

UC SANTA BARBARA

Gaicho Mentor Connection Program

Bylaws
Revised Summer 2020



PREAMBLE

In the following text, Gaucho Mentor Connection will be referred to as 'GMC' and the committee team will be referred to as the 'Core Committee'.

ARTICLE I

STATEMENT OF PURPOSE

- The Gaucho Mentor Connection program provides participants the opportunity for personal and professional development, networking, and skill acquisition through peer-to-peer mentorship.
 - The program encourages an atmosphere conducive to learning and exploring new ideas whereby participants develop untapped potential, to the benefit of the individuals and the campus as a whole.
 - The mentorship program empowers staff to be active contributors to UCSB's culture of interdisciplinary collaboration, strengthening interdepartmental networks across the university.
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ARTICLE II

CORE COMMITTEE

- Membership
 - Membership to the committee is entirely volunteer-based. Members on the present committee may continue to serve for the subsequent years. Mentor and mentee participants who recently completed the program cycle may volunteer to join the committee.
- Individual Committee Member duties include:
 - Attending the monthly meetings
 - Read the agenda and supporting materials distributed prior to the meetings, and come prepared to contribute to the meeting by discussing and voting on agenda items. Request additional items to be added to the agenda at least two days prior to the meeting.
 - Serve the committee, the GMC mentors/mentees, and the mission of the organization.
 - Recruit new mentors and mentees and encourage participation in the upcoming cycle.
 - Serve according to personal interest or to meet a specific need.

- Core Committee duties as a whole include:
 - Recruiting/selecting members to fill any vacancies.
 - Review and approve standing Committee goals and action plans as needed.
 - Review and approve the annual budget.
 - Approve requested unbudgeted expenditures.
 - Review Operating Procedures and approve any changes.
 - Review plans for General Membership Meetings.
 - Serve as a GMC representative during campus activities.
- Position Terms:
 - A commitment to a whole program cycle (August-June) is expected of those who volunteer.
 - Committee members who choose to terminate their own membership to the committee are required to give a month's notice. This is to ensure that the remaining members can cover duties as needed.
- Appointing Officers
 - At the end of a program cycle, graduated mentors/mentees are invited to join the core committee if it interests them. Members show up to the first monthly meeting in July where they learn about the committee responsibilities and different officer positions.
 - Current committee members who voluntarily plan to leave the committee shall announce their departure at this July meeting.
 - A Google form is then sent out to current and prospective officers and people may nominate themselves for the position that interests them.
 - Those with no opposing nominations are appointed to the position.
 - If more than enough people are nominated for a (co)position, the rest of the committee shall anonymously vote on the person they want to elect to the position. The person with the majority vote will be appointed to the position.
 - Any positions that are left vacant must be filled by recruiting other staff on campus. The search and appointment of a vacant spot should take place before the first mixer of the year.
 - If at this point, a position isn't filled, the committee members must share responsibilities of that position.
- Committee Officers' Rights
 - As a volunteer organization, members may sometimes be limited in their capacity to fulfill 100% of their duties. The organization operates on an honor system and those who serve on the committee are bound by their honor to observe duties and bylaws.

- Meeting organizational goals and serving the intended beneficiaries cannot come at the expense of a committee officer's work obligations or well-being.
- While members may not be penalized for missing a meeting due to work obligations, they are still expected to execute the tasks and responsibilities they signed up for.
- If a member has trouble completing a task due to work obligations or well-being issues (e.g., illness), the member is responsible for communicating their need for assistance and the committee shall assist in carrying out duties.
- Officer Positions
 - Co-Chair (2)
 - Carry out decisions and actions that are in the best interests of the organization, its members and the intended beneficiaries of the organization.
 - Prepare agenda and provide background information on agenda items. One of the Co-Chairs will then share the agenda with the committee to see if there are any items to add.
 - Start the meetings on time; introduce guests; review and revise agenda; establish and assign action items; review outstanding action items and responsibilities.
 - Work closely with fellow Co-Chair to provide assistance and advice on special projects.
 - Keep current with committee activities.
 - Mobilize other members to fulfill tasks and projects.
 - Collaborate with committee members on short- and long-term planning for the organization.
 - Facilitate a smooth transition from the incoming and outgoing members.
 - Work with the Co-Chair, Operations Officer and Financial & Development Officer to compile the yearly executive report.
 - Turn over the office in good order and with all necessary records on completion of term.
 - Operations Officer (2)
 - Facilitate smooth operation and functioning of the organization.

- Take minutes and attendance at the meetings and present minutes within one week to the committee members for approval and/or comments.
- Transition documents, folders, and email addresses from outgoing to incoming members as appropriate.
- Work with Participant Engagement Officer to create quarterly surveys.
- August 1- September 30
 - Coordinate applications and selections for the program.
 - Revise the application as necessary and publish the application for the upcoming cycle.
 - Organize applicant intake and selection at the end of the summer and the beginning of Fall.
 - In collaboration with the Application Workgroup, review applications after the deadline and select participants (including wait-list) to invite to Welcome Mixer.
 - Collect photos and summary blurbs from mentors and mentees to create bio sheets for Welcome Mixer.
 - Coordinate bio sheets and collection of preference sheets.
 - In collaboration with other GMC members, meet to make final pairing assignments based on application information and preferences.
 - Send out Welcome materials along with pairing announcements over email.
- Turn over the office in good order and with all necessary records on completion of term.
- Financial and Development Officer (1)
 - Responsible for allocation and appropriation of funds, preparing cost estimates, tracking budget.
 - In collaboration with the Co-Chairs and Operations Officer, work on budget proposal and maintaining funding for the program.
 - Coordinate with university administration for submission of any required financial reports.
 - Work on data analysis for the annual reports and the end of the year executive report.

- Provide updates on current supplies, inventory and anticipated future organizational needs.
 - Create working relationship with Development Team to formalize and maintain a fundraising program
 - Establish relationship with local businesses in Goleta and Santa Barbara area for group events and participant donations
 - Connect with local business organizations (ie. Rotary Club, Chamber of Commerce)
 - Turn over the office in good order and with all necessary records on completion of term.
- Programming Officer (1)
 - Oversee the successful execution of remote events and networking gatherings during the year. Main events of the year include: Welcome Mixer, Winter and Spring Mixers, Graduation ceremony.
 - Create programming for the year in the beginning of the program cycle
 - Schedule remote events on Zoom
 - Arrange for speakers, videos, discussions points, etc as applicable
 - Manage RSVP forms for headcounts
 - Serve as Host of events
 - For the graduation ceremony, work with the Operations Officer on certificate printing and selecting the graduation gift.
 - Turn over the office in good order and with all necessary records on completion of term.
- Community Outreach Officer (1)
 - Increase the university awareness of GMC and collaborate with other members to increase visibility of the organization.
 - Establish relationships with organizations within UCSB and the Santa Barbara community
 - Collaborate with Digital Engagement Co-Officers to produce content as necessary for outreach activities
 - Partner and collaborate with other orgs to create professional development or networking events
 - Arrange for GMC's presence at university staff events (Ex: Coffee For New Employees)

- Create opportunities for other org members to become part of GMC events, meetings and vice versa
 - Turn over the office in good order and with all necessary records on completion of term.
- Digital Engagement Co-Officer (2)
 - Develop and implement content and strategies to maintain an active social media presence.
 - Manage and oversee social media content and other online platforms across all GMC accounts:
 - MailChimp
 - Instagram
 - Twitter
 - 4imprint
 - Gmail
 - SurveyMonkey
 - Shoreline
 - Staff Assembly Website
 - Maintain social media presence by posting at least 1-2 times per month.
 - Collaborate with other members to produce content.
 - Utilize social media accounts to connect with other organizations on campus.
 - Create monthly highlights of mentors/mentees.
 - Produce quarterly newsletter for the program participants.
 - Update Welcome Packet “handouts”.
 - Turn over the office in good order and with all necessary records on completion of term.
- Participant Engagement Co-Officer (2) (1 Mentor Focus & 1 Mentee Focus)
 - Promote engagement among participants and inspire a collaborative atmosphere
 - Regularly connect with mentors and mentees and share needs with committee to establish a communications feedback loop
 - Build contingency plans for mentor/mentee issues/roadblocks/challenges
 - Identify current mentor/mentee needs and challenges (e.g., remote working, etc.)

- Develop and provide resources for mentors/mentees throughout the program
 - Turn over the office in good order and with all necessary records on completion of term.
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ARTICLE III

MEETINGS

- The Operations Officer will send a calendar invite for the recurring meeting every second Thursday of the month. This meeting location is pre-reserved by Operations Officer and takes place at Cheadle 1311A.
 - The Co-Chairs set the agenda and save it to the shared Google Drive for members to access. When the agenda is ready, it is sent by one of the Co-Chairs to the rest of the committee. GMC members may request to add to the agenda either by emailing the Co-Chairs or by editing the shared document. Changes to the agenda must be made by two days prior to the meeting.
 - Attendance:
 - Core Committee members are expected to attend in person and participate at all committee meetings. Members who are unable to attend are asked to provide their updates on a designated area in the agenda. The agendas are saved on the shared Google drive and are accessible/editable by committee members.
 - Members who cannot attend the month's meeting are expected to read the meeting minutes, which are saved on the shared Google drive. They are expected to carry out any new responsibilities that need to be done and meet committee deadlines.
 - The committee may include a member from the Chancellor's Staff Advisory Committee (CSAC) and Staff Assembly.
 - Minutes
 - The Operations Officer is responsible for preparation of the draft minutes which are distributed to committee members via email within one week after the meeting. Corrections will be available to all members via 'Add Comment' function on Google doc.
 - Minutes are saved to the shared Google drive folder.
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ARTICLE IV

CORRESPONDENCE

- While all GMC Core Committee members are authorized to send communications via the GMC email address, the point person for outgoing communication is the Operations Officer.
 - Official correspondence is archived and is available to the GMC committee members.
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ARTICLE V

BUDGET

- Timeline
 - The yearly budget proposal is a collective effort by the Co-Chairs, Operations Officer and Financial & Development Officer. Committee members are consulted for input before beginning the budget proposal. The budget proposal must be prepared and ready to be submitted to the HR Engagement Specialist by mid-January. It is reviewed and revised before being submitted for an official review.
 - The final budget shall be made available to all committee members.
 - Process for Expenditures
 - Expenditures are initiated by the Financial Officer. Before carrying out any expenditures, the Financial Officer must get the approval from the EVC Office, through communication with their Financial Assistant.
 - Forecasting
 - The Financial Officer or Co-Chairs must submit a forecast of expenditures to the Financial Assistant at the EVC Office by September 1st of each fiscal year.
 - Alterations to an Approved Budget
 - Any change to the budget needs to be reviewed and voted on by the committee during the monthly meeting.
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ARTICLE VI

EXECUTIVE REPORTING

- Executive reports are to be prepared by the Co-Chairs, Operations Officer and Financial Officer to be published on the GMC website. The annual

reports are to be submitted to the Staff Engagement Coordinator in Human Resources by the end of June (i.e., the end of program cycle).

ARTICLE VII

RESOLVING CONFLICTS OF INTEREST

- In the case where participating mentors and mentees are also serving on the core committee, the following guidelines can be followed to maintain the integrity of the GMC committee actions. This applies specifically to the matching and pairing of mentors and mentees:
 - Members in this situation have the option to either opt out or participate in the mentor/mentee pairing.
 - If they choose to participate, the member may not weigh in on their own pairing. Should the member be paired with their first preference, there must be a majority consensus among other members present. Pairing decisions shall be made with the consideration of the mentor and mentee's best interest.
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ARTICLE VIII

AMENDMENTS

- At any point during a program cycle, proposed changes to the bylaws can be made. This should include:
 - The proposed amendment
 - The proposer's name and rationale for offering the amendment
- Amendments will be presented to the committee during the monthly meeting and a vote will take place. If a majority of the committee approves of the change, then the bylaw will be revised.