

## **Constitution for The Flying Sams at UC San Diego**

### **ARTICLE I. NAME OF ORGANIZATION**

The name of this organization will be The Flying Sams at UC San Diego..

### **ARTICLE II. STATEMENT OF PURPOSE**

The purpose of this nonprofit organization is to facilitate the operation of volunteer clinics in the Baja California region of Mexico in conjunction with the Palomar Chapter of The Flying Samaritans, Flying Samaritans International. We consist of an elected Executive Board, Public Health Committee, Member Engagement Committee, and General Active Members. The objectives of the organization shall include, but are not limited to, distribution of health education materials, overseeing public health and intervention projects, and facilitating the administration of free medical and dental services to community members in Mexico without access to health care services. In addition, the organization will conduct local community outreach in the San Diego region and participate in on campus student events. Those events include but are not limited to fundraiser events, social events, general body meetings, and publicity events.

### **ARTICLE III. NONPROFIT STATEMENT**

The Flying Sams at UC San Diego is a non-profit student organization.

### **ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP**

Student membership is available to any registered UCSD student who expresses interest in serving the purpose and objectives of this organization. All members are volunteers and are not considered employees. A membership application must be submitted and approved by the Co-Presidents and Vice President of the Executive Board. All members are expected to receive and review information on cultural humility, member expectations and responsibilities, and sign a code of conduct before participating in any Flying Sams events. If a volunteer member is found in violation of the code of conduct in a minor manner, they will be given a formal general warning by email for their first infraction. However, upon their second infraction OR a major violation to the code of conduct (at the discretion of the Co-Presidents and VP), their membership will be revoked immediately through the notice of a formal email. All membership, t-shirt, and general dues will be non-refundable. The annual membership dues for all active volunteer members is \$40 and expires a year after payment. In addition, a volunteer must also pay a clinic fee for each individual clinic trip they are selected to attend with the exception of those driving. The money will be put towards purchasing gas, car insurance, and any needed clinic/medical supplies prior to travel. Furthermore, all members who travel to Mexico are required to sign waivers releasing any liability, responsibility, and/or obligation that may be placed on the University of California or Flying Samaritans Inc. regarding any accident, incident or occurrence, and/or injury that may result from participation in these clinics. The University is in no way liable, or responsible, to our organization and its members.

### **ARTICLE V. FREQUENCY OF ORGANIZATION MEETINGS**

*General Body Meetings* – A general body meeting will be held once every month. The date and site of the meeting will vary from month to month and will be e-mailed to all registered members through the weekly newsletter, as well as located on all Flying Sams social media platforms. The Co-presidents will attend and run all general body meetings. Clinic coordinators will present a clinic report for the previous clinic at every general body meeting. Dental coordinators will present their clinic report for applicable dental clinics. All officers are expected to be present at GBMs. However, every quarter (fall, winter, spring, summer), they are allowed a max of 2 excused absences (notifying the Co-Presidents at least 72 hours in advance) from non-consecutive GBMs if an unexcused absence has not been used to miss an EBM. Unexcused absences at GBMs count as an automatic strike.

*Board Meetings* – The president will also run all board meetings. Board meetings will be held once every two weeks, with the specific day and time varying each quarter based on when the officers are available. All officers are required to attend all board meetings. If an officer must miss a board meeting, he or she must notify the Co-president at least 72 hours in advance and must correspond with other officers of the same position to report any updates. Only one EBM per quarter (fall, winter, spring, and summer) may be missed with an excused absence, and missing one EBM means only one GBM may be missed. Unexcused absences result in an automatic strike.

*Palomar Chapter Meetings* – Palomar Chapter meetings are once a month and are run by the Palomar Chapter Board of the Flying Samaritans. Palomar Chapter meetings must be attended by at least one Co-President or Vice President. Anyone else on the board may attend, but it is not required. The treasurer is highly recommended to attend, but must at least submit a treasury report to the president at least one day in advance of every Palomar Chapter 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.

The organization has the following positions listed below. All official positions must be filled by UCSD students.

*Co-President* – The Co-President shall be the chief executive officer and shall exercise general supervision over the entire organization. He or she shall preside over all general body and board meetings. The president shall also be responsible for maintaining communications with the Flying Samaritans International organization. The president shall be responsible for general administrative matters dealing with UCSD and will be the main contact person for the organization. To be eligible for Co-President, the candidate must have been an officer on the board for at least one year prior. The Co-President shall be an ex-officio member of all committees. The Co-President is responsible for making sure that all officers meet their responsibilities, including meeting with them as mentioned above. The Co-President may fill in

for clinic coordinator in case of an emergency. The Co-President is responsible for guiding the organization in a positive and forward direction.

*Dental Coordinators* – The dental coordinators are responsible for recruiting and scheduling dentists, obtaining donations, stocking the clinic, recording patient data, and managing communications with Clinic Coordinators/Publicity/Treasurer. The dental coordinators supervise the responsibilities of all personnel. Check in patients, run triage, and solve clinical issues to ensure optimal patient care including patient flow and productivity. The dental coordinators setup trays for dental procedures, sterilize instruments, supervise volunteer assistants, expose and process radiographs manually, and enforce OSHA regulations.

*Clinic Coordinators* – The clinic coordinators are responsible for notifying the officers regarding each clinic trip and for coordinating the appropriate number of providers, students, donations, and medicines. The clinic coordinator is also responsible for maintaining communications with the other clinic coordinators of the Flying Samaritans. The clinic coordinators are responsible for holding pre-clinic meetings at least 3 days before clinics and for assigning duties while at the clinic. Members that have signed up to go on the clinic trip must be notified of whether they were chosen or not at least two days prior to the pre-clinic meeting. Additionally, follow-up emails should be sent thanking providers and volunteers, as well as asking for feedback for future trips, no later than two days after the clinic trip.

*Pharmacy Administrator* – The pharmacy administrator must obtain needed clinic supplies, resourcefully seek new supply streams, and keep an updated wishlist. The pharmacy administrator ensures smooth running and organization of pharmacy. The pharmacy administrator keeps a dispensed list to always update inventory. The pharmacy administrator organizes donations of batches of medicines and maintains accurate inventory databases.

*Treasurer/Secretary* – The treasurer/secretary must keep and maintain adequate and correct accounts of the properties and business transactions of the organization. The treasurer/secretary will be responsible for the deposit of all monies or funds received by the organization. The treasurer/secretary must bring current records of all transactions to all meetings. The treasurer/secretary must either attend, or give transaction records, deposits, and reimbursement receipts to someone who is attending all Palomar Chapter meetings. The treasurer/secretary must also aid in budget planning. The treasurer/secretary must also maintain a complete list of all members that includes their information from their membership applications and their attendance at club meetings and events. The treasurer/secretary must also keep track of officers and general board members' attendance to events.

*Publicity Officer* – The publicity officer is responsible for advertising all events of the organization. The publicity officer must also coordinate a monthly newsletter, and must promote the club in outside publications. The publicity officer will be in charge of updating the website. The Publicity officers lead the Member Engagement committee to publicize the organization at the UCSD campus.

*Social Officer* – The social officer is responsible for organizing regular socials, skill-building and team-building events in order to encourage socialization, cohesion, and group identity among Flying Samaritans members and officers (i.e. Dinner socials, beach bonfires, etc.). The social officer is in charge of organizing study socials (ex: weekly study socials or finals/midterm socials). The social officer organizes socials for officers (once/twice a quarter). The Social officers lead the Member Engagement committee to plan and carry out social events for the organization at the UCSD campus.

*Fundraising Officer* – The fundraising officer is responsible for generating funds for the club through planning and organizing fundraisers throughout the entire year, including organizing enough members to staff those events. There must be at least two fundraisers per quarter. This officer is also responsible for writing grants and applying for UCSD or outside funding. The fundraising officer is responsible for planning, organizing, and coordinating all aspects of the annual charity benefit put on by the club. The Fundraising officers lead the Member Engagement committee to organize fundraising events.

*Professional Recruitment Officer* – The professional recruitment officer is responsible for actively recruiting physicians, nurses, EMT's and other health professionals for all clinic trips. This includes providing physician packets and seeking new volunteer health professionals. All provider information must be collected at the time of confirmation of their attendance on the clinic trip, and this information must be given to the CCs and the Co-Presidents/VP. The Physician Recruiter must notify providers attending the clinic of any last minute changes or cancellations by e-mail and/or phone. All providers must be confirmed by the time of the pre-clinic meeting.

*Public Health Officer*– The Public Health officer is responsible for researching and preparing a public health seminar to be presented for the purpose of patient education at clinic trips organized by the organization. These preparations may include but are not limited to preparing posters, speeches, handouts, and coordinating translators. The Public Health officer must keep records of all seminars held for future reference. The Public Health officer is responsible for working with a committee to organize the activities presented to patients.

*Mexico Liaison* – The Mexico Liaison is responsible for notifying officials in Mexico about upcoming clinics, keeping in touch with patients that are categorized as “special cases” in order to facilitate more extensive healthcare, being aware of problems in the Ensenada community and leading Flying Samaritans in finding solutions to those problems, especially problems pertaining to health. The Mexico Liaison must be fluent in Spanish.

#### Executive Board Officer Expectations:

Executive Board members' performances will be evaluated through a strike system. The members can accumulate from one to three strikes in a year. The strikes will result in the following actions:

- Strike 1: The executive officer will be notified through an email or mini-meeting. If required, a meeting can be set between the co-presidents and the individual.

- Strike 2: The executive officer will be notified through an email and mini-meeting or personal meeting. Co-chairs will be invited to the meeting. The officer will be warned that one more strike will result in his/her removal from the board. Additionally, the accumulation of a second strike will be cause for removal from any CCR approval for the 22-23 academic year.
- Strike 3: A meeting will be set with the individual (and co-chairs if applicable) to take a final decision. The final decision will be documented.

A strike will be given to an officer as a consequence of one of the following actions:

1. Continuous miscommunication, not replying to messages/emails/EBM minutes within **72** hours.
  - a. If an officer cannot attend an EBM, they are still expected to fill out the EBM minutes at least **24** hours before EBM.
  - b. Officers must constantly check and reply to their email.
2. Absence to a mandatory meeting without notifying the co-presidents **72** hours before the event. (See below for the Attendance Protocol for all members)
  - a. Medical emergencies or anything unforeseen will be discussed and reviewed on an individual basis.
3. Actions that negatively affect the work of a co-chair or member of the board.
4. Disrespectful actions towards volunteers, officers, providers, patients, or anyone involved in the organization.
5. Not attending **6** or more Flying Sams events per quarter. Events organized by the person do not count as an event attended.
  - a. *Attend 2 Social events per quarter*
  - b. *Attend 2 Fundraising events per quarter*
  - c. *Attend 1 volunteer event (clinic, community outreach, medical/public health events) per quarter*
  - d. *Attend 1 medical clinic per quarter (Note: PH members are expected to attend 2 clinics per quarter)*
  - e. *Summer 2022:*
    - i. *Attend 1 volunteer event (clinic, community outreach, medical/public health events) per quarter*
    - ii. *Attend 1 medical clinic per quarter (Note: PH members are expected to attend 2 clinics per quarter)*
6. Not completing their responsibilities established in the protocol.

#### *Officer Attendance System:*

1. All Executive Board Meetings and General Body Meetings are mandatory - no exceptions.
2. To allow officers the flexibility in the case that they do need to miss a GBM or EBM, we will allow a maximum of **2** Excused Absences per quarter - of which can be used for either EBMs or GBMs.
  - a. The maximum number of Excused Absences you can use for EBMs per quarter: **1**, while for GBMs: **2**. The total number of Excused Absences should not add up to 3 or more, otherwise you will receive a strike.
  - b. Timely communication is **REQUIRED**, therefore an absence will only be deemed an Excused Absence if the co-presidents are notified at least **72** hours before the

event. Not informing the co-presidents in a timely manner will result in an Unexcused Absence and a strike will be given.

- c. Medical emergencies or anything unforeseen will be discussed and reviewed on an individual basis.
3. If an officer uses both of your Excused Absences and will be absent for a 3rd time (MEANING FOR ANY REASON) they will receive a strike. Subsequent absences will be cause for another strike.
4. Excused Absences cannot be used back to back for both EBM's and GBM's.
5. Excused absences will restart every quarter. (Note: Strikes do NOT restart, these carry over the academic year.)
6. The attendance system will carry on into the summer as well.

**ALL** absences **MUST** be reported to the Co-Presidents and Vice President via email at: [fs.ucsd.president@gmail.com](mailto:fs.ucsd.president@gmail.com).

*Public Health Officers* - although EBM's don't apply, we expect the same level of professionalism as documented above for Public Health committee meetings. Please also feel free to communicate directly with the Public Health Chair to discuss any absences from Public Health meetings.

*Member Engagement Committee Officers* - EBM's do not apply, but for committee member Engagement Meetings, the same rules still apply. Only one excused absence from committee meetings or two excused absences from GBM's, no unexcused absences, and must attend 2 social + 2 fundraising + 1 volunteer event + 1 medical clinic. These are general officer duties, and you are all now officers. Please communicate with the Social Chair(s), Publicity Chair(s), or Fundraising Chair(s) for excused absences.

#### Amending the Constitution:

A  $\frac{3}{4}$  vote of all board members present at the board meeting will amend the constitution.

#### Other Rules and Regulations:

Board members or other members may negotiate agreements outside of meetings, but may not commit the club to any financial obligations without  $\frac{3}{4}$  approval of the board present at the meeting.

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

The Flying Sams at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself.

The Flying Sams at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

### In case of interaction with Minors and/or elderly

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

Flying Samaritans 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>. Flying Samaritans at UC San Diego 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.

### In case of provision of medical assistance

In the event that The Flying Sams 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.

### In case of international travel

The Flying Sams at UC San Diego 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.