

Bruin Caregiving Scholars at the University of California, Los Angeles By-Laws



Preamble

Recognizing the unique challenges faced by UCLA caregiving students, Bruin Caregiving Scholars (BCS) commits to fostering a supportive, inclusive, and empowering community. This constitution outlines our foundational principles, organizational structure, and operational procedures to ensure that we effectively and sustainably meet the needs of our members.

Article I - General Provisions

1. **Name:** This organization is officially designated as the "Bruin Caregiving Scholars" (BCS) at the University of California, Los Angeles (UCLA).
2. **Membership:** Open to all UCLA undergraduate, professional, and graduate students, regardless of whether they are engaged in caregiving. BCS embraces diversity and inclusivity, ensuring equitable participation across all university segments.
3. The membership of the organization shall consist of any UCLA undergraduate or graduate student.
4. All officers of the student organizations must be current UCLA undergraduate or graduate students. Officers found not to be a current UCLA student will be removed immediately. This does not apply to faculty and/or staff organizations.
5. A **Registered Member** is defined as any UCLA undergraduate or graduate student who has completed the BCS registration form.
6. **Nondiscrimination Statement:** BCS pledges to maintain an environment free from discrimination, upholding UCLA's values of diversity and inclusivity. This includes, but is not limited to, protections based on race, color, national origin, religion, sex, gender identity, pregnancy status, disability, age, medical condition, ancestry, marital status, citizenship, sexual orientation, or veteran status. This also prohibits sexual harassment.

7. **Financial Transparency:** BCS commits to financial transparency, pledging to make all financial records accessible to university administrators upon request, ensuring accountability and integrity in financial management.

Article II - Purpose

Bruin Caregiving Scholars (BCS) champions the diverse community of UCLA students who navigate academic commitments alongside caregiving roles for minors, dependent adults, the elderly, and especially those caring for individuals with mental or physical disabilities, including neurodivergent dependents. Emphasizing inclusivity, BCS extends a warm welcome to all who identify as caregivers, including parenting students and anyone who wishes to learn more about this community. We aim to provide community, tailored resources, programming, and advocacy to cultivate a nurturing and empowering environment and advocate for meaningful changes across the UCLA and broader UC system.

Article III - Organization and Leadership

1. **The Executive Board** consists of the President, Vice President, Committee & Outreach Chair each playing a pivotal role in governance and operations:

President: Role Overview: The President leads Bruin Caregiving Scholars (BCS) in its mission to support caregiving students and advocate for policy change at UCLA. The President provides overall strategic leadership for the club, ensuring that BCS remains focused on its goals. They also play a role in supporting financial efforts by guiding fundraising strategies and overseeing the allocation of resources.

Key Responsibilities:

- Lead the executive board and set the overall direction for BCS.
- Represent BCS in meetings with UCLA administration, external partners, and advocacy groups.
- Support and advise the board in organizing fundraising campaigns.
- Ensure that financial decisions align with the club's goals and contribute to its sustainability.

Financial Responsibilities:

- Oversee the financial strategy for fundraising and resource allocation.
- Review major financial decisions with the board to ensure effective use of funds.

Vice President: Role Overview: The Vice President of Administration manages the internal operations of BCS, ensuring the club runs smoothly and efficiently. This role includes handling administrative tasks like organizing meetings and maintaining records. The VP also plays a key role in managing financial records and tracking the club's expenses to ensure the budget is followed and funds are used responsibly.

Key Responsibilities:

- Organize meetings, prepare agendas, and maintain documentation.
- Ensure that the club's operations run smoothly and that members are aligned on tasks.
- Track and report on the club's financial records, including monitoring income and expenses.
- Collaborate with the President to ensure financial decisions are well-documented.

Financial Responsibilities:

- Maintain the club's financial records, including budgets and expense tracking.
- Assist in ensuring that funds raised are allocated appropriately and in line with the club's goals.

Communications & Outreach Chair: Role Overview: The Communications and Outreach Chair handles the promotion and visibility of BCS, managing social media, email campaigns, and outreach efforts. Additionally, they take part in the financial side of communication campaigns, helping to raise funds through outreach and donor engagement, and ensuring that promotional activities stay within budget.

Key Responsibilities:

- Manage social media platforms, newsletters, and email campaigns to promote BCS's mission.
- Develop outreach strategies to engage members and attract new students.
- Lead efforts to raise awareness and funds through communication initiatives.
- Work with the team to ensure that communications efforts align with budgetary constraints.

Financial Responsibilities:

- Help develop and execute fundraising campaigns through outreach.
- Ensure that promotional and communication activities remain within the allocated budget.

2. **Committees:** BCS may establish committees to focus on specific areas such as advocacy, events, and member support. Committee chairs are appointed by the President and approved by the executive board.

Article IV - Membership

1. **Eligibility:** Membership is open to all UCLA students, regardless of whether they are engaged in any caregiving responsibilities. There are no dues required for membership to ensure inclusivity and accessibility.
2. **Rights and Responsibilities:** Members have the right to vote, attend meetings, participate in events, and serve on committees. Active members are expected to contribute to BCS's mission and uphold its values.

Article V - Voting and Elections

1. **General Voting:** All active members are eligible to vote on organizational matters. A simple majority is required for general decisions.
2. **Elections:** Executive board elections are held annually in the Fall quarter. Candidates must declare their intent to run, with elections conducted via secret ballot. A simple majority is required for election to office.

Article VI - Meetings

Regular meetings are held weekly to discuss upcoming events, organizational matters, and provide a forum for member support. Special meetings may be called by the President or upon request by a majority of members.

Article VII - Amendments

This constitution can be amended to reflect changes in organizational needs or university policy. Amendments to this constitution may be proposed by any registered member of Bruin Caregiving Scholars (BCS). Proposed amendments must be submitted in writing to the executive board for review. The amendment will then be presented to the general membership for discussion. A two-thirds (2/3) majority vote of the registered voting members present at a scheduled meeting is required to adopt the amendment.

Article VIII - Advisor(s)

An advisor, selected from UCLA faculty or administration and/or alumni, will provide guidance, ensure adherence to university policies, and support the executive board in fulfilling its duties.