

# Healing Hands at UC San Diego

## *Organization Constitution*

### Article I. Name of Student Organization

The organization shall be called Healing Hands at UC San Diego.

### Article II. Statement of Purpose

- a. Healing Hands at UC San Diego is a non-profit student organization that is committed to improving healthcare access and resources to the medically underserved in San Diego; contributing to the improvement of the general welfare of the homeless community or those at-risk for homelessness (such as but not limited to the disabled, mentally ill, and impoverished); promoting active awareness of the needs of the aforementioned community; involving its members in the social, moral, and ethical principles which allow them to understand both local and world-health problems.
- b. The purpose of the Healing Hands at UC San Diego chapter is to improve the access to healthcare in the homeless and underserved communities and to provide students opportunities with hands-on medical related events around San Diego; to inspire and help teach the medically underserved how to advocate for mental health and medical services. The ultimate goal is to create an environment of learning and awareness in our members in order to build a bridge of understanding and assistance towards the homeless and at-risk population.

### Article III. Nonprofit Statement

Healing Hands at UC San Diego is a non-profit student organization.

### Article IV. Requirements for Membership

- a. The general membership of Healing Hands at UC San Diego shall consist of students and faculty, who are affiliated with University of California, San Diego and who are interested in assisting the homeless population in their general welfare through health-related events and actively participate in promoting the purpose of Healing Hands.
- b. Healing Hands will not deny membership on the basis of race, color, sex, religion, national or ethnic origin, sexual orientation, or disability.

### Article V. Frequency of Organization Meetings

- a. There will be two to four General Body Meetings held on campus in a designated university room per quarter. Further meetings may be added as necessary to ensure a

smooth agenda of Healing Hands' goal for the corresponding quarters.

b. There will be two to four Executive Board Meetings.

c. Officers are required to attend at least one General Body Meeting per quarter. d.

Officers are also expected to attend at least two Executive Board Meetings per quarter to discuss and maintain the management of meetings, responsibilities, and obligations of Healing Hands.

e. Minutes for any of the above meetings will be taken. If for any reason an officer is unable to attend, they must read through the official recordings in order to catch up on what they missed.

## 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 who hold an officer position within Healing Hands at UC San Diego may vote in elections for the selection of the organization's officers.

All applicants holding office are required to go through an interview process and initial screening before they can be accepted into the designated position they are applying for. The current co-president and board are part of the voting process when choosing new members. At the end of every school year, new officers will be selected during spring quarter for the upcoming school year. Old officers that hold their current positions will be re-evaluated and interviewed for new positions if they would like to continue. Below is a list of current officer positions and their duties.

Removal from Officer: May occur when there is an infringement of UC San Diego, local, state or international policies, including Zero-Tolerance Alcohol and Other Drug Free Policy. If this is to occur, current officers are responsible for recruiting a new member during the school year to fill in the position.

### **Co-Presidents**

The Co-Presidents will oversee and coordinate anything that needs to be done to keep Healing Hands functioning smoothly. They will also be available for both principal and general members to reach out to. The responsibilities of each president will vary. Both co-presidents will oversee the Vice President, Secretary, Treasurer, Outreach Chair, Publicity Chair, Co-Community Service Chairs, and Social Chair. They will work together to finalize events for the organization and make executive decisions after discussion with the board.

### **Vice President**

The Vice President will assist the co-presidents when representing the organization to outside

organizations and officials. This leadership role should also be able to ensure that board members are fulfilling their duties while being proactive about thinking of new ways to improve the organization. Some specific responsibilities of this leadership role include but are not limited to:

- A. Creating a list of what needs to be included in weekly newsletter and GBM slides, then forward this information to Outreach and Publicity Chair.
- B. Working with President to look for guest speakers for GBMs, health professionals to work with us at future clinics, other important people.
- C. Taking on presidential responsibilities when president is absent.
- D. Booking GBM and event rooms.

### **Secretary**

The Secretary maintains the success of the organization's logistical side by ensuring that administration duties are fulfilled. This leadership role will also require acting as a reference point to members who are seeking information on their involvement in the organization. Some specific responsibilities of this leadership role include but are not limited to: E. Creating GBM sign-in forms.

- F. Consistently tracking member volunteer hours and events attended.
- G. Updating the organization calendar for both members and officers.
- H. Collecting membership fees and t-shirt fees each quarter.
- I. Printing flyers.
- J. Taking meeting notes during board meetings.

### **Treasurer**

The Treasurer is responsible for all financial needs for Healing Hands. This leadership role will create budget plans and fundraising goals for the quarter, ask for funds from A.S., and work together with the other board members to ensure all events are well funded. Some specific responsibilities of this leadership role include but are not limited to:

- A. Assisting the Presidents and Vice President in coordinating the budget for each quarter by creating budget plans and fundraising goals.
- B. Overseeing and documenting budget costs of purchases.
- C. Overseeing reimbursements.
- D. Understanding all UC San Diego financial process and documents.
- E. Brainstorming and creating financial drafts for AS.
- F. Buying and organizing Healing Hands merchandise or materials with organization funds.
- G. Collaborating with the Vice President and Social Chair for the budgeting of outreach efforts.

H. Assisting the Presidents and Vice President in coordinating and TAP-ing events.

### **Publicity Chair**

The Publicity Chair is in charge of brainstorming and implementing new ways to reach out to the student body, specifically through updating the organization's social media and creating advertisement designs. This leadership role is in charge of promoting events and announcements through social media posts, chalking, and flyering. Some specific responsibilities of this leadership role include but are not limited to:

- A. Designing Facebook event banners and event flyers.
- B. Creating optimized sharing schedules for social media events.
- C. Booking library walk spaces for tabling.
- D. Working with Outreach Chair to promote both on and off-campus events. a.  
Design flyers, posters, newsletters, event pages on social media, etc.
- E. Working with Outreach Chair to create GBM slides.
- F. Making physical posters for fundraisers.
- G. Posting weekly updates and important links in the organization's Facebook group.
- H. Taking pictures during events and forwarding them to Outreach Chair.

### **Outreach Chair**

The Outreach Chair maximizes Healing Hands' potential by actively informing and engaging with the UC San Diego student body and planning events to expand the organization. This leadership role is also responsible for finding pre-health opportunities for members. Some specific responsibilities of this leadership role include but are not limited to:

- A. Planning educational events for club
- B. Reaching out to other orgs for internal collaborations.
- C. Creating and sending out weekly newsletters.
- D. Creating chalking/flyering Google forms.
- E. Working with Publicity Chair to plan and execute successful tabling/flyering.
- F. Working with Publicity Chair to create GBM slides according to VP's list. G.  
Creating and publishing Facebook events (description, time, location, etc.). H.  
Posting updates on official Healing Hands Facebook Page.

### **Co-Community Service Chairs**

The Co-Community Service Chairs act as a liaison between Healing Hands and all third-party organizations (including both on and off campus). This leadership role executes our mission by finding and planning community service events through networking and collaborating with student organizations at UC San Diego and non-profit organizations in San Diego. Some

specific responsibilities of this leadership role include but are not limited to:

- I. Networking with other UC San Diego Student Organizations.
- J. Reach out to other related student organizations and promote integration in their organization.
- K. Networking and making ties with the San Diego Community.
- L. Homeless Shelters, Soup Kitchens, Health Clinics, Non-Profits, etc.
- M. Establishing and maintaining connections with organizations outside of UC San Diego.
- N. Updating the board and attendees on events happening in the community.
- O. Working closely with the Treasurer in budgeting and costs.
- P. Creating volunteer sign-up forms, closing sign-up forms on the deadline, selecting volunteers who will attend the event, creating the attendance sheet, and sending emails to those selected and not selected for the event.

### **Social Chair**

The Social Chair is responsible for maintaining the community spirit of the organization as well as ensuring that membership retention rates are high. The Social Chair executes this by planning about 2 social events per quarter that will allow members to get to know each other and the officers. Some specific responsibilities of this leadership role include but are not limited to:

- A. In charge of socials and all logistical duties related to it including brainstorming, booking rooms, and creating Google Forms for ride/attendance signups.
- B. Creating and leading icebreakers.

## **Article VII. Risk Management**

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

Healing Hands 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**

Healing Hands 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). Healing Hands 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 Healing Hands 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 . In Case of Handling of Hazardous Chemicals, Material, Equipment, and/or Machinery

Healing Hands 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, Healing Hands 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.

#### Article VIII. Financial Management

- a. Healing Hands at UC San Diego will finance through campus-approved fundraising events.
- b. There will be a budget of Healing Hands at UC San Diego sent to A.S. quarterly.