I. NAME OF STUDENT ORGANIZATION

A. The organization shall be called Pre-Dental Society/Student-Run Free Dental Clinics at UC San Diego.

II. STATEMENT OF PURPOSE

A. The Pre-Dental Society/Student-Run Free Dental Clinic Project at UC San Diego is a non-profit organization that runs the UC San Diego Student-Run Free Dental Clinic Project in collaboration with the community to provide accessible and quality dental care for the homeless and the underserved in a respectful environment, in which volunteering students, local dental professionals, patients, and community members learn from one another by working together. Students that volunteer are able to educate and be educated in this area of community service and civic engagement by assisting the local dentists and learning to foster their patient interaction skills with the San Diego community, ultimately learning how to be better community members and dentists.

III. NONPROFIT STATEMENT

The Pre-Dental Society/Student-Run Free Dental Clinics at UC San Diego is a non-profit student organization.

IV. REQUIREMENTS OF MEMBERSHIP

A. A written, signed one-year commitment to volunteer at the clinic sites, a minimum of once per month, is required annually for membership. Administrative officers and executive officers are required to volunteer a minimum of once per month. Students and recent graduates from local colleges and universities are required to stay involved with the clinic in order to be recognized as a member. All members are required to have proper immunizations, human resources (HR) paperwork, and training.

V. FREQUENCY OF ORGANIZATION MEETINGS

A. Weekly general body meetings will be held on Thursday evenings. The four clinics that we have will be held at their respective sites, on their respective nights. Clinic managers for each clinic will also have a separate meeting every week to follow up with clinical updates with our dental fellows. One quarter each year, a dental preparatory course will be made available to students.

VI. OFFICERS

A. Election of executive board members shall be held in January during the OSHA meeting by a simple majority of UC San Diego registered student members. All other officer positions will be appointed by the executive board and advisor. The elected and appointed shall serve for at least a full term of one (1) year, defined as from June 15th to June 15th of the following year. 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.

B. The positions and duties of the executive board shall be as follows:

1. *Steering Committee* – Oversees club activities and events; will oversee the

distribution of administrative roles; will take over presidential responsibilities in the absence of the president. Has the authority to decide what positions will be added to the club, and has the authority to decide which people to appoint to these positions.

2. *Treasurer* – Oversees donations and grant-writing committee and annual donation drive. Edits grants before approval by coordinators, Dr. Beck and Dr. Silverstein. Seeks out and provide background materials on new grants to grant-writing committee. Keep track of dental finances. Responsible for public relations.

3. *Clinic Director* – Oversees UC San Diego Student-Run Free Dental Clinics.

C. The positions and duties of administrative officers shall be as follows:

1. *Volunteer Coordinator* – introduces new volunteers to the clinics; responsible for recruitment of new volunteers. Oversees mandatory annual volunteer forms.

2. *Supply Coordinator –* Oversees storage units; responsible for clinic and storage inventories; setup ordering system, so vital supplies never run out.

3. *Organizational Manager* – Oversees efforts to keep clinics in good order, and reports diligently on inadequacies of clinic to coordinator and clinic managers; oversees weekly cleanup sessions.

4. *Secretar*y – Transcribe meeting agenda and minutes; aids executive officers in

making of club activated. Responsible for PR materials.

5. *Scheduling Coordinator* – Schedules and confirms all clinic volunteers; coordinates with PR person to schedule PR events.

6. *Website Designer/Programmer* – Program and setup website; seek out clinic

information and update accordingly; provide other clinic volunteers with information on updates.

7. *Health Education Coordinator* – Develop educational literature to hand out, and posters to display for our population and its needs; develop and train oral health advocacy program (conversations with patients …oral hygiene).

D. The positions and duties for clinic officers shall be as follows:

1. *Clinic Manager* – Oversees operations of respective clinic; make sure all staff is scheduled and all needs are taken care of; has final words on triage of

patients; should be present during night off operation; ensure that the clinic is following the OSHA/HIPAA protocols.

2. *Floor Manager* – Manages all aspects of respective clinic operation; manages setup and breakdown of clinic on respective nights; coordinates patient sign-up and triage; expedites patient care via continuous monitoring of chair side activities; coordinates activities of clinical assistants during clinic operations; completes (or delegate) all paperwork regarding patients seen; initiate supply orders/repairs/lab orders.

E. All club officers may be dismissed from office by a two-thirds (2/3) vote of the executive board.

VII. RISK MANAGEMENT

A. Pre-Dental Society/Student-Run Free Dental Clinics at UC San Diego is a registered

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

B. Pre-Dental Society/Student-Run Free Dental Clinics at UC San Diego 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*

Pre-Dental Society/Student-Run Free Dental Clinics at UC San Diego 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). Pre-Dental Society/Student-Run Free Dental Clinics at UC San Diego 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 Pre-Dental Society/Student-Run Free Dental Clinics at UC San Diego 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

Pre-Dental Society/Student-Run Free Dental Clinics at UC San Diego 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.

ARTICLE VII. SECTION 4. IN CASE OF HANDLING OF HAZARDOUS CHEMICALS, MATERIAL, EQUIPMENT, AND/OR MACHINERY

Pre-Dental Society/Student-Run Free Dental Clinics at UC San Diego recognizes that all student organization activities must be conducted safely, in accordance with all applicable federal, state and local laws. Additionally, Pre-Dental Society/Student-Run Free Dental Clinics at UC San Diego will abide by UC San Diego requirements for students in labs, including policies for minors in UC laboratories, and ensure members receive safety training regarding the use of chemicals and/or machinery before entering the lab. Members must follow any best practices and lab safety protocols for the use of such chemicals, research equipment or machinery, including the appropriate use of Personal Protective Equipment, and should work under close supervision of those trained in the handling of chemicals/use of research equipment or machinery.

VIII. AMENDMENTS

1. Amendments to the constitution may be adopted only by a two-thirds (2/3) affirmative vote of the executive board.

B. The executive board must be notified in writing of any proposed amendment at least three days prior to consideration of such amendments.