

Middle Eastern Pharmacists Association (MEPhA) at UC San Diego Skaggs School of Pharmacy and Pharmaceutical Sciences Constitution 2024-2025 Academic Year

Chapter Constitution and Bylaws

ARTICLE I. NAME OF ORGANIZATION

The organization shall be called **Middle Eastern Pharmacists Association (MEPhA) at UC San Diego Skaggs School of Pharmacy and Pharmaceutical Sciences.**

ARTICLE II. STATEMENT OF PURPOSE

MEPhA is dedicated to promoting healthcare awareness programs within the community and creating a welcoming platform where Middle Eastern pharmacists and students can connect, learn, and grow together. Committed to inclusivity, MEPhA encourages networking, mentorship, and professional development opportunities for all, fostering a supportive environment that values diverse perspectives and backgrounds while empowering future pharmacists in California. Members will benefit from professional development, cultural awareness, and service opportunities.

ARTICLE III. NONPROFIT STATEMENT

MEPhA at UC San Diego Skaggs School of Pharmacy and Pharmaceutical Sciences is a nonprofit student organization.

ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP

Membership is open to all students enrolled at UC San Diego Skaggs School of Pharmacy and Pharmaceutical Sciences. Members are encouraged to participate actively in meetings, events, and outreach activities to support MEPhA's mission.

- **Eligibility:** Any pharmacy student at UC San Diego Skaggs School of Pharmacy and Pharmaceutical Sciences is eligible to join MEPhA. Membership is open to all students, regardless of background, in alignment with the UC San Diego Nondiscrimination Policy. This ensures inclusivity and equal opportunity for all interested students.
- **Dues:** MEPhA membership does not currently require dues. However, voluntary contributions to support events and initiatives may be encouraged to help sustain and expand MEPhA's activities.

- **Participation:** Active membership is defined by regular involvement in MEPhA's objectives, including attending meetings, participating in events, and contributing to community outreach programs. Members are encouraged to engage consistently to maximize the benefits of membership and support MEPhA's mission.

MEPhA at UC San Diego Skaggs School of Pharmacy and Pharmaceutical Sciences is committed to inclusivity, following all university policies on nondiscrimination. For further details, members may refer to the UC Nondiscrimination Policy:

- [UCOP Nondiscrimination Policy](#)
- [UC San Diego Nondiscrimination Policy](#)

ARTICLE V. FREQUENCY OF ORGANIZATION MEETINGS

MEPhA at UC San Diego Skaggs School of Pharmacy and Pharmaceutical Sciences will hold a minimum of six general meetings per academic year. These general meetings will be supplemented by additional meetings as needed for event planning and organizational business.

- **Meeting Schedule:** The schedule for general meetings will be determined at the start of each academic quarter and communicated to all members in advance.
- **Minutes:** Minutes will be taken at each meeting to document discussions, decisions, and action items. The VP of Communications will maintain these minutes, ensuring they are accessible to all members, especially those unable to attend.
- **Executive Board Meetings:** The executive board will meet at least once per month to discuss operations, plan events, and address organizational business. These meetings ensure that the board remains aligned with MEPhA's mission and goals.
- **Quorum Requirements:** For general meetings, a quorum will consist of at least 20% of active membership. For executive board meetings, a quorum will require the presence of 50% of board members to ensure that decisions represent the majority of leadership.

ARTICLE VI. QUALIFICATIONS FOR HOLDING OFFICE AND METHODS OF SELECTING AND REPLACING OFFICERS

Only registered UC San Diego Skaggs School of Pharmacy and Pharmaceutical Sciences students may hold office in the organization. Only registered UC San Diego Skaggs School of Pharmacy and Pharmaceutical Sciences students may vote in elections for the selection of the organization's officers. MEPhA's executive board will include the following positions, each with specific duties to support the organization's goals:

1. President (1 Officer)

- Oversee all MEPhA operations and preside over meetings.
- Act as the primary liaison between MEPhA, UC San Diego administration, and external organizations.
- Delegate responsibilities, set meeting agendas, and ensure that chapter initiatives align with MEPhA's mission.
- Represent MEPhA at regional and national events and coordinate with other MEPhA chapters, if applicable.
- Prepare an annual report detailing the chapter's achievements and goals for the upcoming year.

2. Vice President (1 Officer)

- Support the President in coordinating chapter activities and assume presidential duties if the President is unavailable.
- Supervise committee work and assist in planning events and outreach initiatives.
- Act as an advisor for all other board members, ensuring tasks and projects are on track.
- Collaborate with the Community Outreach Chair to develop programs that promote healthcare awareness in underserved communities.

3. Vice President of Finance (1 Officer)

- Oversee chapter finances, including budget preparation, record-keeping, and managing expenses.
- Collect and manage any funds from fundraising activities or donations, ensuring funds are allocated in line with MEPhA's mission.
- Maintain a clear financial record, prepare a financial report each semester, and present it to the board.
- Collaborate with the Events Coordinator to prepare budgets for planned events and secure funding if necessary.

4. Vice President of Communications (1 Officer)

- Maintain accurate and complete records of meeting minutes, membership lists, and important chapter documents.
- Distribute meeting minutes to members and communicate event updates and information.

- Assist the President in maintaining an organized calendar of events and deadlines.
- Maintain an archive of MEPhA's historical documents to provide continuity in leadership transitions.

5. Community Outreach Chair (1 Officer)

- Plan and organize community healthcare awareness programs in collaboration with local healthcare providers and community centers.
- Develop partnerships with local organizations to support healthcare access and education, especially in underserved areas.
- Facilitate workshops or events that emphasize cultural sensitivity and inclusivity in healthcare.
- Report on the progress and impact of outreach programs during chapter meetings.

6. Event Coordinator (1 Officer)

- Plan and organize MEPhA's professional development, networking, and social events, ensuring they align with MEPhA's mission.
- Coordinate logistics for events, including scheduling, securing venues, arranging speakers, and managing event registration.
- Work closely with the Treasurer to develop event budgets and manage expenses.
- Gather feedback after events to continuously improve event planning and member engagement.

7. Director of Social Media & Marketing (1 Officer)

- Manage MEPhA's social media platforms, promoting events, initiatives, and MEPhA's mission to a broader audience.
- Document chapter activities, taking photos and compiling records of events for chapter history.
- Create content to engage members and raise awareness about MEPhA's mission, events, and community outreach efforts.
- Maintain a digital archive of photos, event highlights, and other materials that reflect the chapter's impact and accomplishments.

8. P-1 Liaison: (2 Officers)

- Act as the primary point of contact between first-year pharmacy students (P1s) and the MEPhA executive board, ensuring effective communication and representation of the P1 class within MEPhA.
- Encourage and support P1 student involvement in MEPhA events, meetings, and outreach programs by sharing event information, answering questions, and promoting MEPhA's mission among the incoming class.

- Provide feedback to the executive board regarding the interests, needs, and suggestions of P1 members, helping to tailor events and initiatives that are inclusive and beneficial to all MEPhA members.
- Assist with organizing orientation and networking activities specifically for first-year students to foster a welcoming and supportive environment within the MEPhA community.
- Attend monthly executive board meetings and general meetings to provide updates on P1 engagement and bring forward any concerns or ideas from the P1 class.
- Collaborate with other board members, particularly the Community Outreach Chair and Event Coordinator, to help plan events that resonate with new students and encourage active participation.

Election Process

- **Eligibility:** Candidates must be active MEPhA members in good academic standing.
- **Application and Selection:** Candidates will submit an application outlining their qualifications and goals for the position. A selection committee, composed of current executive board members and advisors, will review applications and choose officers based on demonstrated commitment, relevant experience, and alignment with MEPhA's mission.
- **Term of Office:** Officers will serve a one-year term, beginning on June 1 and concluding on May 31 of the following year.

Officer Removal and Replacement

An officer may be removed for failure to fulfill duties, misconduct, or neglect of responsibilities. Removal requires a two-thirds vote of the executive board. In the event of a vacancy, the President may appoint a replacement, subject to board approval.

ARTICLE VII. RISK MANAGEMENT

MEPhA at UC San Diego Skaggs School of Pharmacy and Pharmaceutical Sciences is a registered student organization at the University of California, San Diego, but is not part of the University itself.

MEPhA at UC San Diego Skaggs School of Pharmacy and Pharmaceutical Sciences understands that the University does not assume legal liability for the actions of the organization.

In the event that MEPhA provides healthcare assistance or educational services, all student volunteers will work under the supervision of licensed healthcare professionals to ensure compliance with health and safety standards.

ARTICLE VII. SECTION 1. IN CASE OF INTERACTION WITH MINORS AND/OR ELDERLY
MEPhA at UC San Diego Skaggs School of Pharmacy and Pharmaceutical Sciences recognizes that all registered student organizations that serve minors or the elderly have access to training on child and elder abuse prevention via UC Learning (<https://uclearning.ucsd.edu>). MEPhA at UC San Diego Skaggs School of Pharmacy and Pharmaceutical Sciences will develop plans for events where members interact with minors or the elderly to ensure that all volunteers receive education on the Child Abuse Neglect Reporting Act (CANRA), understand measures to prevent abuse allegations (such as avoiding one-on-one situations and working in visible settings), and are trained on proper reporting protocols for potential harm or neglect.

ARTICLE VII. SECTION 2. IN CASE OF THE PROVISION OF MEDICAL ASSISTANCE

In the event that MEPhA at UC San Diego Skaggs School of Pharmacy and Pharmaceutical Sciences provides healthcare-related assistance to the community, all volunteers will operate under the supervision of licensed healthcare providers, such as (doctors, pharmacists, nurses, counselors, etc) to ensure adherence to health and safety standards. The University does not recommend that students provide medical assistance independently.

ARTICLE VII. SECTION 3. IN THE CASE OF INTERNATIONAL TRAVEL

MEPhA at UC San Diego Skaggs School of Pharmacy and Pharmaceutical Sciences recognizes that the University generally recommends against all international travel by student organizations due to the myriad of risks travelers face in foreign countries. MEPhA at UC San Diego Skaggs School of Pharmacy and Pharmaceutical Sciences is 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 healthcare 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. MEPhA members are also encouraged to procure travel insurance with medical

coverage that covers their chosen destination, as most U.S. health plans are not valid in foreign countries.

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

MEPhA at UC San Diego Skaggs School of Pharmacy and Pharmaceutical Sciences provides medical assistance to the community under the supervision of licensed professionals, such as pharmacist preceptors. Services may include conducting blood glucose screenings, blood cholesterol measurements, blood pressure screenings, and providing immunizations, primarily the seasonal flu vaccine, among other services as appropriate.

Risks Associated with Activities

Risks associated with these activities include potential exposure to blood products when taking small blood samples from patients. To mitigate these risks, MEPhA volunteers will follow standard precautions, including:

- Practicing good hand hygiene by using hand disinfectant before and after collecting samples from patients.
- Using gloves during sample collection and ensuring the safe disposal of waste.

Blood Spill Procedures

If blood is spilled on surfaces, MEPhA will follow these cleaning procedures:

1. Remove as much of the spill as possible with a paper towel.
2. Clean the area with warm water and detergent using disposable cloth, then disinfect the area with household bleach.
3. Seal used gloves, paper towels, and cleaning cloths in a plastic bag and dispose of them appropriately.

Protocol for Contact with Blood

In the event that an individual comes into contact with blood, MEPhA will follow these procedures:

1. Contaminated clothing will be removed.
2. For any physical contact with blood, the following steps must be followed:
 - If an individual's skin contacts blood, the area will be thoroughly washed with soap and water.
 - If blood is orally contacted, the person will immediately spit it out and rinse their mouth with water multiple times.
 - If blood enters the eyes, the area will be rinsed thoroughly with water while the eyes are open.

In the event that MEPhA at UC San Diego Skaggs School of Pharmacy and Pharmaceutical Sciences provides medical assistance to a community, all volunteers will operate under the supervision of licensed professionals (such as doctors, nurses, and counselors). The University does not recommend that students provide medical assistance independently.

ARTICLE VIII. HAZING PREVENTION

MEPhA at UC San Diego Skaggs School of Pharmacy and Pharmaceutical Sciences is committed to maintaining a safe, inclusive, and supportive environment for all its members. Hazing, defined as any action that causes physical or mental discomfort, embarrassment, harassment, or ridicule as part of initiation or membership requirements, is strictly prohibited. MEPhA adheres to the UC San Diego hazing policy, all relevant UC policies, and California State Law regarding hazing prevention.

- Education and Awareness: MEPhA will educate its members on identifying and preventing hazing through regular discussions, training sessions, and accessible resources. All members will be informed about what constitutes hazing and the negative impact it can have on individuals and the organization.
- Reporting and Accountability: Members are encouraged to report any suspected hazing activities immediately. Reports can be made anonymously via email to hazing@ucsd.edu, or through university resources listed below. MEPhA commits to addressing any hazing reports promptly and fairly, in coordination with UC San Diego authorities when necessary.
- Preventative Measures: MEPhA will foster a culture of respect and inclusivity, ensuring all activities are focused on positive engagement and personal development rather than any form of initiation or pressure. All members are expected to contribute to an atmosphere that respects individual dignity and does not tolerate hazing.
- Consequences of Hazing: MEPhA acknowledges that any violation of the UC San Diego hazing policy, or other applicable UC policies and California law, will result in disciplinary action, potentially involving the Center for Student Accountability, Growth, & Education. Consequences for hazing may include both organizational sanctions and individual disciplinary actions.

For more information on hazing policies and reporting, members are encouraged to consult:

- [UC San Diego Hazing Policy](#)
- [UC San Diego PPM 160-10](#)

- [UCOP PACAOS-100](#)

This policy ensures MEPhA maintains a welcoming and safe environment, aligned with the highest standards of conduct expected by UC San Diego.

ARTICLE IX. COMMUNITY MENTOR

MEPhA at UC San Diego Skaggs School of Pharmacy and Pharmaceutical Sciences values the guidance and expertise of a Community Mentor to support the organization's mission and activities, especially as an academic and health profession organization. The Community Mentor plays a crucial role in providing professional insight, mentorship, and support for MEPhA's outreach and community engagement efforts.

- Selection: The Community Mentor for MEPhA will be selected by the executive board, ideally from UC San Diego Skaggs School of Pharmacy and Pharmaceutical Sciences faculty or staff, with a background in pharmacy, healthcare, or a related field. Candidates for the mentor role should have a demonstrated commitment to supporting student-led healthcare initiatives and an understanding of MEPhA's mission.
- Term: The Community Mentor will serve for a one-year term, with the possibility of reappointment based on mutual agreement between the mentor and the executive board.
- Role and Responsibilities:
 - Provide guidance and mentorship to MEPhA members, helping align activities with professional standards and ethical practices in healthcare.
 - Offer input on MEPhA's outreach programs, event planning, and community engagement efforts, with an emphasis on safety and effective service delivery.
 - Assist MEPhA in networking with external organizations and professionals to further MEPhA's goals and broaden students' professional exposure.
 - Attend key events and meetings when possible to offer support and foster a connection between MEPhA and the wider UC San Diego community.

MEPhA at UC San Diego Skaggs School of Pharmacy and Pharmaceutical Sciences will formally register the selected Community Mentor and recognize their role within the organization. Having a Community Mentor enhances the credibility and impact of MEPhA's initiatives and supports the academic and professional development of its members.

For more information on the Community Mentor role and benefits, members can visit the UC San Diego One Stop website: [Community Advisors](#).

ARTICLE X. FINANCIAL MANAGEMENT

MEPhA at UC San Diego Skaggs School of Pharmacy and Pharmaceutical Sciences will finance its activities through fundraising events, voluntary contributions, and potential donations. The organization may also seek funding support from university resources or external partnerships that align with MEPhA's mission.

- Handling of Funds: All funds raised or donated will be securely managed by the Vice President of Finance, with oversight from the President. MEPhA will not maintain an off-campus bank account; therefore, all financial transactions will occur within university-approved accounts or funding mechanisms. Funds will only be used for organizational purposes, such as covering event costs, community outreach programs, and other mission-related activities.
- Budgeting and Reporting: The Vice President of Finance will prepare a semesterly budget outlining planned expenses and projected income, which will be reviewed and approved by the executive board. This budget will also be made available to MEPhA members for transparency. MEPhA does not submit a budget to the A.S. or G.S.A. finance committee quarterly but will comply if required in the future.
- Fundraising Activities: All fundraising events and financial activities will align with MEPhA's mission and be pre-approved by the executive board. The VP of Finance will ensure funds are allocated according to approved budget items.

MEPhA will follow university policies on managing and documenting finances. Any adjustments to financial procedures or new designated signers for financial management will be recorded in meeting minutes as official documentation.

For more information on financial management policies, members can refer to the UCSD Financial Management Toolkit: [Bank Accounts](#).

ARTICLE XI. AFFILIATION WITH OTHER GROUPS

MEPhA at UC San Diego Skaggs School of Pharmacy and Pharmaceutical Sciences is affiliated with the National Middle Eastern Pharmacists Association (MEPhA), providing members access to a broader network of professionals for mentorship, professional development, and collaborative opportunities. This affiliation allows MEPhA members to participate in state and national MEPhA events and gain resources and support to further MEPhA's mission at UC San Diego Skaggs School of Pharmacy and Pharmaceutical Sciences.

MEPhA will also actively collaborate with other student organizations within the UC San Diego Skaggs School of Pharmacy and Pharmaceutical Sciences to promote healthcare awareness, community outreach, and professional development initiatives. This collaboration enhances the overall impact of MEPhA's activities, fosters inter-organizational support, and broadens the opportunities available to members.

Affiliation Requirements:

Affiliation with the National Middle Eastern Pharmacists Association requires MEPhA members to uphold professional standards and participate in events and initiatives that reflect the mission of the national organization. MEPhA will ensure that any events or outreach efforts align with both MEPhA's mission and the guidelines established by the national association. There are no additional financial obligations or membership requirements imposed on members by the national affiliation, but participation in collaborative activities and networking events is encouraged to maximize the benefits of this connection.

ARTICLE XII. AMENDMENTS

The MEPhA chapter By-Laws may be amended at any time by following these procedures:

- a. Any proposed amendments to the chapter By-Laws must be submitted in writing to the Executive Committee.
- b. The Secretary will announce the proposed amendment(s) at the next general meeting. The amendment(s) will also be posted in a conspicuous place and/or written copies will be made available for general member review at least one week prior to the next general meeting.
- c. The proposed amendment(s) will be announced a second time and voted on following an open review for all members at the subsequent general meeting.
- d. Adoption of the proposed amendment(s) will require an affirmative two-thirds (2/3) vote of the members present.
- e. Once adopted, the amendment(s) shall become effective immediately.