

## **I. Name**

1. The name of this organization shall be Public Health Undergraduate Organization at UCSD. The Public Health Undergraduate Organization at UCSD, also referred to as the Public Health Undergraduate Organization, is a non-profit student organization.

## **II. Purpose**

1. The overarching goal of the Public Health Undergraduate Organization is to bring students, staff and faculty with an interest in public health, healthy lifestyles, or community health together. The Public Health Undergraduate Organization will serve as an umbrella organization wherein members will be able to specialize in a particular field of interest. The Public Health Undergraduate Organization will help members by providing information and opportunities for volunteerism and internships.

## **III. Requirements for Membership**

1. Membership to the Public Health Undergraduate Organization shall be open to all registered UCSD students undergraduate full or part-time, with an interest in public health.
2. A new member shall be considered active once he or she attends *at least two meeting within the span of one quarter*. To remain an active member, as well as to maintain voting privileges within the Public Health Undergraduate Organization, members may not be absent for over three meeting in the span of one quarter. On a case-by-case basis the Executive Board will decide if excess absences may be excused. To reinstate active member status two consecutive meetings must be attended within the span of one quarter.

Come to at least half of the events/meetings each quarter.

## **IV. Frequency of Meetings**

1. The Public Health Undergraduate Organization will meet three times each quarter during the regular academic year. Meeting times, as well as events, will be announced publicly with proper notice to allow adequate time for scheduling.

## **V. Criteria for Holding Office**

1. The organization's leadership shall consist of two officers for each of the following titles, with the exception of Faculty/Staff Advisor: President, Vice President, Health Promotion, Community Service, Publicity, External Affairs, Financial, and Faculty/Staff Advisor.
  - a. The President(s) shall schedule and chair all meetings, act as an organization representative before the University, and be responsible for overall planning of the Public Health Undergraduate Organization.
  - b. The Vice President(s) shall act as second in command to the President(s), assist all members in their responsibilities and duties, and will be designated to focus on taking minute notes for the club during executive board meetings and general body meetings.

- c. Health Promotion Officers: Shall be responsible in orchestrating the peer leader facet of the organization as well as coordinate health promotion activities for the campus community.
  - d. Community Service Officers: Shall be responsible in orchestrating the other peer leader facet of the organization as well as coordinate with external organizations to hold volunteering opportunities for the club's members.
  - e. Publicity Officers: Shall be in charge of creating media outlets via social media, website, and graphics to promote our organization and meetings.
  - f. External Affairs Officers: Shall be responsible for orchestrating the various events geared towards the general San Diego and UCSD communities.
  - g. Financial Officers: Shall be responsible for managing, tracking, and planning the funding of the organization. This will include ensuring funds are being used properly in order to have sufficient funding throughout the duration of each quarter.
3. The Advisor must be a full-time member of the UCSD faculty or administration. Selection of an Advisor is made through a mutual decision between the organization and the Advisor.
  4. All leaders will govern according to Robert's Rules of Order.

## **VI. Elections**

1. Elections shall take place in Spring Quarter, with the specific date being decided upon by the Public Health Undergraduate Organization. All members will be notified at least two weeks prior to the elections being held.
2. Newly elected officers will take office at the first meeting following their election.

## **VII. Removal and Succession of Officers**

1. Any officer who does not fulfill his or her duty may be removed from office. Impeachments require a petition of 25% of the active board of the Public Health Undergraduate Organization. A successful impeachment requires a 2/3 majority vote from the club members and leadership. Information of an impeachment vote will be disseminated no later than two weeks prior to the vote.

## **VIII. Amendments**

Any amendments to the Public Health Undergraduate Organization's constitution requires a 2/3 majority vote in favor of a change. The 2/3 majority shall consist of the members of the club in addition to the primary leadership team. All changes must be submitted and approved by the Public Health Undergraduate Organization.

## **IX. Risk Management**

1. Public Health Undergraduate Organization at UCSD is a registered student organization at the University of California, San Diego, but not part of the University itself. Public Health Undergraduate Organization at UCSD understands that the University does not assume legal liability for the actions of the organization.
2. Public Health Undergraduate Organization at UCSD 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 the Center for Student Involvement, online or in person (in person by request only). Public Health Undergraduate Organization 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.