



UCSB Actuarial Association Constitution

Article I: Name

The full official name of the organization shall be **the Actuarial Association at University of California, Santa Barbara**. (Abbreviated as **UCSB Actuarial Association** or **UCSB AA**)

Article II: Purpose

The purpose of the UCSB Actuarial Association is to:

1. Encourage and support students pursuing actuarial education at UCSB.
2. Raise awareness of the actuarial profession on campus.
3. Offer a social platform for students pursuing actuarial careers, serve as a bridge between students and the actuarial industries.
4. Collaborate with the UCSB PSTAT department on enhancing the educational and professional experience of actuarial science major programs.

Article III: Membership

1. Membership Requirement

All members of the UCSB Actuarial Association must be

- a) Currently enrolled UCSB students,
- or
- b) UCSB alumni who graduated within the past 12 months.

2. Membership Registration and Fee

All members, unless otherwise exempted, must pay the membership fee and submit the registration form before being eligible for membership benefits.

Membership fee include the following options:

- a) Annual membership for current students: \$30 (available only during fall quarters)
- b) Quarterly membership for current students: \$15
- c) Annual membership for alumni: \$10

Annual memberships for current students covers the fall quarter during which the fee is paid, plus the upcoming winter and spring quarters. Quarterly membership for current students covers the quarter during which the fee is paid. Annual membership for alumni covers the 12-month period starting from their time of graduation.

If a member is paid or exempted during spring quarter, their eligibility for membership benefits automatically extend through the summer quarter that follows.

Article IV: Leadership

The leadership body of the UCSB Actuarial Association includes the **Team of Administrative Officers (abbr. the Officer Team)** and the **Executive Board**.

1. The Team of Administrative Officers

The Team of Administrative Officers, abbreviated as the Officer Team, is the primary group responsible for the day-to-day operation of the association. The officer team will meet regularly to coordinate the collaboration on administrative tasks.

a) Permanent Posts

The Officer Team has the following permanent posts that are responsible for the different aspects of the association's operation

- i. President: administrative leader of the association and the officer team, responsible for managing the officer team, assigning tasks to officers, authorizing usage of association funds and assets, planning and hosting association events.
- ii. Vice-President: administrative leader of the association and the officer team, shares the same responsibilities and authorities as the President, collaborates with president in ensuring the effective operation of all association matters.
- iii. Secretary: in charge of internal management and communication, responsible for tracking and recording member attendance and participation, creating publication materials, drafting announcements and other official literature.
- iv. Treasurer: in charge of association fund and asset management, responsible for financial bookkeeping, managing transactions, recording membership fee payments, recording association expenses, managing inventory of association assets.
- v. Community Development Director: in charge of the development of the actuarial community, responsible for planning and preparation of social events, creating and managing programs that strengthens the actuarial network of our members.
- vi. Professional Development Director: in charge of the development of actuarial professionalism, responsible for planning and preparation of academic and professional events, creating and managing programs that supports professional advancement of our members.
- vii. Outreach Director: in charge of external relations and communication, responsible for inter-organizational networking and collaboration, follow-up networking with alumni.
- viii. Technology Director: in charge of management and utilization of various association software and hardware, with the purpose of improving the effectiveness and efficiency of association operations.

b) Recruited Administrative Officers

Under the direction of the Executive Board, the association may recruit additional officers to contribute to its administrative operation. The recruited officers will be granted the title of "Administrative Officer", unless otherwise specified based on their recurring tasks. Administrative officers may be assigned tasks such as event material

preparation, on-site event coordination, journalism, and other tasks as needed. Administrative officers may be asked to attend the Executive Board meetings and share their insights, but they may not vote on official decisions.

2. The Executive Board

a) Members and Positions

The Executive Board consists of the officers serving in the permanent posts. The President will serve as the Chair of the board.

b) Duties and Authorities

The Executive Board is the decision-making body that oversees the operation and directs the long-term development of the UCSB Actuarial Association. The Chair of the board may call for meetings to discuss and decide on the following matters:

- i. event or project expenses exceeding \$100 per occurrence
- ii. proposed personnel changes
- iii. Constitution or other official policy changes
- iv. Other decisions to be made and announced officially in the name of the Association

Article V: Election, Recruitment, Reassignment, and Removal of Officers

1. Election

The annual election is the primary way of determining the upcoming Executive Board members.

- a) The process of the election is held and supervised by the Election Committee, which consist of all current Executive Board members that elect not to participate in the election.
- b) Executive Board positions are open to all candidates that meet the following requirements:
 - i. Is current UCSB student with verifiable student ID / PERM number
 - ii. Is paid member of the Association at the time of the election
 - iii. Has attended at least 6 Association events in the current academic year prior to the election
 - iv. President and Vice President candidates: served as an officer of the Association prior to the election
- c) The election approves votes from voters that meet the following requirements:
 - i. Is current UCSB student with verifiable student ID / PERM number
 - ii. Is paid member of the Association at the time of the election
 - iii. Has attended at least 3 Association events in the current academic year prior to the election
 - iv. Has attended the complete duration of the election event
- d) Final decisions, based on the results of the vote and other considerations, will be made by the Election Committee. The Election Committee has the right to

- coordinate final appointments to accommodate tied votes or other special cases, without violating the opinion of public votes.
- e) All voting results and final appointments will be disclosed to general members to become effective.

2. Recruitment

The Executive Board may initiate the Recruitment Process to recruit additional Administrative Officers to assist the Officer Team's operations.

- a) The President or the Vice President may propose a recruiting plan to the Board for approval. The plan should include the number of open positions and tasks to be assigned.
- b) Once approved by the Board, the openings may be announced to Association members. All applicants who meet the following requirements are eligible to be considered:
 - i. Is current UCSB student with verifiable student ID / PERM number
 - ii. Is paid member of the Association at the time of application submission
- c) All final appointments must be approved by the Executive Board. Appointed officers will be assigned tasks by the President or the Vice President.
- d) All appointments will be disclosed to general members to become effective.

3. Reassignment

The President or the Vice President may propose to reassign current officers to different tasks or positions, including:

- a) Adjusting the tasks of recruited officers at any time, without the need of other approval. The recruited officers may not assume responsibilities of the permanent posts without being reassigned to the appropriate positions.
- b) Reassigning an officer in a permanent post position to another permanent post position. Such reassignment require approval from the Executive Board.
- c) Reassigning an officer in a permanent post position to administrative officer. Such reassignment will remove the officer from the Executive Board, therefore require approval from the Executive Board and general membership approval.
- d) Reassigning an administrative officer to a permanent post position. Such reassignment will grant the officer status of Executive Board member, therefore require approval from the Executive Board and general membership approval.
- e) All reassignments will be disclosed to general members to become effective.

4. Removal

The President or the Vice President may propose to remove current officers from the officer team, by the request of the officers or as penalties.

- a) Relieve officer from duty by request
 - i. Officers may request to be relieved of duty for academic, medical, or other personal reasons. Such requests should be made to the President or the Vice President 2 weeks prior to effect.
 - ii. When deemed appropriate, the President or the Vice President will inform the officer team as well as the general members of the leave of the officer.

- iii. Officers relieved from duty by request will be recognized for their service to the association, regardless of position or duration.
- b) Punitive removal of officer
 - i. The President or the Vice President may propose to punitively remove an officer from the officer team. Such proposal may be based on the officer's actions, including but not limit to repeated absence, failure to fulfill responsibilities, negligence, violation of association constitution, and violation of student conduct.
 - ii. Punitive removal of any officer require approval of the Executive Board. If the officer to be removed serves in a permanent post, the removal also require general membership approval. The punitive removal becomes effective once approved and disclosed to general members.
 - iii. The Association reserve the right to disacknowledge any prior connection with the punitively removed officer.

Article VI: Meetings

The Association is in session concurrently with the academic quarters. The frequency of events will generally be 1 to 2 events per week. Specific schedules are determined by association officers.

Article VII: Financial Matters

Registered campus organizations must follow the UCSB Campus Regulations Applying to Campus Activities, Organizations and Students in all financial matters and accept full responsibility for all activities which bear the organization's name as official sponsor. All funds raised using University facilities must be deposited in an Office of Student Life trustee account and may be withdrawn in accordance with the organization's purpose. Only the individuals whose names are on file with the Office of Student Life can authorize expenditures for the organization.

Article VIII: Constitutional Amendments and General Membership Approval

1. Constitutional Amendments

- a) Amendments to this constitution requires general membership approval to take effect.
- b) Any Amendment, deletion or addition must be filed with the Office of Student Life within one week of adoption.

2. General Membership Approval

- a) To acquire general membership approval for any proposed constitutional amendments, Executive Board personal change, or other policy changes, the proposal must be fully disclosed to general members.
- b) An window no less than 7 days to submit objections must be given to general members after disclosing the proposal.
- c) If less than one third of the general members file objections to the proposal, then the proposal is viewed as approved by general membership.