

CONSTITUTION OF DOCTORS WITHOUT BORDERS

CHAPTER AT UC SAN DIEGO

ARTICLE I. NAME OF ORGANIZATION

The organization shall be called Doctors Without Borders Chapter at UC San Diego.

ARTICLE II. STATEMENT OF PURPOSE

We, the members of Doctors Without Borders Chapter at UC San Diego, are driven by the shared commitment to global health equity, social justice, and humanitarianism. Inspired by the independent international non-governmental organization Doctors Without Borders/Médecins Sans Frontières (MSF), our organization's mission is to cultivate a community of future healthcare professionals whom are dedicated to providing impartial medical humanitarian care to people who need it most (i.e. areas affected by conflict, disease outbreaks, natural and human made disasters, and exclusion from health care) as well as create a platform in which individuals can learn about, support, and advocate for the MSF's principles, acquire opportunities to engage with MSF's work and promote their campaigns.

ARTICLE III. NONPROFIT STATEMENT

Doctors Without Borders Chapter at UC San Diego is a non-profit student organization.

ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP

Section 1: All students affiliated with the University of California, San Diego are eligible for membership in the Doctors without Borders Chapter at UC San Diego. Doctors Without Borders Chapter at UC San Diego is committed to providing an inclusive and welcoming environment for all members. This organization will not discriminate on the basis of age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status or weight. By joining this organization, members agree to uphold these principles of non-discrimination and contribute to the creation of a community that values and embraces diversity in all its forms. Positions of officers and/or voting members in this organization are open only to students of UCSD.

Section 2: In order to identify and maintain active membership status, a member must:

1. Meet the required number of active hours per quarter through participation in general body meetings and/or committee events

Section 3: Membership may be revoked from any member if the organization's policies are violated. Members who graduate or cease to be a student at the University of California, San Diego will also have their student membership removed.

ARTICLE V. FREQUENCY OF ORGANIZATION MEETINGS

Section 1: There shall be general body meetings held bi-weekly on campus. Committee meetings may be scheduled in the off weeks of the general body meetings as necessary. Participation in general body meetings will be recorded and count towards the quarterly active hours required for General Member status.

**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.

Section 1: Officers should consist of eight principal members. Principal members will be allocated to one of the four executive committees (fundraising, publicity and outreach, and volunteering) and three additional principal members will assume responsibility as secretary, treasurer, and event coordinator respectively.

Section 2: Only registered UCSD students may hold positions as principal members. Only active members of good standing are eligible to nominate, for nomination, and to vote. Officers will be selected through a democratic election process which will be conducted through a confidential voting process annually on the first day of fall quarter. Members will be informed of the candidates and their qualifications before casting their votes. The candidate with the highest number of votes for each position will be elected to office. The elected member will then hold this position until the last day of spring quarter of the same year. Only registered UCSD students may vote in elections for the selection of the organization's officers.

Section 3: The responsibilities of the officers for each committee are as follows:

Fundraising Committee Officer:

1. **Strategic Planning** to develop and implement comprehensive fundraising strategies which align with the organization's goals and financial needs.
2. **Develop Partnership** with potential donors, sponsors, and fundraising collaborators.
3. **Collaborate** with other committees to plan and execute fundraising events, ensuring they align with the organization's mission and attract financial support.
4. **Oversight Budget** with Treasurer to monitor fundraising budgets and ensure efficient use of resources.

Volunteer Committee Officer:

1. **Recruitment** of active members to volunteer for the organization's events, projects and initiatives.
2. **Communication** with active members about updates on volunteer opportunities.
3. **Orientation** to familiarize new volunteers with the organization's missions, goals, and expectations.
4. **Recognition** of the efforts of volunteers through formal and informal sources of acknowledgement.

Publicity/Outreach Committee Officer:

1. **Develop and Implement Marketing Strategies** to promote the organization's events, initiatives, and mission.
2. **Management of Social Media** platforms by creating and scheduling content that reflects the organization's values and goals.
3. **Collaborate** closely with other committees to align promotional efforts with organizational objectives and events.
4. **Analytics and Reporting** to monitor the performance of the publicity campaigns, analyze data, and provide regular reports to assess the effectiveness of different strategies.
5. **Photograph and Document** events through photography and other media to create visual records of organizations activities.

Secretary:

1. **Record Keeping** of the meetings, decisions, and other important organizational information.
2. **Communication** management within the organization, including announcements, newsletters, and

updates.

3. **Document Preparation** for meetings with an agenda, meetings which required distribution of relevant materials, and meetings which require the hours to be documented.
4. **Keeping Track of Membership Records** and information to ensure that the membership statuses are up-to-date.

Financial Officer/Treasurer:

1. **Financial Management** of the organization's finances, including budgeting, fundraising, and expense tracking.
2. **Financial Reporting** to the organization detailing the expenses and budget status.
3. **Research and Apply for Grants** or funding opportunities that align with the organization's goals.

Event Coordinator:

1. **Event Planning** and coordinating events, including guest speaker sessions, workshops, and awareness campaigns.
2. **Manage Logistics** and details for the events, including venue booking, equipment setup, and coordination with external partners.
3. **Collaborate** closely with other officers and committed to ensure seamless event execution.
4. **Develop Promotion Strategies** to promote events and increase attendance.
5. **Collaboration with Partners** including local businesses, community groups and other organizations to cross promote events.
6. **Gather Feedback** from community members to gauge impact of organizations outreach efforts and identify other areas for improvement.

ARTICLE VII. RISK MANAGEMENT

Doctors Without Borders Chapter at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself.

Doctors Without Borders Chapter at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

1. **Health and Safety Risks:**
 - a. **Disease Exposure:** Members may be exposed to disease prevalent within a region whenever our organization operates and gets involved in international health projects.
 - b. **Travel Risks:** Potential risks related to travel such as accidents, political instability, or natural disasters are applicable to those who participate in international missions.
2. **Operational Risks**
 - a. **Logistical challenges:** The success of the initiative may be impacted by executing events in remote areas or areas with specific requirements.
 - b. **Legal compliance:** Compliance with local, national, international laws (especially when working within different regions) and regulations is crucial.
3. **Financial Risks**
 - a. **Budget Overruns:** Unexpected costs may arise while fundraising and managing finances which would lead to a budget overrun.
 - b. **Dependency on Funding Sources:** Relying heavily on specific funding sources can pose risk if those sources are no longer available.
4. **Reputation Risk**
 - a. **Miscommunication:** Inaccurate or misunderstood communication can harm the reputation of this organization.
 - b. **Ethical Concerns:** reputational damage can be of the result of engaging in controversial or sensitive issues without proper ethical consideration or awareness.

5. Collaboration Risks

- a. **Partnership Issues:** Collaborating with other organizations may uncover conflicting goals, communication issues, or differences in approaches.
- b. **Dependency on External Entities:** Relying too heavily on external support from entities or collaboration can be risky if these entities decide to withdraw support.

6. Event-Specific Risks

- a. **Security at Events:** The safety and security of all participants and attendees at the events is crucial.
- b. **Medical Emergencies:** Preparation for medical emergencies at the events is crucial.

7. Legal and Ethical Risks:

- a. **Informed Consent:** Ensuring proper informed consent procedures are place, especially in medical or research-related activities, is critical to avoiding legal issues.
- b. **Compliance with Ethical Standards:** Ensuring adherence to ethical standards in outreach and other activities is essential to maintain credibility.

8. Communication Risks:

- a. **Social Media and Public Relations:** Misinformation, misinterpretation, or any negative public perception can be avoided through managing social media communications and public relations effectively.

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

Doctors Without Borders Chapter 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 UC Learning <https://uclearning.ucsd.edu> . Doctors Without Borders Chapter 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 Doctors Without Borders Chapter 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

Doctors Without Borders 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.

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

Doctors Without Borders Chapter 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, Doctors Without Borders Chapter 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. HAZING PREVENTION

The Doctors Without Borders Chapter at UC San Diego is committed to fostering a culture of respect, inclusion, and collaboration among its members. As a result, we unequivocally oppose any form of hazing, harassment or harmful activities that comprise the dignity and wellbeing of individuals.

ARTICLE IX. COMMUNITY MENTOR

Section 1: The selection and role of community mentors are guided by our commitment to mutual respect, cultural sensitivity, and collaborative learning. Consequently, community mentors will be selected based on their demonstrated commitment to inclusivity, expertise in humanitarian efforts, and willingness to share their knowledge and experiences with fellow members

Section 2: Community members must provide...

1. **Educational Support** to our members by offering real world perspective and insights into current global health and humanitarian issues.
2. **Cultural guidance** so that our organization can successfully navigate the diverse communities we will encounter with sensitivity and respect for local customs and traditions.
3. **Networking opportunities**, connecting members with professionals, organizations, and resources in the relevant field.
4. **Feedback and Evaluation** on our initiatives, offering a critical perspective that aids in continuous improvement and effective community engagement so that we are to successfully fulfill our organization's mission.

ARTICLE X. FINANCIAL MANAGEMENT

To ensure financial sustainability of our organization, we will actively engage in fundraising efforts. Financial controls will be implemented through regular audits and clear financial policies to prevent fraud, mismanagement, or any other financial irregularities.

ARTICLE XI. AFFILIATION WITH OTHER GROUPS

Doctors Without Borders Chapter at UC San Diego is a student chapter of the internationally recognized organization Médecins Sans Frontières. Médecins Sans Frontières does not provide any monetary funding to Doctors Without Borders at UCSD.