

# **Student Health Advocates**

## **University of California, San Diego Constitution**

In the best interest of the Student Health Advocates and its advisors and supporters, in the promotion, guidance, and sponsorship of a more wholesome environment, and for the purpose of cooperation with the UCSD's Office of Student Life do we ordain, and establish this constitution.

### **Article I – Name**

The name of this organization shall be “Student Health Advocates” and it is a non-profit student organization.

### **Article II -- Purpose**

The purpose of the club shall be to support and advocate for the campus and students’ commitment to health and wellness. As well as assist those involved, promote the mission of the organization, and help provide a more enjoyable atmosphere throughout all aspects of their educational experience.

### **Article III – Membership**

*Section 1:* Membership of the club shall consist of any student from the University of California, San Diego who is interested in health and wellness. Only registered UC San Diego students may hold office in the organization. Only registered UC San Diego students may vote in elections for the selection of the organization’s officers.

*Section 2:* Membership in the Student Health Advocates shall not be denied because of religion, race, color, national origin, age, sex, marital status, veteran status, handicap, sexual orientation or other irrelevant criteria.

*Section 3:* Membership of the Executive Board shall consist of two Presidents, Treasurer, Lead Liaison, Liaisons as needed, two leads for Alcohol and Other Drugs, two leads for Sexual Health and two Leads for General Health. The Executive Board shall include all the aforementioned persons.

*Section 4:* There is no membership fee associated with Student Health Advocates.

### ***Section 5: Terms of Office***

A: The term of office for all Officers shall run from point of election and continue for one academic year.

B: In addition to attending all Officer Meetings and General Body Meetings, officers must also attend the required number of specialty and organization events.

C: If an officer has more than two (2) unexcused absences from meetings, a new officer can be elected. Unexcused absences constitute as not notifying the President or the person in charge of the event at least 24 hours in advance.

## **Article IV -- Social Fees and Funds**

***Section 1:*** Social fees (if any) shall be set by the Executive Board. ***Section 2*** : All accounts shall be handled by the Treasurer.

1. Any expenditures by the Executive Board shall require presidential approval.
2. If any portion of the Student Health Advocate's funds are unused at the end of the year, they shall remain in the organization account for the following year.
3. The Treasurer is expected to handle, and keep detailed records of all money transactions, and actions.

## **Article V – Determination of Board Members**

### ***Section 1: Candidates and Qualifications***

1. All candidates for Executive Board must maintain good academic standing.
2. Candidates for, or members of the executive board must not be under any disciplinary, or college-wide academic probation.

### ***Section 2: Applications for Candidacy***

1. Applications for Executive Board will be open no later than week 5 of spring quarter.

### ***Section 3: Determination of Executive Board Members***

1. There are no term limitations. Student Health Advocate members can be re-elected to office as long as they are active members of the organization, and are in good academic standing.

2. Candidates are required to complete an application and interview with members of the selection committee not reapplying for candidacy.
3. Members of the acting Executive Board not filing for candidacy are to hold a meeting to choose the new officers through deliberation and reflection of the candidates' interview performance.
4. Two people may also be chosen for one position by determination of the Executive Board not filing for candidacy.
5. The Executive Board will make a final decision that is binding and final on any election protests.
6. Committee applicants are required to complete an application and potentially interview with the selection committee. The committee will then decide in and make a final decision to present them to the rest of the Executive Board.
7. The newly elected officers will be responsible for handling the organization affairs in preparation for the new school year.

## **Article VI -- Determination of Student Health Advocate Members**

### ***Section 1: Candidates and Qualifications***

1. All candidates for SHA membership must maintain good academic standing.
2. Candidates for, or members of the SHA program must not be under any disciplinary, or college-wide academic probation.
3. Must have at least one full academic year left at UCSD.

### ***Section 2: Applications for Membership***

1. Applications for SHA membership will be open no later than week 5 of winter quarter.

### ***Section 3: Determination of SHA Membership***

1. Candidates are required to complete an application and interview with members of the selection committee (SHA executive board and general members).
2. Members of the acting Executive Board and general members participating will hold a meeting to choose the new members through deliberation and reflection of the candidates' interview performance.

3. The Executive Board and general members participating will make a final decision that is binding and final on any protests.
4. The new SHA members will be responsible for attending the training class during Spring quarter and completing any other required tasks.

## **Article VII -- Duties and Responsibilities**

### **SHA PRESIDENTS**

#### ***Description:***

Be the face of the SHA Program. Strategically decide on the overall development and direction of the SHA Program. Support Officers in their duties and stay current on all SHA events and programs. Continue to develop the SHA culture of knowledge, wellness, and community. Serve as principal member for Center for Student Involvement registration.

Average time commitment: 20 hours/quarter

#### ***Desired***

- Ability to prioritize the SHA Program as your primary co-curricular activity
- Demonstrated leadership skills
- Ability to motivate SHA Officers and SHAs
- Ability to delegate duties to SHA Officer and SHAs
- Knowledge of all SHA programs and events
- Proven ability to build community
- Strong communication skills
- Strong time management skills

#### ***Duties***

- Have quarterly meetings with advisors to talk about the general direction of the program.
- Facilitate all Officer Meetings. These meetings are used to plan, assess progress, get reports from Officers, and address questions/concerns.
- Lead SHA recruitment efforts by serving as Chair of Recruitment Committee.
- Ensure that the SHA Program is addressing relevant college health issues in ways that are proven to be effective.
- Continue participation in non-Officer SHA activities as time allows (e.g. various SHA services, committees, etc.).
- Demonstrate support of SHA programs and services by attempting to attend all major SHA events.
- Be involved in planning and developing the agenda for the quarterly SHA General Body Meeting.

- Register SHAs as a student organization with CSI and serve as principle member.
- Review and understand AS funding guidelines and submission policies.
- Review and understand Triton Activity Planner (TAP) guidelines and forms.
- Communicate regularly (weekly or bi-weekly) with all Lead Coordinators to ensure that SHA services, events, campaigns, projects are properly organized (e.g. funding, reservations, TAP, etc.).
- Assist in the facilitation and promotion of SHA social events and General Body Meetings.
- Help identify and troubleshoot any problem that may arise.
- Make efforts to build community among SHAs.
- Be willing and able to provide positive and constructive feedback (written and verbal).

## **ALCOHOL AND OTHER DRUGS LEAD COORDINATORS**

### ***Description***

Oversee all Alcohol and Other Drug (AOD) SHA services including workshops and tablings. Under the supervision of SHA Presidents, identify relevant college health issues in the area of AOD and identify effective methods of bringing AOD health messages to UCSD students.

Average time commitment: 15 hours/quarter

### ***Desired***

- Ability to prioritize the SHA Program as your primary co-curricular activity
- Knowledge of and participation in SHA AOD services
- Experience in event/campaign coordination and planning
- Experience in workshop coordination and planning
- Possess strong time management and organizational skills

### ***Duties***

#### ***WORKSHOPS & TABLING***

- Assist in preparing and supervising SHAs for AOD workshops and tablings. This includes supervising weekend and/or evening events (as needed), Bear Gardens, Tritonfest, etc.
- Assist in facilitation of workshops and tablings in the event that other SHAs are unable to present.
- Responsible for coordinating specialty specific fundraising events with help from the Treasurer.

#### ***MISCELLANEOUS***

- Attend and assist with leading weekly AOD meetings.
- Be willing and able to provide positive and constructive feedback (written and verbal).
- With support from the executive members and general members, identify relevant AOD issues to address with the UC San Diego student population.
- Identify the best way to reach the most students with your health messages each quarter.

- Ensure executive members approval on all promotion and education materials used to promote your health messages.
- Recruit SHAs to serve on a planning committee and facilitate planning committee as needed.
- Coordinate and implement a GAS workshop event during Winter Quarter.
- Work with SHAs and other student organizations to market/publicize AOD services and messages.
- Review and understand AS funding guidelines and submission policies.
- Review and understand Triton Activity Planner (TAP) guidelines and forms.
- If a TAP is needed, work with SHA Presidents to complete it by the given deadlines
- Continuously look for ways to improve our current AOD programs.
- Keep abreast of emerging AOD health topics.
- Meet regularly with your Co-Lead.
- Attend the weekly Officer Meeting and AOD Leads meetings.
- Regularly check-in with AOD SHAs.
- Make efforts to build community amongst SHAs.

## **GENERAL HEALTH LEAD COORDINATORS**

### ***Description***

Oversee all General Health SHA services including workshops, tablings.

Under the supervision of executive members and the SHA Presidents, identify relevant college health issues in the area of general health and identify effective methods of bringing general health messages to UC San Diego students.

Average time commitment: 15 hours/quarter

### ***Desired***

- Ability to prioritize the SHA Program as your primary co-curricular activity
- Experience in General Health workshops
- Experience in event/campaign coordination and planning
- Possess strong time management and organizational skills

### **Duties**

#### ***WORKSHOPS & TABLING***

- Assist in preparing and supervising SHAs for GH workshops and tablings.
- Assist in facilitation of workshops and tablings in the event that other SHAs are unable to present.
- Responsible for coordinating specialty specific fundraising events with help from the Treasurer.

#### ***MISCELLANEOUS***

- Identify the best way to reach the most students with your health messages each quarter.

- Ensure executive board approval on all promotion and education materials used to promote your health messages.
- Recruit SHAs to serve on a planning committee and facilitate planning committee as needed.
- Responsible for coordinating specialty specific fundraising events with help from the Treasurer.
  - Work with SHAs and other student organizations to market/publicize General Health services and messages.
- Be willing and able to provide positive and constructive feedback (written and verbal)
- Review and understand AS funding guidelines and submission policies.
- Review and understand Triton Activity Planner (TAP) guidelines and forms.
- If a TAP is needed, work with SHA Presidents to complete it by the given deadlines
- Keep abreast of emerging general health topics.
- Meet regularly with your Co-Lead.
- Attend the weekly Officer Meeting.
- Regularly check-in with General Health SHAs.
- Make efforts to build community amongst SHAs.

## **SEXUAL HEALTH LEAD COORDINATORS**

### ***Description***

Oversee all Sexual Health SHA services including workshops and tablings.

Under the supervision of the executive board and the SHA Presidents, identify relevant college health issues in the area of sexual health and identify effective methods of bringing health messages around these issues to UC San Diego students.

Average time commitment: 15 hours/quarter

Desired • Ability to prioritize the SHA Program as your primary co-curricular activity

- Experience in Sexual Health workshops and tabling
- Experience in event/campaign coordination and planning
- Possess strong time management and organizational skills

### **Duties**

#### ***WORKSHOPS & TABLINGS***

- Assist in preparing and supervising SHAs for Sexual Health workshops and tablings including Sexual Health Info Session and the (Safer) Sex Shop + Condom Bar.
- Conduct mid-quarter evaluations for Sexual Health Info Session SHAs each quarter for quality assurance purposes and to provide feedback to SHAs.
- Responsible for coordinating specialty specific fundraising events with help from the Treasurer.
- Help identify and troubleshoot problem areas to ensure valid information and resources are being presented.
- Assist in facilitation of workshops and tablings in the event that other SHAs are unable to present.

## **MISCELLANEOUS**

- With support from the executive members, identify relevant sexual health issues to address with the UCSD student population.
- Identify the best way to reach the most students with your health messages each quarter.
- Coordinate and implement a World AIDS Day event during Fall Quarter.
- Ensure executive board approval on all promotion and education materials used to promote your health messages.
- Recruit SHAs to serve on a planning committee and facilitate a planning committee as needed.
  - Work with SHAs and other student organizations to market Sexual Health services and messages.
- Review and understand AS funding guidelines and submission policies.
- Review and understand Triton Activity Planner (TAP) guidelines and forms.
- If a TAP is needed, work with SHA Presidents or HPS student workers to complete it by the given deadlines
- Keep abreast of emerging sexual health topics.
- Be willing and able to provide positive and constructive feedback (written and verbal).
- Meet regularly with your Co-leads.
- Attend the weekly Officer Meeting.
- Regularly check-in with Sexual Health SHAs.
- Make efforts to build community amongst SHAs.

## **LEAD LIAISON**

### ***Description***

Oversee all liaison activities of the SHA Program.

Serve as the SHA representative for the quarterly Health Beat meetings or delegate responsibility to another Liaison. Oversee all Liaisons. With the help of the SHA Presidents, troubleshoot any problems in these areas. Provide updates from your direct reports at the weekly Officer Meeting.

Average time commitment: 15 hours/quarter

### ***Desired***

- Ability to prioritize the SHA Program as your primary co-curricular activity
- Previous experience with liaison duties
- Experience with leading a group of people
- Proven ability to make connections with other organizations
- Possess strong time management and organizational skills

## **Duties**

- Plan and facilitate regular meetings for all Liaisons.
- Responsible for managing event and workshop requests and communicating with the leads.
- With the help of the Liaisons, identify organizations, spaces, and departments that the SHAs can reach out to.
- Assist SHAs, including the Lead Coordinators, by posting and delivering flyers to various spaces on campus including but not limited to Residence Life Offices, various Centers on campus, dining halls, etc.
- Be present during Welcome Week (Week 0) of Fall Quarter for tabling events taking place across campus, as able.
- Inform SHA Officers of the health needs of our campus community.
- Serve on the SHA Recruitment Committee in Winter Quarter and take the lead with marketing efforts.
- Coordinate historian efforts for the SHA Program.
- Responsible for alumni outreach as needed.
- Be willing and able to provide positive and constructive feedback (written and verbal).
- Attend the weekly Officer Meeting.
- Coordinate end-of-the-year banquet video.
- Coordinate and execute e-marketing efforts including but not limited to college newsletters, departments newsletters, Student Events newsletter, etc.
- In Fall Quarter, lead the brainstorming and planning of SHA recruitment marketing strategy.

## **LIAISON**

### ***Description***

Serve as liaison between the SHA Program and other UC San Diego organizations and departments.

Serve as historian for the SHA Program by taking pictures of internal and public-facing events.

Average time commitment: 15 hours/quarter

### ***Desired***

- Ability to prioritize the SHA Program as your primary co-curricular activity
- Proven ability to make connections with other organizations
- Possess strong time management and organizational skills

### **Duties**

- Responsible for managing event and workshop requests and communicating with the leads.
- Identify organizations, spaces, and departments that the SHAs can reach out to.
- Assist SHAs, including the Lead Coordinators, by posting and delivering flyers to various spaces on campus including but not limited to Residence Life Offices, various Centers on campus, dining halls, etc.

- Be present during Welcome Week (Week 0) of Fall Quarter for tabling events taking place across campus, as able.
- Serve on the SHA Recruitment Committee in Winter Quarter and take the lead with marketing efforts.
- Serve as historian for the SHA Program by taking pictures of internal and public-facing events.
- Assist SHA lead liaison with alumni outreach as needed.
- Be willing and able to provide positive and constructive feedback (written and verbal).
- Attend the weekly Officer Meeting.
- Attend Liaison Meetings as needed.
- Execute e-marketing efforts including but not limited to college newsletters, departments newsletters, Student Events newsletter, etc.
- In Fall Quarter, participate in the brainstorming and planning of SHA recruitment marketing strategy.

## **TREASURER**

### ***Description***

Serve as the primary record keeper for all financial aspects of the SHA program.

Average time commitment: 15 hours/quarter

### ***Desired***

- Ability to prioritize the SHA Program as your primary co-curricular activity
- Ability to manage and keep track of finances.
- Possess strong time management and organizational skills

### ***Duties***

- Attend monthly meetings with presidents about funding needs and issues.
- Manage and keep an organized record of incoming and outgoing finances. (Reimbursements, funding applications, triton activity planner, post-evaluations)
- Establish and maintain a quarterly budget for each specialty and for the SHA program as a whole
- Coordinate financial requests from leads for workshops and events.
- Responsible for logistics behind general fundraising events and specialty events.
- Responsible for keeping track of all incoming and outgoing transactions.
- Be willing and able to provide positive and constructive feedback (written and verbal).
- Attend the weekly Officer Meeting.

## **Article VIII -- Replacement and Removal**

*Section 1:* Any officer or general member may be removed with a 3/4 affirmative vote of the entire Executive Board.

*Section 2:* Any officer may be removed by a 2/3 majority vote of the members of the Executive Board based upon their unexcused absences of two (2) club meetings per year.

*Section 3:* If an officer is not completing the responsibilities of their position as stated in the Constitution, even after receiving a warning from the President, they may be removed by a 2/3 majority vote by the Executive Board.

*Section 4:* Upon resignation or removal of the President, the Vice-President shall become President. Upon vacancy of the office of Vice-President, a new application will be extended to the members of the club to fill the position.

## **Article IX -- Meetings**

*Section 1:* Executive Officer Meetings will be held at least 8 times a quarter at a time and place designated by the President(s).

A. Special meetings may be called by the President with forty-eight (48) hours notice.

B. A quorum of Executive Board shall be 3/4 of the members of the Executive Board.

C. Votes shall be cast by all members of the Executive Board.

*Section 2:* All meetings are for SHA members and affiliates ONLY. Anyone may request attendance for a special presentation or meeting.

## **Article X -- Amendments**

*Section 1:* Proposed amendments must be submitted to the Executive Board prior to being brought to the floor for discussion.

***Section 2:***The proposed amendment will have its first reading at the meeting where it first appears on the agenda. The amendment will then be brought to the floor for discussion by the Executive Board.

***Section 3:***For adoption, all proposed amendments must receive a 3/4 affirmative vote of the entire Executive Board.

### **Risk Management**

Student Health Advocates at UCSD understands that the University does not assume legal liability for the actions of the organization. Student Health Advocates at UCSD is a registered student organization at the University of California, San Diego, but not part of the University itself.