MSO at UC San Diego website and handles publishing new articles to the website each quarter. They will upload the Writing Schedule to the MSO website at the start of each quarter. They will monitor and analyze site performance. The Webmaster is also responsible for creating and managing the Google Classroom each quarter where resources (Editor and Graphic Editor Guidelines, Board Position Descriptions, Writing Schedule, etc.) along with assignments (Topic Proposals, Rough Draft, Final Draft, etc.) are created. They will assign Writers, Editors, and Graphic Editors their assignments via google classroom with appropriate deadlines (following writing schedule) and ensuring that assignments are assigned to the correct individuals (such as writers only being assigned writing assignments). The Webmaster will monitor missed assignments and promptly notify co-presidents of missed assignments.

The election process for new officers occurs during Winter quarter of each year. At the beginning of the quarter an application form is created by the current Co-Presidents and this application is shared with all members by Week 3. Only returning officers are eligible to run for Co-Presidents. Any returning member of MSO at UC San Diego is eligible to run for the other officer positions. The application form is to be open for approximately two weeks and after this time the Co-Presidents begin reaching out to schedule interviews with all candidates. During the interview process, candidates for Co-Presidents are interviewed first. Interviews for Co-Presidents candidates are conducted by the current Co-Presidents. They will then vote after interviewing each candidate. After the Co-Presidents are selected, the outgoing and incoming Co-Presidents interview and vote on candidates for the other officer positions. The incoming executive board is to be finalized no later than Week 7 at which point all incoming officers will begin attending board meetings and outgoing officers will start transitioning their responsibilities to the new board. During the Spring quarter, the incoming officers will shadow the outgoing officers, and outgoing officers will continue to transfer their responsibilities to the incoming officers until the end of the quarter.

ARTICLE VI. SECTION 1. REMOVAL PROCESS

MSO at UC San Diego will work to ensure due process in the removal of a member or officer, which will be applied consistently and in compliance with university non-discrimination policies. The individual facing removal will be provided with a written notice outlining the reason for potential removal and the date of the hearing and vote. During the hearing, both the MSO at UC San Diego officers and the member facing removal will have the opportunity to share their perspectives, with the member facing removal being able to present a defense and submit counter-evidence. A vote will be conducted afterward, with all MSO at UC San Diego officers not facing removal being eligible to vote. A member will only be removed if all officers vote in favor of removal. The individual facing removal will then receive written notice of the final decision. Student misconduct will not be investigated internally; instead, such matters will be referred to the Office for the Prevention of Harassment & Discrimination (OPHD) or Student Accountability, Growth, and Education (SAGE).

ARTICLE VII. RISK MANAGEMENT

Morning Sign Out at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself.

Morning Sign Out at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

Possible risks associated with the activities of MSO at UC San Diego are minimal. During any in-person events where food may be served there is a risk of choking or members having an allergic reaction. If any injury or other medical issue occurs during any MSO at UC San Diego event, officers will immediately contact emergency services. At any in-person events there may be a risk of COVID-19 transmission. If in-person events are held, MSO at UC San Diego officers will ensure that all members are following local and federal safety guidelines related to COVID-19. MSO at UC San Diego will not work with any minors or the elderly.

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

Morning Sign Out at UC San Diego 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 UC Learning <https://uclearning.ucsd.edu>. Morning Sign Out 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 VII. SECTION 1. IN CASE OF PROVISION OF MEDICAL ASSISTANCE

In the event that Morning Sign Out at UC San Diego provides medical assistance to a community, all volunteers will work under the direction of licensed professionals (doctors, nurses, counselors, etc.). The University does not recommend that students provide medical assistance.

Further articles, if applicable:

ARTICLE IX. COMMUNITY ADVISOR

The Community Advisor for MSO at UC San Diego is Dr. Andrew Lee, founder of Morning Sign Out. Dr. Lee is a UC Berkeley and UC San Francisco alum and former radiology resident at UC Davis Medical Center. Dr. Lee has been selected as the MSO at UC San Diego Community Advisor since he founded Morning Sign Out and has been instrumental to the growth and success of MSO at UC San Diego. Dr. Lee traditionally serves as the Community Advisor for MSO campus chapters. He will serve as Community Advisor for the duration of the 2025-26 school year and will continue to assist MSO at UC San Diego as an advisor and mentor. If any issues or conflicts arise during the year Dr. Lee will be contacted to help offer input or guidance. He provides guidance to officers about how best to manage the organization and frequently shares useful resources and information pertaining to the goals of MSO. He also helps coordinate collaboration between the leaders of various campus chapters of MSO.

ARTICLE X. FINANCIAL MANAGEMENT

MSO at UC San Diego finances its activities through membership dues and regular fundraisers. Any money collected by these activities is managed by the current Treasurer who also documents all organization spending. The Treasurer maintains an off-campus account to store MSO at UC San Diego funds and passes on these funds to the incoming Treasurer after they have been elected. MSO at UC San Diego will not submit a budget to the A.S or G.S.A finance committee.

ARTICLE XI. AFFILIATION WITH OTHER GROUPS

MSO at UC San Diego is affiliated with the larger Morning Sign Out Core group which encompasses all of the MSO campus chapters. This affiliation allows for MSO at UC San Diego members to vote on the top articles produced each quarter and submit them for publication on MSO website. This affiliation does not come with any additional requirements or regulations.