

Constitution of Doctors Without Borders/Médecins Sans Frontières (MSF) Student Chapter @ UCSD

I. Article I: NAME OF STUDENT ORGANIZATION

- A. Section 1: The organization shall be called Doctors Without Borders/Médecins Sans Frontières (MSF) Student Chapter at UCSD.

II. Article II: STATEMENT OF PURPOSE

- A. Section 1: Doctors Without Borders/Médecins Sans Frontières (MSF) is an independent international non-governmental organization that focuses on giving medical care to those in crisis, irrespective of racial/political factors. The purpose of this organization shall be to provide members with opportunities to engage with MSF's work and to promote its campaigns.

III. Article III: NONPROFIT STATEMENT

- A. Section 1: Doctors Without Borders/Médecins Sans Frontières (MSF) Student Chapter at UCSD is a non-profit student organization.

IV. Article IV: REQUIREMENTS FOR MEMBERSHIP

- A. Section 1: Membership in the MSF Student Chapter at UCSD shall be open to any and all students affiliated with University of California, San Diego. This organization will not discriminate on the basis of age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight. Only UCSD students may be officers and/or voting members of this organization.
- B. Section 2: In order to maintain active membership and remain in good standing, a member must:
 - 1. Complete an application form.
 - 2. Pay a membership due for the following academic year or for a selected quarter.
 - 3. Attend at least two general body meetings per quarter.
- C. Section 3: Any member may be removed from membership for the violation of organization policies or purposes by a two-thirds vote of the membership. Graduating or ceasing to be a student at the university automatically ceases the student's membership.

V. Article V: FREQUENCY OF ORGANIZATION MEETINGS

- A. Section 1: There shall be general body meetings on a minimal monthly basis held on-campus. Further meetings may be scheduled as/if necessary.

- B. Section 2: Quorum shall be defined as fifty percent plus one of total club membership. Quorum is required for official votes to take place.
- C. Section 3: The Executive Committee shall consist of all executive officers and chairpersons, and shall meet when called by the President.

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

- A. Section 1: The officers shall consist of a President, Vice President, Secretary, and Treasurer.
- B. Section 2: Only registered UCSD students may hold office. Only members in good standing may nominate, be nominated, and vote. The officers shall be elected by the members of the club to serve a term beginning on the first day of fall quarter and ending on the last day of spring quarter. Annual elections shall be held in the third week of winter quarter. The officers shall be elected through secret ballot. Only registered UCSD students may vote in elections for the selection of officers.
- C. Section 3: Regarding the responsibilities of officers:
 - 1. President
 - a) Must maintain active member status.
 - b) Coordinate and maintain the overall function of MSF at UCSD.
 - c) Liaise and communicate with Doctors Without Borders.
 - d) Pass final approval of meeting agendas, funding, and other activities.
 - e) Conduct weekly officer meetings in order to prepare meeting agendas.
 - f) Conduct and speak at general body meetings and oversee all officers and events where necessary.
 - g) Fulfill all administrative duties, including but not limited to coordinating business meetings and completing business forms and applications.
 - h) Act as the impartial party in the event of a board decision and provide mediation in the event of disagreement.
 - i) Implement new officer positions if necessary.
 - j) Maintain and revise the MSF constitution.
 - k) Organize officer elections for the following year.
 - 2. Vice President
 - a) Must maintain active member status.
 - b) Assist the President with any responsibilities listed above when necessary.

- c) Work closely with the President in communicating with UCSD staff.
 - d) Work closely with all other officers in planning and hosting events.
 - e) Reserve rooms and lecture halls for events.
 - f) Act as President in his/her absence.
- 3. Secretary
 - a) Must maintain active member status.
 - b) Keep detailed and accurate records of all meetings and affairs.
 - c) Coordinate preparation and communication of all official club correspondence.
 - d) Distribute flyers and publications.
- 4. Treasurer
 - a) Must maintain active member status.
 - b) Receive and distribute funds upon authorization from President.
 - c) Make financial reports at all Executive Committee meetings.
 - d) Coordinate fundraising activities.
- 5. Social Coordinator
 - a) Must maintain active member status.
 - b) Organize and coordinate chapter-exclusive events.
- 6. Communications Coordinator
 - a) Must maintain active member status.
 - b) Manage all active chapter-affiliated social media accounts.
 - c) Compose biweekly to monthly newsletters.
- 7. External Coordinator
 - a) Must maintain active member status.
 - b) Establish communications with guests and speakers before and after events.
- D. Section 4: If an MSF officer cannot fulfill the expectations and duties of their position, a complaint may be sent to the administrative board to provide a formal warning. All elected officers should be in good academic standing (at least 2.0 GPA).

VII. Article VII: RISK MANAGEMENT

- A. Section 1: MSF at UCSD is a registered student organization at the University of California, San Diego, but not part of the University itself.
- B. Section 2: MSF at UCSD understands that the University does not assume legal liability for the actions of the organization.

- C. Section 3: The members of MSF at UCSD shall strictly abide by all rules, regulations, policies, and/or policies of UCSD as related to risk management to ensure the well-being of all present at events.

VIII. Article VIII: FINANCIAL MANAGEMENT

- A. Section 1: Activities will be financed through membership dues collected from members and campus-approved fundraising events. A budget to AS may be submitted quarterly.

IX. Article IX: AFFILIATION WITH OTHER GROUPS

- A. Section 1: MSF at UCSD is a student chapter of the internationally recognized organization Médecins Sans Frontières. Médecins Sans Frontières does not provide any monetary funding to MSF at UCSD.

X. Article X: AMENDMENTS

- A. Section 1: Any officer may propose amendments.
- B. Section 2: The constitution may be amended by a vote of two-thirds majority membership at any general body meeting.
- C. Section 3: Amendments shall be approved by a collective board decision (with feedback) from each officer.