

**PRE-PA STUDENT ORGANIZATION AT UC SAN DIEGO**  
**CONSTITUTIONAL GUIDELINES 2023-2024**

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**ARTICLE I. NAME OF STUDENT ORGANIZATION**

The organization shall be called Pre-PA Student Organization (PPASO) at UC San Diego.

**ARTICLE II. STATEMENT OF PURPOSE**

The Pre-PA Student Organization (PPASO) is a non-profit student organization whose mission is to collaborate with UC San Diego faculty, alumni, and other university and community resources to provide our members with the means to reach their goals of becoming physician assistants. We strive to educate our members about the physician assistant profession and provide them with information about physician assistant program admission requirements, application procedures, and other healthcare opportunities. Members will learn about the PA profession, how to become a competitive applicant for PA school, network with fellow pre-PA students, PA-S, and PA-C, while having the opportunity to perform community service with our organization.

**ARTICLE III. NONPROFIT STATEMENT**

Pre-PA Student Organization (PPASO) at UC San Diego is a non-profit student organization.

**ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP**

All undergraduate students, alumni and persons of the San Diego community interested in becoming a Physician Assistant are eligible for membership. Members must notify the Secretary by signing in at a General Body Meetings in order to be listed on the official roster. Only members that pay the due of \$10/quarter or \$25/year are eligible for all rights and privileges thereto pertaining to active membership. To obtain active membership status, along with paying dues, one must attend a minimum of five (5) student organization events (meetings, socials, fundraisers, community service, or tabling/flyering) each quarter. Members are identified on our yearly roster maintained by the Secretary and can remain in the organization if he/she fails to pay dues, but will not have active membership status.

**ARTICLE V. FREQUENCY OF ORGANIZATION MEETINGS**

**Section I: General Body Meetings**

General Body Meetings of PPASO shall be held at least three times a quarter throughout the entire academic year at the discretion of the Co-Presidents at an on-campus or virtual venue. A PowerPoint Presentation will be made for each general body meeting, and members who cannot attend will have access to this after. Minutes will not be taken at General Body Meetings.

Section II: Executive Board Meetings

Executive Board Meetings of PPASO shall be held at least once a week throughout the entire academic year at the discretion of the board, whereby Executive Board members are expected to attend. Minutes will be taken by a designated board member, usually the Secretary, and shared with all the board promptly after the end of the meeting. Notes will be taken by the Secretary on a Google document, to be accessed by board members at any point in the future.

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

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.

Only registered UC San Diego students may hold officer positions in the Pre-PA Student Organization (PPASO) after being listed on the official roster and being an active member for at least one (1) complete academic quarter. Registered UC San Diego student members applying for an officer position shall be considered after completion of a Board application and interview with at least one-half (1/2) of the current board present at the time of the interview. Officers will be appointed annually in the Spring Quarter at the discretion of at least two-thirds (2/3) of the current board at an Executive Board Meeting and shall take office upon completion of the quarter and meeting with the previous board member of their intended position. The appointment of new officers will be based entirely on the final decision of the Executive Board, as based on the written application, interview, and impressions of the current Executive Board members. The Board positions are reassessed every academic year. Board meetings are held once a week to plan organization activities. If after discussing with an officer who consistently fails to fulfill their duties, and all other Executive Board members agree there remains a need to replace the aforementioned officer, the officer will be removed and replaced.

There shall be eleven officers serving on the 2023-2024 Executive Board, consisting of the following positions:

1. *Co-Presidents (2)*
2. *Secretary (1)*
3. *Co-Treasurers/Fundraising Coordinators (2)*
4. *Social Coordinator (1)*
5. *Community Service Coordinator (1)*
6. *Public Relations Coordinators (2)*
7. *Publicity Coordinator (2)*

All Executive Board members are responsible for maintaining the Pre-PA Student Organization Facebook group, checking and maintaining the Pre-PA Student Organization official email, answering questions posed by general members, maintaining relations with mentees, attending weekly Board meetings, staying up-to-date with fellow officers by checking Slack/Facebook Messenger/email/texts daily, and attending as many events created by fellow officers possible.

ARTICLE VI. SECTION I: CO-PRESIDENTS

1. Shall serve as the executive head of the organization
2. Shall preside over each club and board meeting, providing agenda for each

3. Shall initiate contact with professionals, health facilities, and organizations in order to serve as (but not limited to) providing experience opportunities, knowledge, etc.
4. Shall delegate duties to corresponding board members
5. Shall supervise all constitutional revisions
6. Shall assist all other members in their responsibilities and duties

**ARTICLE VI. SECTION II: SECRETARY**

1. Shall provide and take minutes for each meeting. If absent, the Secretary shall allocate job to another member at the approval of the Co-President
2. Shall attend to all membership matter in the organization, including tracking participation points and due payment
3. Shall keep an updated roster of club members
4. Shall send out weekly or biweekly updates to all members through the UC San Diego PPASO email

**ARTICLE VI. SECTION III: TREASURERS/FUNDRAISING COORDINATORS**

1. Shall keep financial records of the organization
2. Shall collect membership dues
3. Shall pay all bills incurred by the organization
4. Shall work with Associated Students for funding matters
5. Shall organize at least three fundraising events per quarter
6. Shall draft letters for fundraising events/donations

**ARTICLE VI. SECTION IV: SOCIAL COORDINATOR**

1. Shall organize at least three socials per quarter
2. Shall organize club fairs and tabling events at campus events including (but not limited to) Welcome Week, Admit Day, campus and health fairs, etc
3. Shall establish and maintain the Mentor/Mentee Program

**ARTICLE VI. SECTION V: COMMUNITY SERVICE COORDINATOR**

1. Shall be responsible for obtaining community service opportunities in the San Diego community
2. Shall organize and lead at least three service projects per quarter

**ARTICLE VI. SECTION VI: PUBLIC RELATIONS COORDINATOR**

1. Shall serve as the coordinator of the PPASO Mentorship Program
2. Shall find and secure guest speakers for General Body Meetings
3. Shall meet up with guest speakers on the day of the General Body Meeting
4. Shall send out thank you letters to speakers of General Body Meetings as well as obtain gift cards and/or parking reimbursement for speakers.
5. Shall organize tours (not limited) to physician assistant programs, clinics, hospitals, etc

**ARTICLE VI. SECTION VII: PUBLICITY COORDINATOR**

1. Shall be responsible for all advertisements of club events and meetings through outlets such as (but not limited to) social networking sites, university public space, etc

2. Shall organize chalkboarding/flyering for General Body Meetings or other events
3. Shall be responsible for making fliers for General Body Meetings
4. Shall be responsible for making programs for social/fundraising events
5. Shall maintain and update the Pre-PA Student Organization official website

#### **ARTICLE VII. RISK MANAGEMENT**

Pre-PA Student Organization (PPASO) at UC San Diego is a registered student organization at University of California, San Diego, but not part of the University itself.

Pre-PA Student Organization (PPASO) at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

The Pre-PA Student Organization (PPASO) at UC San Diego is not directly involved with medical assistance, international travel, or handling hazardous chemicals/material/equipment/machinery, and does not anticipate such risks occurring with the events typical of our organization's activities.

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

Pre-PA Student Organization (PPASO) 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-PA Student Organization (PPASO) 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-PA Student Organization (PPASO) 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 VIII. COMMUNITY ADVISOR**

The community advisor of Pre-PA Student Organization (PPASO) shall be a full-time faculty or staff member of UC San Diego, selected by the discretion of the Executive Board. The Advisor shall serve as an ex-officio member of the organization. The advisor is selected based on their previous involvement with the Pre-PA Student Organization (PPASO), ability to speak to the duties of Physician Assistants, and desire to become more involved in the Pre-PA community. The community advisor will serve for one year. The community advisor shall meet with Co-Presidents and/or Public Relations officers as needed to assist with goal

setting, networking, and facilitating the establishment and maintenance of the Mentorship Program.

**ARTICLE IX. FINANCIAL MANAGEMENT**

Finances of the Pre-PA Student Organization (PPASO) shall be handled by the Treasurer/Fundraising Coordinator as outlined in Article VI, Section III. There will be fundraising activities and minor expenses throughout the year. Our largest expenses will be for our annual Dine with a PA event during Spring Quarter. We plan to have sufficient funds by Spring Quarter through our proceeds from last year's event as well as the proceeds from fundraisers this year. The Pre-PA Student Organization (PPASO) does not anticipate submitting a budget to the A.S. or G.S.A. finance committee quarterly; we plan to request funding for Dine with a PA from University Centers Advisory Board (UCAB).

**ARTICLE X. AFFILIATION WITH OTHER GROUPS**

The Pre-PA Student Organization (PPASO) is not affiliated with other groups at the local, state, national, or international level.