

# ***Constitution***

## ***International Health Collective (IHC)***

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

### ***Article I. International Health Collective (IHC) at UC San Diego***

*The organization shall be called International Health Collective (IHC) at UC San Diego.*

### ***Article II. Statement of Purpose***

International Health Collective is a nonprofit, student-run organization that aims to solve health disparities in Eastern Tijuana and San Diego communities. International Health Collective, or IHC, takes on this issue through a comprehensive, interdisciplinary approach. Holding the firm belief that it takes a wide lens and a diverse skill set to examine and alleviate root causes to health issues, IHC members originate from different backgrounds and fields of expertise. Specifically, IHC consists of undergraduate students (medical, engineering, humanities etc.), alumni, Medical and Pharmacy graduate students, health professionals, and community members. All who are accepted into IHC will have the opportunity to learn from one another and develop collaborative solutions to pressing health and community issues. Members will work towards disentangling complex structural barriers to healthcare and lowering disparities on a local and global scale.

### ***Article III. Nonprofit Statement***

*International Health Collective (IHC) at UC San Diego is a non-profit student organization.*

### ***Article IV. Requirements for Membership***

Every prospective member will have to complete an application and an interview with two board members in order to be considered for membership.

1. All members must be 18 or older to join this organization. Prospective members younger than 18 must have written consent from their parent or guardians to

participate.

2. All members must pay an annual membership fee of \$70, quarterly payment plans will be available upon request.
3. All members must actively participate in one or more IHC projects.
4. All members must attend all of the General Body Meetings (GBMs). Attendance to at least 1 Social per quarter
5. Attendance to majority of project meetings per quarter

Failure to meet membership requirements will result in probationary status and restrict members from attending clinics or other IHC activities deemed as opportunities by the Board. Probationary members may not be allowed readmission the following year. Removal of members from IHC will be evaluated on a case by case basis by the Executive Board.

## ***Article V. Frequency of Meetings***

### ***Section A: Regular Meetings***

There will be meetings of the entire organization at least 2 times a quarter. The schedule of the meetings will be released at the beginning of each quarter and members must attend two out of three meetings per quarter.

### ***Section B: Executive Meetings***

The Executive Board will meet at least once every month to plan and manage current and future projects. These meetings will be scheduled and announced at least 48 hours in advance and all Board members will be expected to attend. If Board members are unable to attend the meeting in person, they must phone in or provide project and administrative updates to the Executive members of the Board prior to the meeting.

### ***Section C: Situational Meetings***

Situational meetings, to discuss issues in relation to the club, future activities etc. will be called by the President with at least 48 hours of notice as to the time and place of the meeting.

### ***Section D: Project Meetings***

Project meetings are to discuss issues specific to each community service project, future activities, etc. These meetings may be called by any Board member or Project Manager with at least 48 hours of notice as to the time and place of the

meeting.

## ***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 A: Titles***

The Board is composed of the President, Vice President(s), Directors of Pharmacy and Clinic, Directors of Local Action, Administrative Director, Secretary, Recruitment Chair, Directors of the Community Health, and Directors of Social Media and Marketing, with the President and Vice Presidents being Executive Board members. There will also be an Advisory Board consisting of faculty and professional advisors. The Principle Board Officers as registered with UC San Diego must be students who are enrolled in classes for that academic year. Board members must be students or alumni within one year of their graduation date unless approved by the Board.

### ***Section B: Duties and Responsibilities***

#### ***1. President***

- a) Preside over general body and Board meetings
- b) Represent the organization at all appropriate UC San Diego Associated Student meetings
- c) Reserve the right to call and schedule all meetings within 48 hours notice
- d) Reserve the right to delegate responsibility for certain projects or topics to any member of the Board
- e) Represent the Organization in the executive capacity
- f) Must be present at all Executive and Board meetings, unless the other Board members are notified before

#### ***2. Vice President(s)***

- a) Handle the financial accounts of the organization
- b) Keep a permanent record of all transactions from any trip, fundraiser, etc.
- c) In charge of organizing fundraising events

- d) Report monthly on the financial status of the club
- e) In charge of collecting membership dues
- f) Must be present at all Executive and Board Meetings (unless members of The Board have been otherwise notified)
- g) Files and journals current documents and affairs for future boards

### **3. Director(s) of Clinic**

*All responsibilities of the Directors of Pharmacy and Clinic can be delegated among members of the Clinic Coordination Team of their choosing.*

- a) Responsible for organizing and managing clinic and pharmacy operations
- b) Responsible for clinic inventory, medication inventory, quality control of training, and clinic improvements.
- c) Responsible for medical providers, translators, and EMT recruitment for each clinic
- d) Responsible for clinic training of new members of the organization
- e) Highly recommended and encouraged to have American Heart Association or Red Cross CPR certification and first hand experience in a traditional clinic setting
- f) Recommended that the Clinic Coordinator be a nursing student, EMT, or AHA/Red Cross First Aid instructor, or have other valuable healthcare experience
- g) Must communicate with Medical and Pharmaceutical advisors on Advisory Board
- h) Must evaluate clinic data and aggregate information, including an official record of the medications used during each clinic
- i) Implementation and sustainability of projects involving Clinic
- j) Must be present at all Board meetings (unless members of Board have been otherwise notified)
- k) Coordination with Director(s) of Pharmacy

### **4. Director of Pharmacy**

- a) Responsible for organization and management of pharmacy operations
- b) Coordination with Director(s) of Clinic
- c) Responsible for medication inventory, quality control of training, and pharmacy improvements
- d) Responsible for recruiting pharmacists and pharmacy technicians
- e) Recommended that the Director of Pharmacy is a certified pharmacy

technician

- f) Must communicate with Pharmaceutical advisors on Advisory Board
- g) Must evaluate clinic data and aggregate information, including an official record of the medications used during each clinic
- h) Implementation and sustainability of projects involving pharmacy
- i) Must be present at all Board meetings (unless members of Board have been otherwise notified)

#### ***5. Directors of Local Action***

- a) Implementation and sustainability of projects based in the San Diego Community
- b) Must be present at all Board Meetings (unless members of Board have been otherwise notified)

#### ***6. Director of Community Health***

- a) Implementation and sustainability of the community health worker program in various communities
- b) Establishment of programs with future community partners
- c) Maintain regular contact with community health workers and work with members to create ongoing health modules to be distributed both in person and online
- d) Must be present at all Board Meetings (unless members of Board have been otherwise notified)

#### ***7. Administrative Director***

- a) Must be present at all general and Board Meetings, unless the other Board members are notified before
- b) Organize general body meetings and other member experience events
- c) Complete all Triton Activities Planner (TAPs) and funding request for events on UC San Diego campus
- d) Compose and send periodic emails regarding meetings, membership and events
- e) Maintenance of the membership and operations records
- i) Holds records of past members and operations

#### ***8. Secretary***

- a. Must be present at all general and Board Meetings, unless the other Board members are notified before
- b. Organize recruitment of Board members
- c. Take meeting minutes at all Board meetings
- d. Manage and update social media including but not limited to Facebook, Instagram and website to reflect current projects, membership and leadership
- e. Publicize the organization's activities and fundraisers
- f. Compose and send periodic emails regarding meetings, membership and events
- g. In charge of tracking member attendance and sending out quarterly updates to members if they are maintaining good standing or need to be placed on probationary status

**9. San Juanico Clinic Director(s)**

- a) Must be present at all general and Board Meetings, unless the other Board members are notified before
- b) Organize and facilitate yearly mission trips to San Juanico and clinic trips to Mexicali

**10. Director of Social Media and Marketing**

- a. Must be present at all general and Board Meetings, unless the other Board members are notified before
- b. Update the Facebook page, Instagram site, and website with updates on GBMs, Socials, Events, etc.
- c. Manage and compose graphics, flyers and promotional documents
- d. Organize socials
- e. Attend events hosted by the organization to collect and procure photos for promotional posts

**11. Recruitment Chair**

- a. Must be present at all general and Board Meetings, unless the other Board members are notified before
- b. Organize recruitment for general members

**Section C: Miscellaneous Duties**

*Miscellaneous duties will be assigned at each Board Meeting*

- a) All responsibilities of Board members may be delegated among members of the Project Team of their choosing

## ***Section D: Elections***

### ***a) Candidates***

Any International Health Collective member can be a potential candidate for the International Health Collective Board of Directors. Members demonstrate eligibility by attending the required amount of meetings and activities, showing positive leadership, and having an interest in the organization's well-being and development.

### ***b) Election Process***

Potential board members will be selected by the current International Health Collective Board, and confirmed by majority vote of the Board through an application and interview process. New Executive Board Members will be selected by the current Executive Board Members.

### ***c) Terms***

Every term lasts one full year from June to the following year's June.

### ***d) Removal and Impeachment Standards***

An officer may be removed from their position for reasons such as missed meetings, not meeting standards, incomplete duties, attitude, etc. The Executive Board Members will be responsible for setting annual standards for board members. Any member of the Board may suggest the removal of any other board member including the President and Vice President(s). Board members not meeting standards will face a 1 quarter probationary period. During the probationary period, the Board member in question must meet all standards. If standards are not met, then the Board member in question will be removed from the position. If standards are being met, then the Board member in question will lose probationary status and will return to good standing.

## ***Section E: Amendments***

### ***a) Voting on Amendment***

Any aspect of this constitution can be subjected to amendment by a two-third majority vote of the Board. The chief advisor, president, and vice president(s) of the organization will facilitate the change made to the constitution.

### ***b) Notice***

All the members of the organization will receive a notice of the proposed amendment a week before the voting commences with the board members.

## ***Section F: Special Appointments***

***a) Replacement of a Board Member***

In the case that a board member does not fulfill his or her duties to the organization and leaves his or her position on the board vacant, then it is the duties of the President to temporarily oversee the duties of the vacant position until a new board member is appointed to that vacant position.

***Article VII. Risk Management: International Travel and Medical Assistance***

*International Health Collective (IHC) at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself.*

*International Health Collective (IHC) at UC San Diego understands that the University does not assume legal liability for the actions of the organization.*

***Section A: Statement of Risk Management***

In the event that International Health Collective provides medical assistance to a community, all volunteers will work under the direction of licensed professionals (doctors, nurses, EMTs, counselors, etc.). International Health Collective acknowledges that the University does not recommend that students provide medical assistance. International Health Collective understands that the University does not assume legal liability for the actions of the organization. International Health Collective 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 U.S. 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.

***Section B: Acknowledgment of Risks and Solutions***

International Health Collective acknowledges the variety and severity of risk potential while traveling abroad and providing medical assistance. Possible risks include transportation ordeals and exposure to infection. Recognizing this,



International Health Collective has implemented multiple solutions to avoid jeopardy of this nature. International Health Collective recognizes the U.S. travel restriction recommendations given the new circumstances of COVID-19.

a) Regarding Travel: International Health Collective provides Mexican Car Insurance to each participant driver. International Health Collective reimburses participant drivers for gas as a gratitude of service and ensures there is a Spanish speaker and someone with cell phone service in every vehicle. International Health Collective aims to prevent vehicle malfunction by encouraging all participant drivers to inspect their vehicles before crossing the border into Mexico and again before returning to the United States. All cars crossing the border, travel caravan style to avoid losing any individual.

b) Regarding Medical Assistance: No unlicensed volunteers provide direct medical advice or prescription to patients. Unlicensed volunteers are permitted to shadow licensed physicians, EMTs, pharmacists, etc. Unlicensed volunteers may take vitals including: height, weight, blood pressure, and can note down symptoms, but are forbidden from suggesting/concluding ailments. Every International Health Collective member has personal scrubs, and access to sanitation supplies including water, soap, rubbing alcohol, hand sanitizer, face coverings, and gloves to avoid the spread of infection.

### ***Section C: In Case of the Provision of Medical Assistance***

In the event that International Health Collective (IHC) 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.