

**ARTICLE I. NAME OF STUDENT ORGANIZATION**

The organization shall be called Flying Sams at UCSD.

**ARTICLE II. STATEMENT OF PURPOSE**

The purpose of this nonprofit organization is to facilitate the operation of volunteer clinics in Mexico in conjunction with the Palomar Chapter of the Flying Samaritans. The objectives of the organization shall include, but not be limited to, educating on public health issues, and facilitating the administration of medical services to those in Mexico without access to health care.

**ARTICLE III. NONPROFIT STATEMENT**

Flying Sams at UCSD is a non-profit student organization.

**ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP**

Student membership is available to any registered UCSD student who expresses interest in serving the purpose and objectives of this club. Honorary membership is available to any other individual. Membership dues of a minimum \$10 will be collected from every member. Members will also pay a clinic fee to attend a clinic trip. The money will be put towards purchasing gas and car insurance prior to travel. All members who travel to Mexico are also required to sign waivers releasing any liability, responsibility, and/or obligation that may be placed on the University of California or Flying Samaritans Inc. regarding any accident, incident, or occurrence, and/or injury that may result from participation in these clinics. The University is in no way liable, or responsible, to our organization and its members.

**ARTICLE V. FREQUENCY OF ORGANIZATION MEETINGS**

General Body Meetings – A general body meeting will be held once every month. The date and site of the meeting will vary from month to month and will be e-mailed to all registered members by the Treasurer/Secretary. The Co-president will attend and run all general body meetings. Clinic coordinators will present a clinic report for the previous clinic at every general body meeting. Clinic coordinators are required to attend every general body meeting or submit a detailed report to the president at least one day in advance that will be read out loud by the Co-president to the members at the general body meeting. All other board members are required to attend the first general body meeting of each quarter. After that, at least one of the two officers of a given position must be present at the remaining general body meetings and must report to the members regarding previous and upcoming events, including committee meetings. If both officers must miss a general body meeting, or if there is only one officer for a given position and he or she must miss a general body meeting, the officer(s) must submit a report to the president detailing any matters of interest to the general body members.

Board Meetings – The president will also run all board meetings. Board meetings will be held once every two weeks, with the specific day and time varying each quarter based on when the officers are

available. All officers are required to attend all board meetings. If an officer must miss a board meeting, he or she must notify the Co-president at least 48 hours in advance and must submit a report to be read out loud by the Co-president to the board. If an officer misses five board meetings, he or she must have a meeting with the president to discuss staying in office. If an officer misses 2 board meetings without notification one day in advance and without submitting a report, he or she must have a meeting with the president to discuss staying in office. If an officer misses 3 board meetings without notification one day in advance and without submitting a report, he or she must resign his or her position on the board.

Palomar Chapter Meetings – Palomar Chapter meetings are once a month and are run by the Palomar Chapter Board of the Flying Samaritans. Palomar Chapter meetings must be attended by at least one clinic coordinator, alternating, and by the Co-president. Anyone else on the board may attend, but it is not required. The treasurer is highly recommended to attend but must at least submit a treasury report to the president at least one day in advance of every Palomar Chapter meeting.

**ARTICLE VI. QUALIFICATIONS FOR HOLDING OFFICE AND METHODS OF SELECTING AND REPLACING OFFICERS**

**Only registered UCSD students may hold office in the organization. Only registered UCSD students may vote in elections for the selection of the organization's officers.**

**Co-President** – The Co-president shall be the chief executive officer and shall exercise general supervision over the entire club. He or she shall preside over all general body and board meetings. The president shall also be responsible for maintaining communications with the Flying Samaritans organization. The president shall be responsible for general administrative matters dealing with UCSD and will be the main contact person for the club. To be eligible for Co-president, the candidate must have been an officer on the board for at least one year. The Co-president shall be an ex-officio member of all committees. The Co-president is responsible for making sure that all officers meet their responsibilities, including meeting with them as mentioned above. The Co-president may fill in for clinic coordinator in case of an emergency. The Co-president is responsible for guiding the club in a positive and forward direction.

**Vice President** – The Vice President is responsible for researching and preparing a public health seminar to be presented for the purpose of patient education at clinic trips organized by the club. These preparations may include but are not limited to preparing posters, speeches, handouts, and coordinating translators. The Vice President must keep records of all seminars held for future reference. The Vice President is responsible for working with a committee to organize the activities presented to patients.

**Clinic Coordinators** – The clinic coordinators are responsible for notifying the officers regarding each clinic trip and for coordinating the appropriate number of providers, students, donations, and medicines. The clinic coordinator is also responsible for maintaining communications with the other clinic coordinators of the Flying Samaritans. The clinic coordinators are responsible for holding pre-clinic meetings at least 3 days before clinics and for assigning duties while at the clinic. Members that have signed up to go on the clinic must be notified of whether they were chosen or not at least two days prior to the pre-clinic meeting.

**Dental Coordinators** – The dental coordinators are responsible for recruiting and scheduling dentists, obtaining donations, stocking clinic, recording patient data, and managing communications with Clinic Coordinators/Publicity/Treasurer. The dental coordinators supervise the responsibilities of all personnel. Check in patients, run triage, and solve clinical issues to ensure optimal patient care including patient flow and productivity. The dental coordinators setup trays for dental procedures, sterilize instruments, supervise volunteer assistants, expose, and process radiographs manually, and enforce OSHA regulations.

**Treasurer/Secretary** – The treasurer/secretary must keep and maintain an adequate and correct accounts of the properties and business transactions of the club. The treasurer/secretary will be responsible for the deposit of all monies or funds received by the club. The treasurer/secretary must bring current records of all transactions to all meetings. The treasurer/secretary must either attend, or give

transactions records, deposits, and reimbursement receipts to someone who is attending, all Palomar Chapter meetings. The treasurer/secretary must also aid in budget planning. The treasure/secretary must also maintain a complete list of all members that includes their information from their membership applications and their attendance at club meetings and events. The treasure/secretary must also keep track of officers and general board members attendance to events.

Physician Recruitment Officer – The physician recruitment officer is responsible for actively recruiting physicians, nurses, EMT's and other health professionals for all clinic trips. This includes providing physician packets and seeking new volunteer health professionals. The Physician Recruiter must notify providers attending the clinic of any last-minute changes or cancellations by e-mail and/or phone. All providers must be confirmed by the time of the pre-clinic meeting.

Pharmacy Administrator – The pharmacy administrator must obtain needed clinic supplies, resourcefully seek new supply streams, and keep an updated Wishlist. The pharmacy administrator ensures smooth running and organization of pharmacy. The pharmacy administrator keeps dispensed list to always update inventory. The pharmacy administrator organizes donations of batches of medicines

Mexico Liaison – The Mexico Liaison is responsible for notifying officials in Mexico about upcoming clinics, keeping in touch with patients that are categorized as “special cases” to facilitate more extensive healthcare, being aware of problems in the Ensenada community and leading Flying Sams in finding solutions to those problems, especially problems pertaining to health. The Mexico Liaison must be fluent in Spanish.

Publicity Officer – The publicity officer is responsible for advertising all events of the club. The publicity officer must also coordinate a monthly newsletter and must promote the club in outside publications. The publicity officer will oversee updating the website. The Publicity officers leads a committee to publicize the organization at the UCSD campus.

Social Officer – The social officer is responsible for organizing regular socials, skill-building, and team-building events to encourage socialization, cohesion, and group identity among Flying Samaritans members and officers (i.e., Dinner socials, beach bonfires, etc.). The social officer oversees organizing study socials (ex: weekly study socials or finals/midterm socials). The social officer organizes socials for officers (once/twice a quarter).

Fundraising Officer – The fundraising officer is responsible for generating funds for the club through planning and organizing fundraisers throughout the entire year, including organizing enough members to staff those events. There must be at least two fundraisers per quarter. This officer is also responsible for writing for grants and applying for UCSD or outside funding. The fundraising officer is responsible for planning, organizing, and coordinating all aspects of the annual charity benefit put on by the club. The

Fundraising officers leads a committee to organize fundraising events.

## **ARTICLE VII. RISK MANAGEMENT**

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

Flying Sams at UCSD understands that the University does not assume legal liability for the actions of the organization.

### **ARTICLE VII. SECTION 1. IN CASE OF INTERACTION WITH MINORS AND/OR THE ELDERLY**

Flying Sams 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). Flying Sams 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.

### **ARTICLE VII. SECTION 2. IN CASE OF THE PROVISION OF MEDICAL ASSISTANCE**

In the event that Flying Sams at UCSD provides medical assistance to a community, all volunteers will work under the direction of licensed professionals (doctors, nurses, counselors, etc.). The University does not recommend that students provide medical assistance.

### **ARTICLE VII. SECTION 3. IN CASE OF INTERNATIONAL TRAVEL**

Flying Sams at UCSD 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 US 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.

Further articles, if applicable:

**ARTICLE VIII. COMMUNITY ADVISOR**

We are a pre-health/pre-med/public health student organization that works with medical professionals across many disciplines. We have chosen our advisor who is with Health Beat so that our organization along with Health Beat can promote learning and volunteer opportunities among pre-health/medical/dental/public health students. The advisor will continue their relationship with the organization on a yearly basis and renew the relationship as they see fit.

**ARTICLE IX. FINANCIAL MANAGEMENT**

Flying Sams at UCSD is a non-profit organization that funds all events through donations, fundraisers, and grants, as well as AS funding that is utilized for on campus/org events. We have an off-campus bank account at Wells Fargo, and it is handled by the Treasurer, Co-President, VP, and Fundraising Chair, only current executive board members have access to the banking accounts and information. Every year when the board changes access is granted to new users via executive board members voting and minutes. All financial activities are documented on an expense sheet and balanced by the Treasurer, who also keeps records of all bank and financial transactions and documentation.

**ARTICLE X. AFFILIATION WITH OTHER GROUPS**

Flying Sams at UCSD is a chapter and affiliated with Flying Sams International. We adhere to the International Board of Directors (IBOD) rules and requirements. We belong to the Palomar Chapter of FS International. The executive board members must attend chapter meetings and requirements. There are no additional rules for general members, most of the responsibility falls onto the executive board members.