



# **Pilipino Undergraduate Society for Health**

## **CONSTITUTION**

UNIVERSITY OF CALIFORNIA SAN DIEGO, 2024-2025

### **Article I. Name of Student Organization**

The organization shall be called Pilipino Undergraduate Society for Health (PUSH) at UC San Diego.

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

"As members of the Pilipino Undergraduate Society for Health (PUSH), we believe in the academic empowerment of Pilipino American students. We are leaders of the Pilipino community who strive to be an active presence through service, who establish networking opportunities and collaborations, and who promote education and awareness of health issues in order to productively direct ourselves towards future goals in health professions."

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

Pilipino Undergraduate Society for Health (PUSH) at UC San Diego is a non-profit student organization.

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

Active membership can be determined through one of the following criteria:

- I. Attending at least 1 professional event or 2 social events per quarter (excluding fundraising events)
- II. Participating in the Health Summit committee program.
- III. Attending 6 PUSH events dispersed throughout the academic school year.
  - A. A member can only apply a maximum of 3 events in a given quarter towards determining active membership. The other 3 events must come from the other two quarters in order for the events to be considered dispersed.

Members must also be a part of the e-mail listserv to maintain a status of active membership. There are no monetary fees required for membership. All registered UC San Diego undergraduate students are eligible for membership.

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

General body meetings will be held at least 2 times a quarter. Time and place will be decided by the current board.

Board meetings will be held once a week per quarter with the exception of Week 10 of each quarter. Minutes are required for each board 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.

### **Article VI. Section 1. Officer Appointment Procedures**

**Qualifications:** To run for an officer position, a registered UC San Diego student must complete an application drafted by the Executive Internal and Executive External officers followed by an interview. To be eligible to apply, a registered UC San Diego student must have maintained active membership as defined in Article IV. This requirement may be altered in the event rolling applications must be conducted in which an applicant must have only attended one event during the quarter in which they are applying. To be eligible to apply for Executive positions, a registered UC San Diego student must have maintained a board position, other than the Executive positions, in Pilipino Undergraduate Society for Health prior to applying.

**Voting:** Officer positions are elected through a voting process open only to members of the Pilipino Undergraduate Society for Health that have maintained active membership.

**Appointed Offices:** If any officer resigns before the end of their term or if there is an unfilled position after elections have been conducted, then the Co-Executives will appoint that office contingent upon the rolling application and interview completion. The entire board shall assume the responsibilities of any unfilled positions until it is filled.

### **Article VI. Section 2. Officer Attendance**

**Absences:** For every missed board meeting, the board member must write a summary of their upcoming duties detailed on the corresponding meeting minutes. Arriving more than 15 minutes late to a board meeting will be considered an unexcused absence. Board members must contact the Executive Internal and Executive External regarding the nature of their absence as soon as possible. If a board member reaches 2 excused and/or unexcused total board meeting absences, the board member must meet with both Executives to discuss their current commitment to the organization and how to move forward. Whether the absence is excused or unexcused should be decided at the discretion of the Co-Executives.

**Accountability:** Each quarter, the Co-Executives will keep a record of board members that do not fulfill assigned duties by an assigned deadline and/or board members that present disciplinary infractions. Any board member that reaches 3 instances of missed deadlines or disciplinary issues will have a required meeting with the Co-Executives to discuss their infractions and commitment to the organization and will need to apologize to the board for any inconvenience their infractions caused.

If a current board member reaches 3 or more infractions and applies for a position in the following application cycle, the current Executives reserve the right to consider the nature of these infractions when elections for the incoming officers take place. If deemed necessary, the existing board can vote to remove an officer from their position if a 75% vote is reached. Upon officer removal, applications may reopen for the vacated position at the discretion of the remaining board members.

### **Article VI. Section 3. Officer Teams**

The following positions are grouped together in teams to maximize overall board productivity and collaboration:

**Executive Teams:** *Executive External & Executive Internal*

Work together to create accountability within the board, including keeping attendance at board meetings and required events, and resolving conflicts with schedules or between board members. This also includes delegating, overseeing, and following through with responsibilities required of themselves and other board members.

**Social Relations:** *Publicity, Social Chair, & Ourstorian*

Work together to increase general member recruitment and retention. In charge of publicization for all organization events in social platforms, sharing of media (on the Pilipino Undergraduate Society for Health website, Instagram, and Facebook), and overall serves as a bridge between Pilipino Undergraduate Society for Health board and general members.

**Administration:** *Financial Manager & Operations Manager*

Overall management of logistics and finances to ensure proper running of organization and planning of events. In charge of holding fundraisers, maintaining budget and funds, and keeping documentation (meeting minutes, TAP forms, etc.).

**Health Advocacy and Communications:** *FPG, HEO, High School & Transfer Access Coordinator*

Reach out and provide networking opportunities with external groups which involve but are not limited to professionals, volunteer organizations, on-campus organizations, and incoming freshmen/transfer students. In charge of fostering relations and collaborations

with indicated groups and organizing GBMs in order to uphold Pilipino Undergraduate Society for Health's statement of purpose.

***Health Summit Planning: Internal Co-Conference Coordinator and External Co-Conference Coordinator***

Work together to plan and execute Pilipino Undergraduate Society for Health's annual Health Summit and all related events. This includes planning and leading the Health Summit Committee through an application process, emailing outreaches, speaker relations, and advertising Summit events.

**Article VI. Section 4. Officer Positions**

***Executive Internal:*** In charge of facilitating board meetings and GBMs, checking in with other Pilipino Undergraduate Society for Health positions, checking and responding to emails to the Pilipino Undergraduate Society for Health gmail, and working closely with Executive External. They serve as one of the main representatives and spokespersons for Pilipino Undergraduate Society for Health, and upholds the mission statement as well as the productivity and professionalism of Pilipino Undergraduate Society for Health by leading by example.

***Executive External:*** Responsible for checking and responding to all Pilipino Undergraduate Society for Health Executive emails, or forwarding to relevant board members. Acts as the liaison between Pilipino Undergraduate Society for Health advisors as well as the representatives from other organizations, works closely with Executive Internal, serves as one of the main representatives and spokespersons for Pilipino Undergraduate Society for Health, organizes philanthropic events, and upholds the Pilipino Undergraduate Society for Health mission statement as well as the productivity and professionalism of Pilipino Undergraduate Society for Health by leading by example.

***Financial Manager:*** In charge of finances, funding, reimbursements, facilitating bookkeeping, managing the organization's debit card, and keeping transparency of cash flow among board members. Responsible for filing TAP, filing the annual tax form for the organization's debit card, and Vendor Fair. Works closely with Co-Conference Coordinators in supporting the development of Health Summit funding proposals and budgets. Must approve all expenditures.

***Operations Manager:*** In charge of creating and taking minutes during board meetings, booking rooms, creating to-do lists after board meetings, overseeing GBM logistics and supplies, filling out event TAP forms, and being the holder of all official documents.

***Faculty/Professionals/Graduate Students (FPG) Liaison:*** In charge of contacting faculty, professionals, and graduate students, maintaining relationships with contacts, and keeping contacts aware of our events. With the help of a mentorship committee, organizes Pilipino

Undergraduate Society for Health's health professional mentorship program by reaching out to prospective mentors and managing logistics. This includes pairing of mentors to mentees, holding a mentorship GBM, and sending evaluation emails.

***Health Education and Outreach Coordinator (HEO):*** In charge of organizing health education awareness GBMs, creating opportunities for Pilipino Undergraduate Society for Health to get involved in community outreach events, and creating training sessions for academic and personal development. Will be responsible for organizing at least 1 health education GBM, 1 outreach event, and/or 1 Healthcare provider CPR certification workshop.

***High School Access Coordinator:*** In charge of working with high school students and KP CORE (Kaibigang Pilipino's Community Outreach to Realize Empowerment) in events such as Triton Day, High School Conference, and Overnight Programs to increase exposure of Pilipino Undergraduate Society for Health. This position is also responsible for working closely with board members for events such as high school mentorships, member mixers, and Health Summit.

***Transfer Access Coordinator:*** In charge of working with and advertising toward transfers, particularly through Triton Transfer Day and other UCSD events relating to transfers to increase the exposure of PUSH. This position is also responsible for working with other board members to create transfer-oriented events such as socials and mentorships to help guide them through their academic journey.

***Internal Conference Coordinator:*** Primarily handles Health Summit affairs that involve UC San Diego departments, organizations, students, and other UC San Diego affiliated professionals for funding, outreach, and publicity purposes in planning for the Health Summit. Works closely with the Financial Manager to develop funding proposals and budgets for all Summit events and with the Operations Manager for logistics and room bookings.

***External Conference Coordinator:*** Primarily handles Health Summit affairs that involve non-UC San Diego affiliated figures and individuals for funding, outreach, and publicity purposes in planning for the Health Summit. Works closely with the Publicity Chair and Ourstorian to develop advertising strategies and graphics. When possible, coordinates external trips to different health-related conferences at different undergraduate institutions, follows up with other conference coordinators, organizes, rides, and plans itineraries.

***Publicity Chair:*** In charge of sending out Pilipino Undergraduate Society for Health Newsletter emails, contacting HMP3 and other UC San Diego pre-health organizations for networking, managing social media outlets with Ourstorian and Social chair, inviting outside pre-health organizations to Pilipino Undergraduate Society for Health-hosted events by advertising at GBMs of related organizations, and collaborating with the

Ourstorian to create and distribute graphics and flyers.

***Social Chair:*** In charge of executing and overseeing all logistics of social, professional, and fundraising events throughout the school year for the purposes of member retention. Also responsible for facilitating the PUSHer/PUSHee Mentorship Program, including the application process, pairing, and Meet/Mingle and Reveal events.

***Ourstorian:*** In charge of taking pictures and/or videos at events, creating presentations for End-of-the-Year Banquet, uploading media to website and social media outlets with the Publicity and Social Chairs, creating flyers and promotional graphics, and maintaining Pilipino Undergraduate Society for Health website and apparel.

### **Article VI. Section 5. Requirements for Officer Membership**

Officer Membership is determined as outlined by Article IV. Requirements for General Membership in addition to the described criteria:

- I. Attending at least 1 Outreach or Networking (CCC mixer, APIMEDA Mixer) event on behalf of PUSH
- II. Attending at least 1 Volunteering event facilitated by PUSH
- III. Attending all Fundraiser events hosted by PUSH, including but not limited to, Library Walk sales and third-party vendors (i.e. Yogurtworld, BJ's).
- IV. Host at least 1 Study Jam within Fall, Winter, or Spring Quarter

### **Article VII. Risk Management**

Pilipino Undergraduate Society for Health at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself.

Pilipino Undergraduate Society for Health 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**

Pilipino Undergraduate Society for Health 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>.

Pilipino Undergraduate Society for Health 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 Pilipino Undergraduate Society for Health 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 advisor for Pilipino Undergraduate Society for Health at UC San Diego is selected by their willingness to be involved with the organization and provide active presence throughout the year. They will serve as long as they choose and will let the organization know if any changes occur. The role of the community advisor is to be a resource, provide knowledge about University policies and services, and act as an overseer for the organization.

## **Article IX. Financial Management**

Pilipino Undergraduate Society for Health will finance activities through its own funds along with funding from financing committees. Budgets will be sent to funding committees per event. The Financial Manager will handle the execution of transactions, but the board as a whole will make financial decisions.

## **Article X. No-Tolerance Policies**

Pilipino Undergraduate Society for Health maintains a no-tolerance policy against acts of discrimination (on the grounds of race, gender/gender identity, sexual orientation or otherwise), violence, and verbal or non-verbal abuse towards members of the organization, either observed in or out of affiliated events. Infractions of this nature are subject to a discussion between the acting party and the current Executives and can impact a person's ability to apply for, hold, or maintain an officer position.

If the infraction is performed by an Executive, then an unbiased board member will fill in during the discussion of the infraction. The unbiased board member will be randomly selected, or the Community Advisor will be contacted if mediation is needed.

## **Article XI: Constitution**

The Constitution is completely binding and unalterable. If any officer or member of Pilipino Undergraduate Society for Health believes that changes to the Constitution should be made, they must follow the proper channels for amending the Constitution.

## **Article XII: Amendments**

An amendment to the Constitution can be added if it is ratified by  $\frac{2}{3}$  of the Pilipino Undergraduate Society for Health voting body.

## **Article XIII: Suspension**

The Constitution may be suspended under special circumstances for two (2) weeks with the unanimous decision of the officers.