

HEALTH & MEDICAL PROFESSIONS PREPARATION PROGRAM (HMP3) CONSTITUTION

ARTICLE I. NAME OF ORGANIZATION

The organization shall be called Health and Medical Professions Preparation Program at UC San Diego; hereinafter referred to as “HMP3.”

ARTICLE II. STATEMENT OF PURPOSE

The Health and Medical Professions Preparation Program at UC San Diego is to be the premier non-profit organization for UC San Diego students desiring to enter careers in the various fields of healthcare. The Health and Medical Professions Preparation Program at UC San Diego serves to deliver meaningful community service experience, personal development, access to standardized tests, mentoring, career insight, and unique philanthropic endeavors for the benefit of the greater UC San Diego community.

ARTICLE III. NONPROFIT STATEMENT

Health and Medical Professions Preparation Program at UC San Diego is a non-profit student organization.

ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP

The General Body shall consist of all students registered with HMP3 at UC San Diego.

Clause A: Active Membership shall be granted to any and all members who attend an event within their time here at UC San Diego.

Clause B: Membership will not be unfairly withheld from any student actively desiring to participate as a member of HMP3 with the goal to uphold the HMP3 mission statement.

ARTICLE IV. SECTION 1. HAZING PREVENTION

HMP3 is committed to maintaining a safe, inclusive, and respectful environment for all its members and does not condone hazing. Hazing, in any form, is strictly prohibited within the organization in compliance with state and federal law, Regents’ policies and University regulations. Participation in hazing or any intentional, knowing, or reckless act, activity, or method committed by a person (whether individually or in concert with other persons) against another person or persons, including current, former, or prospective students, regardless of the willingness of such other person or persons to participate, that is committed in the course of a preinitiation, an initiation into, an affiliation with, or the maintenance of membership in, an official or unofficial student organization or other student group that i. causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of

higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury, including personal degradation or disgrace, and/or ii. the person knew or should have known was likely to cause serious bodily injury. As an organization, we understand that failure to abide by hazing policies and laws will result in referral to the Center for Student Accountability, Growth, and Education (SAGE) for an organizational violation and/or individual violation(s).

ARTICLE V. MEETINGS

Section 1: General Body Meetings

Clause A: The General Body of HMP3 shall meet at least twice per academic quarter from September through June to ensure adequate communications and to plan future events.

Clause B: HMP3's General Body meeting dates shall be set by the advisor with consent of the HMP3 Executive Board during HMP3 Executive Board meetings.

Clause C: A General Body meeting may be canceled by a majority vote of the HMP3 Executive Board.

Clause D: Any student, community member, faculty member, or Administrator from UC San Diego may attend HMP3 meetings, unless the HMP3 Executive Board agrees to close the meeting to the general public by majority vote.

Section 2: Board Meetings

Clause A: All members serving on Executive Board, General Board, and as Subcommittee Chairs will attend board meetings

Clause B: Board meetings will be held every two weeks.

Clause C: Board members will be allowed to miss two board meetings per quarter.

Clause D: Meeting minutes will be taken by the co-presidents.

Clause E: Meeting agendas will be distributed by the co-presidents.

Clause F: A board meeting may be canceled by a majority vote of the HMP3 Executive Board.

Section 3: Transitional Meetings

Clause A: The purpose of the Transitional Meeting shall be to elect the next year's President and Vice-President and to provide a forum whereby previous HMP3 Executive Board members can explain the duties and obligations of their positions to prospective HMP3 Executive Board applicants.

Clause B: There shall be a Transitional Meeting in Spring Quarter of each year during which the current HMP3 Executive Board shall meet.

Clause C: The Transitional Meeting shall be part of a General Body meeting of HMP3.

Clause D: All HMP3 General Body members shall be allowed to attend and vote at the Transitional Meeting.

Clause E: During Transitional Meetings

- Officer positions shall be elected and must be filled in the order of President, then Vice President.
- Eligibility - All candidates for President shall be qualified as having Active Membership. All candidates for President shall also be either a Member of the General Body or a Member of the HMP3 Executive Board.
- Eligibility - An Active Member shall be defined as a student who has attended at least one General Body meeting during both the Fall and Winter Quarters prior to the Transitional Meeting.
- The President shall be elected by a plurality vote from the HMP3 Executive Body. The candidate with the highest number of votes will be deemed the winner of the vote.
- The Vice President shall be elected by a plurality vote from the HMP3 Executive Body. The candidate with the highest number of votes will be deemed the winner of the vote.

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. EXECUTIVE BOARD

Subsection 1: President

Clause A: Elections and Terms of Service

- The President shall be elected by a plurality vote of the Officer Body. Should a tie occur, the two candidates will serve as co-presidents.
- The President shall serve a term of one (1) year, commencing on the first day of the Summer following their election, and concluding on the last day of the Spring Quarter.

Clause B: Powers and Responsibilities

- The President shall serve as the chief executive officer of HMP3.
- The President shall be a voting member of the Executive Board and of the General Body. The President shall possess one (1) vote if a tie occurs in a meeting of the HMP3 Executive Board.
- The President shall preside over all meetings of the HMP3 Executive Board.
- The President may delegate their duties.

- The President shall approve all Officer Projects with the consent of the Vice President.
- The President shall generate an agenda for all HMP3 Executive Board meetings.
- The President shall set attendance guidelines for the HMP3 Executive Board officers with the consent of the Vice President.

Subsection 2: Vice Presidents

Clause A: Elections and Terms of Service

- Vice Presidents shall be elected by a plurality vote of the Officer Body.
- Only students who have served at least 1 year on board may be eligible to run for Vice President.
- The Vice President shall serve a term of one (1) year, commencing on the first day of the Fall Quarter, and concluding on the last day of the Spring Quarter.

Clause B: Powers and Responsibilities

- The Vice President shall be a voting member of the Executive Board and of the General Body.
- The Vice President shall assist the President in the fulfillment of duties of office.
- The Vice President will set goals and oversee their respective branches.
- All subcommittee chairs should report to their respective Vice President.

Clause C: There will be a Vice President overseeing each branch of HMP3 for a total of three Vice Presidents.

ARTICLE VI. SECTION 2. GENERAL BOARD

Subsection 1: Social and Membership Chair

Clause A: Appointment and Terms of Service

- The Social & Membership Chair shall be elected by a plurality vote of the Officer Body.
 - The Social & Membership Chair shall be appointed by the President and Vice President if no one runs for the office.
- The Social & Membership Chair shall serve a term of one (1) year, commencing on the first day of the appointment, and concluding on the last day of the Spring Quarter.

Clause B: Powers and Responsibilities

- This position shall fulfill all duties agreed upon between the President, Vice President, Advisor, and the appointed individual.

Subsection 2: Publicity Chair

Clause A: Appointment and Terms of Service

- The Social & Membership Chair shall be elected by a plurality vote of the Officer Body.
 - The Social & Membership Chair shall be appointed by the President and Vice President if no one runs for the office.
- The Social & Membership Chair shall serve a term of one (1) year, commencing on the first day of the appointment, and concluding on the last day of the Spring Quarter.

Clause B: Powers and Responsibilities

- This position shall fulfill all duties agreed upon between the President, Vice President, Advisor, and the appointed individual.

Subsection 3: Finance Chair

Clause A: Appointment and Terms of Service

- The Social & Membership Chair shall be elected by a plurality vote of the Officer Body.
 - The Social & Membership Chair shall be appointed by the President and Vice President if no one runs for the office.
- The Social & Membership Chair shall serve a term of one (1) year, commencing on the first day of the appointment, and concluding on the last day of the Spring Quarter.

Clause B: Powers and Responsibilities

- This position shall fulfill all duties agreed upon between the President, Vice President, Advisor, and the appointed individual.

ARTICLE VI. SECTION 3. SUBCOMMITTEE CHAIRS

Subsection 1: HPMP Cochair

Clause A: Appointment and Terms

- The HPMP Chair(s) shall be appointed by the VP of Mentorship.
- The HPMP Chair shall serve a term of one (1) year, commencing on the first day of the appointment, and concluding on the last day of the Spring Quarter.

Clause B: Powers and Responsibilities

- This position shall fulfill all duties agreed upon between the President, Vice President, Advisor, and the appointed individual.
- The HPMP Chair shall be responsible for the completion of at 5 events during their term.
- The HPMP Chair shall oversee the members of their subcommittee.
- The HPMP Chairs shall report directly to the VP of Mentorship. Should emergent issues arise, they shall report to the President.

Subsection 2: PMP Chair**Clause A: Appointment and Terms**

- The PMP Chair(s) shall be appointed by the VP of Mentorship.
- The PMP Chair shall serve a term of one (1) year, commencing on the first day of the appointment, and concluding on the last day of the Spring Quarter.

Clause B: Powers and Responsibilities

- This position shall fulfill all duties agreed upon between the President, Vice President, Advisor, and the appointed individual.
- The PMP Chair shall be responsible for the completion of at 5 events during their term.
- The PMP Chair shall oversee the members of their subcommittee.
- The PMP Chairs shall report directly to the VP of Mentorship. Should emergent issues arise, they shall report to the President.

Subsection 3: HRI Chair**Clause A: Appointment and Terms**

- The HRI Chair(s) shall be appointed by the VP of Exploring Healthcare.
- The HRI Chair shall serve a term of one (1) year, commencing on the first day of the appointment, and concluding on the last day of the Spring Quarter.

Clause B: Powers and Responsibilities

- This position shall fulfill all duties agreed upon between the President, Vice President, Advisor, and the appointed individual.
- The HRI Chair shall be responsible for the completion of at 5 events during their term.
- The HRI Chair shall oversee the members of their subcommittee.
- The HRI Chairs shall report directly to the VP of Exploring Healthcare. Should emergent issues arise, they shall report to the President.

Subsection 4: Service Chair**Clause A: Appointment and Terms**

- The Service Chair(s) shall be appointed by the VP of Exploring Healthcare.
- The Service Chair shall serve a term of one (1) year, commencing on the first day of the appointment, and concluding on the last day of the Spring Quarter.

Clause B: Powers and Responsibilities

- This position shall fulfill all duties agreed upon between the President, Vice President, Advisor, and the appointed individual.
- The Service Chair shall be responsible for the completion of at 5 events during their term.

- The Service Chair shall oversee the members of their subcommittee.
- The Service Chairs shall report directly to the VP of Exploring Healthcare. Should emergent issues arise, they shall report to the President.

Subsection 5: SEARCH Chair**Clause A: Appointment and Terms**

- The SEARCH Chair(s) shall be appointed by the VP of Exploring Healthcare.
- The SEARCH Chair shall serve a term of one (1) year, commencing on the first day of the appointment, and concluding on the last day of the Spring Quarter.

Clause B: Powers and Responsibilities

- This position shall fulfill all duties agreed upon between the President, Vice President, Advisor, and the appointed individual.
- The SEARCH Chair shall be responsible for the completion of at 5 events during their term.
- The SEARCH Chair shall oversee the members of their subcommittee.
- The SEARCH Chairs shall report directly to the VP of Exploring Healthcare. Should emergent issues arise, they shall report to the President.

Subsection 6: MEDS Chair**Clause A: Appointment and Terms**

- The MEDS Chair(s) shall be appointed by the VP of Bridging the Gap.
- The MEDS Chair(s) shall serve a term of one (1) year, commencing on the first day of the appointment, and concluding on the last day of the Spring Quarter.

Clause B: Powers and Responsibilities

- This position shall fulfill all duties agreed upon between the President, Vice President, Advisor, and the appointed individual.
- The MEDS Chair shall be responsible for the completion of the MEDS Conference.
- The MEDS Chair shall oversee the members of their subcommittee.
- The MEDS Chairs shall report directly to the VP of Bridging the Gap. Should emergent issues arise, they shall report to the President.

Subsection 7: HOPE Chair**Clause A: Appointment and Terms**

- The HOPE Chair(s) shall be appointed by the VP of Bridging the Gap..
- The HOPE Chair shall serve a term of one (1) year, commencing on the first day of the appointment, and concluding on the last day of the Spring Quarter.

Clause B: Powers and Responsibilities

- This position shall fulfill all duties agreed upon between the President, Vice President, Advisor, and the appointed individual.
- The HOPE Chair shall be responsible for the completion of the HOPE Conference.
- The HOPE Chair shall oversee the members of their subcommittee.
- The HOPE Chairs shall report directly to the VP of Bridging the Gap. Should emergent issues arise, they shall report to the President.

Subsection 8: HOP Chair

Clause A: Appointment and Terms

- The HOP Chair(s) shall be appointed by the VP of Bridging the Gap.
- The HOP Chair shall serve a term of one (1) year, commencing on the first day of the appointment, and concluding on the last day of the Spring Quarter.

Clause B: Powers and Responsibilities

- This position shall fulfill all duties agreed upon between the President, Vice President, Advisor, and the appointed individual.
- The HOP Chair shall be responsible for the completion of at 5 events during their term.
- The HOP Chair shall oversee the members of their subcommittee.
- The HOP Chairs shall report directly to the VP of Bridging the Gap. Should emergent issues arise, they shall report to the President.

ARTICLE VI. SECTION 4. REMOVAL PROCESS

Clause A: In the case a general board member or subcommittee chair is not fulfilling their responsibilities, they will be given a written warning from the President or their respective VP, if they are a subcommittee chair. After the warning, the President or VP will have a meeting with the officer to discuss the reason for the meeting and steps to get back on track.

- If the concern was brought up by the officer's cochair, the VP will also hold a meeting with them.
- The VP or President will hold a follow up meeting with the officer a month after the initial meeting to ensure changes are being made.

Clause B: In the case a general board member or subcommittee member is still not fulfilling their responsibilities after the initial warning and meeting, the officer will receive a written notice that includes the reason for potential removal and the date of the hearing meeting with the Executive Board.

- All members of the Executive Board must be present at the hearing meeting.
- After the meeting, the Executive Board will vote on the removal of the officer.
- A 3/5 majority vote must be reached for the official removal of the officer.
- If the officer misses the hearing, the meeting will be foregone, and they will be

officially removed.

- After the vote, a written notice of the final decision will be sent to the officer.

Clause C: In the case a Vice President is not fulfilling their responsibilities, they will be given a written warning from the President. After the warning, the President will have a meeting with the Vice President to discuss the reason for the meeting and steps to get back on track.

- The VP or President will hold a follow up meeting with the officer a month after the initial meeting to ensure changes are being made.

Clause D: In the case a Vice President is still not fulfilling their responsibilities after the initial warning and meeting, the Vice President will receive a written notice that includes the reason for potential removal and the date of the hearing meeting with the rest of the Executive Board.

- All members of the Executive Board must be present at the hearing meeting.
- After the meeting, the Executive Board will vote on the removal of the officer.
- A 3/4 majority vote must be reached for the official removal of the officer.
- If the officer misses the hearing, the meeting will be foregone, and they will be officially removed.
- After the vote, a written notice of the final decision will be sent to the officer.

Clause E: In the case a President is not fulfilling their responsibilities, their co-present or any Vice President can give a written warning. After the warning, the President will have a meeting with the rest of the Executive Board to discuss the reason for the meeting and steps to get back on track.

- The Executive Board will hold a follow up meeting with the President a month after the initial meeting to ensure changes are being made.

Clause F: In the case a President is still not fulfilling their responsibilities after the initial warning and meeting, the President will receive a written notice that includes the reason for potential removal and the date of the hearing meeting with the rest of the Executive Board.

- All members of the Executive Board must be present at the hearing meeting.
- After the meeting, the Executive Board will vote on the removal of the officer.
- A 3/4 majority vote must be reached for the official removal of the officer.
- If the officer misses the hearing, the meeting will be foregone, and they will be officially removed.
- After the vote, a written notice of the final decision will be sent to the officer.

Clause G: In the case an officer is removed and they do not have a co-officer, the President will be responsible to recruit a new member to fill the position.

Clause H: In the case an officer is removed and they do have a co-officer, the Vice President will work with the co-officer to either promote a member to officer or delegate the removed officer's tasks.

ARTICLE VII. RISK MANAGEMENT

Clause A: HMP3 at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself.

Clause B: HMP3 at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

Clause C: In the event that HMP3 provides medical assistance to a community or individual, all volunteers will work under the direction of licensed professionals (doctors, nurses, counselors, etc.) as the University does not recommend that students provide medical assistance. HMP3 understands that the University does not assume legal liability for the actions of the organization. Students are responsible for their own safety, as governed by their actions and the safety provided by UC San Diego Campus Police and Security Officers.

Clause D: HMP3 events will take place on campus and abide by all UC San Diego regulations and guidelines, including the rules dictated on all Triton Activity Planner forms and by organization advisors.

Clause E: Compliance to fire safety, room capacity, and other general regulations will be monitored and obeyed to minimize health and other safety hazards.

ARTICLE VIII. COMMUNITY MENTOR

The HMP3 Community Mentor shall be a paid employee of the Academic Enrichment Programs at UC San Diego.

ARTICLE VIV. FINANCIAL MANAGEMENT

Clause A: The Presidents and Finance Chair will be designated signers on the off-campus bank account.

Clause B: The Finance Chair will keep track of any money coming in and out of the bank account.

Clause C: The Finance Chair will submit a monthly financial report to the Presidents.

Clause D: The Finance Chair will give a quarterly report at the first board meeting of the quarter, reporting how much money each subcommittee has in the bank account.

Clause E: Subcommittees will apply for AS Funding to fund their events.

Clause F: If cochairs decide they will need additional funding for their event, they will plan ahead to fundraise.

Clause G: Fundraised funds will be deposited in the off-campus bank account.