

Constitution

International Health Collective (IHC)

This organization is a registered student organization at University of California, San Diego, but not part of the University itself.

Article I. Name

International Health Collective (IHC)

Article II. Purpose

International Health Collective is a nonprofit, student-run organization that aims to solve health disparities in Eastern Tijuana and San Diego communities. International Health Collective, or IHC, takes on this issue through a comprehensive, interdisciplinary approach. Holding the firm belief that it takes a wide lens and a diverse skill set to examine and alleviate root causes to health issues, IHC members originate from different backgrounds and fields of expertise. Specifically, IHC consists of undergraduate students (medical, engineering, humanities etc.), alumni, Medical and Pharmacy graduate students, health professionals, and community members. All who are accepted into IHC will have the opportunity to learn from one another and develop collaborative solutions to pressing health and community issues. Members will work towards disentangling complex structural barriers to healthcare and lowering disparities on a local and global scale.

Article III. Membership

Every prospective member will have to complete an application and an interview with two board members in order to be considered for membership.

All members must be 18 or older to join this organization. Prospective members younger than 18 must have written consent from their parent or guardians to participate.

All members must pay an annual membership fee of \$70, quarterly payment plans will be available upon request.

All members must actively participate in one or more IHC projects.

All members must attend all of the General Body Meetings (GBMs). Failure to attend GBMs will result in probationary status and prohibit members from attending clinics or other IHC activities deemed as a reward/privilege by the Board.

All members must attend at least 7 IHC events or 70% of events since they joined (including General Body Meetings, project meetings, socials, trips, etc.).

Probationary members may not be allowed readmission the following year. Removal of members from IHC will be evaluated on a case by case basis and require a majority vote by the Board.

Article IV. Officers

Section A: Titles

The Board is composed of the President, Vice President(s), Directors of Pharmacy and Clinic, Director of Local Action, Administrative Director and Secretary, and Directors of the Community Health Worker Program, with the President and Vice Presidents being Executive Board members. There will also be an Advisory Board consisting of faculty and professional advisors. The Principle Board Officers as registered with UC San Diego must be students who are enrolled in classes for that academic year. Board members must be students or alumni within one year of their graduation date unless approved by the Board.

Section B: Duties and Responsibilities

1. President

- a) Preside over general body and Principle Board meetings
- b) Represent the organization at all appropriate UCSD Associated Student meetings
- c) Reserve the right to call and schedule all meetings within 48 hours notice
- d) Reserve the right to delegate responsibility for certain projects or topics to any member of the Principle Board
- e) Represent the Organization in the executive capacity
- f) Must be present at all Executive and Principle Board meetings, unless the other Principle Board members are notified before

2. Vice President(s), Director of Financial Operations

- a) Handle the financial accounts of the organization
- b) Keep a permanent record of all transactions from any trip, fundraiser, etc.
- c) In charge of organizing fundraising events
- d) Report monthly on the financial status of the club
- e) In charge of collecting membership dues
- f) Must be present at all Executive and Principle Board Meetings (unless members of The Board have been otherwise notified)
- g) In charge of publicizing the club's activities and fundraisers
- h) Files and journals current documents and affairs for future boards

3. Director(s) of Clinic

All responsibilities of the Directors of Pharmacy and Clinic can be delegated among members of the Clinic Coordination Team of their choosing.

- a) Responsible for organizing and managing clinic and pharmacy operations
- b) Responsible for clinic inventory, medication inventory, quality control of training, and clinic improvements.
- c) Responsible for medical providers, translators, and EMT recruitment for each clinic
- d) Responsible for clinic training of new members of the organization
- e) Highly recommended and encouraged to have American Heart Association or Red Cross CPR certification and first hand experience in a traditional clinic setting
- f) Recommended that the Clinic Coordinator be a nursing student, EMT, or AHA/Red Cross First Aid instructor, or have other valuable healthcare experience
- g) Must communicate with Medical and Pharmaceutical advisors on Advisory Board
- h) Must evaluate clinic data and aggregate information, including an official record of the medications used during each clinic
- i) Implementation and sustainability of projects involving Clinic
- j) Must be present at all Principle Board meetings (unless members of Principle Board have been otherwise notified)
- k) Coordination with Director(s) of Pharmacy

4. Director of Pharmacy

- a) Responsible for organization and management of pharmacy operations
- b) Coordination with Director(s) of Clinic
- c) Responsible for medication inventory, quality control of training, and pharmacy improvements
- d) Responsible for recruiting pharmacists and pharmacy technicians
- e) Recommended that the Director of Pharmacy is a certified pharmacy technician
- f) Must communicate with Pharmaceutical advisors on Advisory Board
- g) Must evaluate clinic data and aggregate information, including an official record of the medications used during each clinic
- h) Implementation and sustainability of projects involving pharmacy
- i) Must be present at all Principle Board meetings (unless members of Principle Board have been otherwise notified)

5. Directors of Local Action

- a) Implementation and sustainability of projects based in the San Diego Community
- b) Must be present at all Principle Board Meetings (unless members of Principle Board have been otherwise notified)

6. Director of Community Health Worker Program (CHWP)

- a) Implementation and sustainability of the community health worker program in various communities
- b) Establishment of programs with future community partners
- c) Development of dynamic training modules
- b) Maintain regular contact with community health workers and work with members to create ongoing health modules to be distributed both in person and online
- c) Must be present at all Principle Board Meetings (unless members of Principle Board have been otherwise notified)

7. Administrative Director

- a) Must be present at all general and Principle Board Meetings, unless the other Principle Board members are notified before
- b) Organize general body meetings, socials, and other member experience events

- c) Complete all Triton Activities Planner (TAPs) and funding request for events on UCSD campus
- d) Compose and send periodic emails regarding meetings, membership and events
- e) Maintenance of the membership and operations records
- i) Holds records of past members and operations

8. Secretary

- a. Must be present at all general and Principle Board Meetings, unless the other Principle Board members are notified before
- b. Organize recruitment of members
- c. Organize recruitment of Board members
- d. Take meeting minutes at all Principle Board meetings
- e. Manage and update social media including but not limited to Facebook, Instagram and website to reflect current projects, membership and leadership
- f. Publicize the organization's activities and fundraisers
- g. Compose and send periodic emails regarding meetings, membership and events

9. San Juanico Clinic Director(s)

- a) Must be present at all general and Principle Board Meetings, unless the other Principle Board members are notified before
- b) Organize and facilitate yearly mission trips to San Juanico

10. Director of Social Media and Marketing

- a. Must be present at all general and Principle Board Meetings, unless the other Principle Board members are notified before
- b. Update the Facebook page, Instagram site, and website with updates on GBMs, Socials, Events, etc...
- c. Manage and compose graphics, flyers and promotional documents
- d. Attend events hosted by the organization to collect and procure photos for promotional posts

Section C: Miscellaneous Duties

Miscellaneous duties will be assigned at each Board Meeting

- a) All responsibilities of Principle Board members may be delegated among members of the Project Team of their choosing

Article V. Elections

Section A: Candidates

Any International Health Collective member can be a potential candidate for the International Health Collective Board of Directors. Members demonstrate eligibility by attending the required amount of meetings and activities, showing positive leadership, and having an interest in the organization's well-being and development.

Section B: Election Process

Potential board members will be selected by the current International Health Collective Board, and confirmed by majority vote of the Board through an application and interview process.

Section C: Terms

Every term lasts one academic year, beginning in summer to the end of spring quarter at UCSD.

Section D: Removal and Impeachment Standards

An officer may be removed from their position for reasons such as missed meetings, not meeting standards, incomplete duties, attitude, etc. The Executive Board Members will be responsible for setting annual standards for board members. Removal from the Board for failure to meet standards will require a majority vote by all board members. Any member of the Board may suggest the removal of any other board member including the President and Vice President(s).

Article VI. Meetings

Section A: Regular Meetings

There will be meetings of the entire organization at least 2 times a quarter. The schedule of the meetings will be released at the beginning of each quarter and members must attend two out of three meetings per quarter.

Section B: Executive Meetings

The Principle Board will meet at least once every month to plan and manage current and future projects. These meetings will be scheduled and announced at least 48 hours in advance and all Principle Board members will be expected to attend. If Board members are unable to attend the meeting in person, they must phone in or provide project and administrative updates to the Executive members of the Board prior to the meeting.

Section C: Situational Meetings

Situational meetings, to discuss issues in relation to the club, future activities etc. will be called by the President with at least 48 hours of notice as to the time and place of the meeting.

Section D: Project Meetings

Project meetings are to discuss issues specific to each community service projects, future activities, etc. These meetings may be called by any Board member or Project Manager with at least 48 hours of notice as to the time and place of the meeting.

Article VI. Amendments

Section A: Voting on Amendment

Any aspect of this constitution can be subjected to amendment by a two-third majority vote of the Board. The chief advisor, president, and vice president(s) of the organization will facilitate the change made to the constitution.

Section B: Notice

All the members of the organization will receive a notice of the proposed amendment a week before the voting commences with the board members.

Article VII. Special Appointments

Section A: Replacement of a Board Member

In the case that a board member does not fulfill his or her duties to the organization and leaves his or her position on the board vacant, then it is the duties of the President to temporarily oversee the duties of the vacant position until a new board member is appointed to that vacant position.

Article VIII. Risk Management: International Travel and Medical Assistance

Section A: Statement of Risk Management

In the event that International Health Collective provides medical assistance to a community, all volunteers will work under the direction of licensed professionals (doctors, nurses, EMTs, counselors, etc.). International Health Collective acknowledges that the University does not recommend that students provide medical assistance. International Health Collective understands that the

University does not assume legal liability for the actions of the organization. International Health Collective recognizes that the University generally recommends against all international travel by student organizations due to the myriad of risks travelers face in foreign countries. Student organizations are discouraged from traveling to foreign countries due to the wide variety of risks involved with foreign travel, and the extensive planning efforts required by the Student Organization's Members to manage those risks. Security risks and health care services vary widely from one country to another, so thorough research on those topics is especially important. International travelers are advised to research U.S. State Department Travel Advisories and the CDC Travel Health site and abide by all recommended alerts and warnings, and procure travel insurance with medical coverage that covers their chosen destination because most USA Health Plans are not valid in foreign countries.

Section B: Acknowledgment of Risks and Solutions

International Health Collective acknowledges the variety and severity of risk potential while traveling abroad and providing medical assistance. Possible risks include transportation ordeals and exposure to infection. Recognizing this, International Health Collective has implemented multiple solutions to avoid jeopardy of this nature. International Health Collective recognizes the U.S. travel restriction recommendations given the new circumstances of COVID-19.

a) Regarding Travel: International Health Collective provides Mexican Car Insurance to each participant driver. International Health Collective reimburses participant drivers for gas as a gratitude of service and ensures there is a Spanish speaker and someone with cell phone service in every vehicle. International Health Collective aims to prevent vehicle malfunction by encouraging all participant drivers to inspect their vehicles before crossing the border into Mexico and again before returning to the United States. All cars crossing the border, travel caravan style to avoid losing any individual.

b) Regarding Medical Assistance: No unlicensed volunteers provide direct medical advice or prescription to patients. Unlicensed volunteers are permitted to shadow licensed physicians, EMTs, pharmacists, etc. Unlicensed volunteers may take vitals including: height, weight, blood pressure, and can note down symptoms, but are forbidden from suggesting/concluding ailments. Every International Health Collective member has personal scrubs, and access to sanitation supplies including water, soap, rubbing alcohol, hand sanitizer, face coverings, and gloves to avoid the spread of infection.

IHC Membership Contract

Please print & sign your name. Bring this document with you to the next General Body Meeting or submit via [email \(admin@ihcucsd.org\)](mailto:admin@ihcucsd.org)

Membership Requirements

1. Active involvement in one or more projects
2. Attendance to 7 IHC events per year or 70% of organization-wide events since joining (socials, GBMs, or project meetings) (7 if you are joining in Winter)
3. Attendance to General Body Meetings (GBMs) is mandatory unless otherwise approved
4. Paying membership dues of \$70 per year or \$25 per quarter (Venmo ID: "ihcihc")

Liability Waiver for International Health Collective at UC San Diego

"I hereby guarantee and hold the International Health Collective (IHC) at UCSD and each and every member thereof, harmless from and against all claims, liabilities, damages, personal injuries, or any and all other damages arising from or in connection with my participation or conduct in or for or on behalf of the International Health Collective at UCSD. I understand the potential consequences that may result and any unavoidable risks involved with my activities pertaining to the International Health Collective at UCSD in the US and Mexico. Furthermore, I acknowledge that in the event that any member including myself suffers loss, deprivations, or inconvenience in the performance of his/her duties from persons, forces or events outside the directions or control of International Health Collective at UCSD, no claims or lawsuits against any member of IHC or against UCSD itself shall be made."

I, _____, have read the membership requirements, liability waiver, IHC Constitution, and Corporate Bylaws. I hereby agree to the liability waiver and terms and conditions of membership with the International Health Collective.

I consent for photographs of myself to be taken at all IHC events and to be used for social media and other advertising purposes. Yes No

Signature: _____ Date: _____