

ARTICLE I. NAME OF ORGANIZATION

The organization shall be called MedSearch at UC San Diego.

ARTICLE II. STATEMENT OF PURPOSE

MedSearch at UC San Diego is dedicated to fostering the next generation of healthcare leaders by providing comprehensive guidance to its members in their exploration of medical and educational opportunities through free programs, mentorship, and access to extracurricular resources. Concurrently, our organization is committed to impactful community service by actively organizing the donation of essential care items, such as first aid kits and homemade cards, to local hospitals, homeless shelters, and refugee centers. Members will gain valuable leadership, service, and medical insight through monthly meetings, hands-on donation drives, and engagement with the broader healthcare community, ultimately contributing to both campus well-being and the greater San Diego community.

ARTICLE III. NONPROFIT STATEMENT

MedSearch at UC San Diego is a non-profit student organization.

ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP

Any undergraduate student currently registered at UC San Diego is welcome to attend MedSearch at UC San Diego events and general body meetings without any restrictions or prior membership requirements.

Membership in MedSearch at UC San Diego is open to any registered UC San Diego student, consistent with the **Nondiscrimination Policy Statement for University of California Publications regarding Student-Related Matters**. MedSearch at UC San Diego is committed to maintaining a safe, inclusive, and respectful environment for all its members and does not discriminate on the basis of protected categories such as race, religion, gender, gender identity, sexual orientation, age, or disability, as outlined by UC policy.

To become an active member and maintain membership with MedSearch at UC San Diego, individuals must fulfill the following requirements:

- **Quarterly Membership Dues:** Active members are required to pay **quarterly membership dues of \$5**. These dues must be submitted by the specified deadline each quarter.
- **Meeting and Activity Attendance:** Active members must attend at least **one (1) general body meeting and one (1) chapter activity** per quarter.

MedSearch at UC San Diego understands that financial hardships can arise. If a member faces difficulty in paying the quarterly dues, they are encouraged to contact the President or Treasurer confidentially to discuss alternative arrangements or a waiver. The organization is committed to working with students to ensure that financial status does not prevent participation in MedSearch at UC San Diego.

ARTICLE IV. SECTION 1. HAZING PREVENTION - New for 2025/26 Academic Year!

MedSearch at UC San Diego 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

MedSearch at UC San Diego will hold regular meetings to facilitate its operations, engage members, and fulfill its mission.

ARTICLE V. SECTION 1. GENERAL BODY MEETINGS

- MedSearch at UC San Diego chapters are **expected to hold monthly general body meetings** during the academic year.
- These meetings will serve as a forum to discuss **medical opportunities, medical topics or monthly themes, and host guest speakers**. They will also be utilized for planning **volunteering or service events** and other chapter activities.
- To maintain active membership, individuals are required to attend at least **one (1) general body meeting** per quarter, as outlined in ARTICLE IV.

ARTICLE V. SECTION 2. EXECUTIVE BOARD MEETINGS

- Executive board meetings will be convened as needed to address organizational management, strategic planning, event logistics, and leadership development.

ARTICLE V. SECTION 3. MEETING MINUTES

- MedSearch at UC San Diego will **take meeting minutes**, particularly for official general body and executive board meetings.

- These minutes will document discussions, decisions, and action items, and will be made available to **help inform absent members**.
- The Secretary or Vice President of Internal Affairs shall be responsible for accurately recording and maintaining meeting minutes.

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 POSITIONS AND RESPONSIBILITIES (Revised)

The leadership structure of MedSearch at UC San Diego shall consist of an Executive Board, possessing voting power for all major organizational decisions, and an Auxiliary Team, responsible for specialized operational support.

ARTICLE VI. SECTION 1.1. EXECUTIVE BOARD (VOTING POSITIONS AND PRINCIPAL MEMBERS)

The Executive Board shall be composed of five officers who serve as the organization's Principal Members (PMs). They shall have collective voting power over organizational affairs, strategic decisions, and policy amendments.

- **President:** The President is responsible for the overall leadership and management of the MedSearch at UC San Diego chapter. This includes overseeing all chapter operations, representing the organization in the community, acting as the primary liaison with the MedSearch International Team and the Center for Student Involvement (CSI), and ensuring adherence to the organization's purpose of guiding youth in medical opportunities and providing community care. In the absence of the President, the Vice President of Internal Affairs shall assume the presidential duties and responsibilities.
- **Vice President of Internal Affairs:** This officer assists the President in overseeing internal operations, coordinates general body and executive board meetings, and is responsible for accurately recording and maintaining meeting minutes, which is strongly encouraged for official procedures and decision-making to help inform absent members. The VP Internal assumes the duties of the President in their absence.
- **Vice President of External Affairs:** This officer is responsible for the chapter's outreach efforts, fostering partnerships, identifying collaborative opportunities within the UC San Diego community and beyond, and promoting MedSearch's mission. This role may assist in identifying local donation site partnerships for chapter activities.
- **Events Coordinator:** This officer is responsible for planning, organizing, and executing all major chapter activities and events, including coordinating monthly meetings focused on medical

opportunities or guest speakers, as well as facilitating large-scale activities. As a Principal Member, this officer serves as the necessary liaison for all logistical and event compliance needs, including submission of the Triton Activity Planner (TAP) for on-campus events.

- **Treasurer:** The Treasurer manages all financial aspects of the organization. This includes the collection of quarterly membership dues of \$5, handling funds for events and activities, maintaining transparent financial records, and overseeing the management of funds raised or received, ensuring compliance with University policies on fundraising.

ARTICLE VI. SECTION 1.2. AUXILIARY TEAM (NON-VOTING POSITIONS)

The Auxiliary Team members support the operational functions of the Executive Board, do not hold voting power and are not designated as Principal Members.

- **Social Media Manager:** This officer is responsible for managing the chapter's online presence, primarily through Instagram, ensuring adherence to MedSearch branding guidelines. Duties include creating and scheduling posts at least twice a month on designated topics such as medical themes, volunteering opportunities, medical specialties, extracurricular resources, and meeting highlights, which aligns with the international affiliation requirements.
- **Service Coordinator:** This officer manages the organization's community service initiatives, specifically coordinating the donation requirements set by MedSearch International. Responsibilities include overseeing the organization and execution of donation drives for essential care items, such as first aid kits and homemade cards, intended for local community centers, with the chapter required to donate 30 first aid kits annually. This officer shall coordinate all activity logistics with the Events Coordinator.
- **Membership Chair:** This officer is primarily focused on managing active membership status, which requires tracking member compliance with the requirement of attending at least one (1) general body meeting and one (1) chapter activity per quarter, and also assists the Treasurer with the verification of quarterly membership dues compliance. To ensure accurate records and credit allocation for activities, this officer shall coordinate with the Events Coordinator to accurately track member participation credit for all chapter activities planned and executed by that Principal Member.
- **Fundraiser Chair:** This officer works under the direction of the Treasurer and the Executive Board to plan and execute fundraising events, including organizing activities to raise funds through the sale of goods/services or events. This officer is responsible for ensuring activities are compliant with University policies, which strictly prohibit continuous fundraising that takes the form of a commercial enterprise, and shall coordinate financial reporting with the Treasurer.

Additional officer positions may be established by a majority vote of the Executive Board as needed to support the growing needs and initiatives of MedSearch at UC San Diego.

ARTICLE VI. SECTION 2. ELIGIBILITY FOR OFFICE

To be eligible to hold an officer position in MedSearch at UC San Diego, an individual must:

- Be a **currently registered and enrolled undergraduate student** at UC San Diego.

- Maintain active membership status within MedSearch at UC San Diego by fulfilling all requirements outlined in ARTICLE IV.
- Demonstrate a strong commitment to the organization's mission and actively participate in its activities.

ARTICLE VI. SECTION 3. OFFICER SELECTION AND REPLACEMENT PROCESS

- **Nominations:** Nominations for all officer positions will be opened during the Spring Quarter of each academic year, typically in Week 5. Active members may nominate themselves or other eligible active members.
- **Elections:** Elections will be held annually during the Spring Quarter, usually in Week 7 or 8, at a designated general body meeting. A simple majority vote of the active members present at the election meeting is required for election to an officer position.
- **Term of Office:** Officers shall serve for a term of one academic year, beginning on the first day of instruction of the Fall Quarter and concluding on the last day of instruction of the following Spring Quarter.
- **Officer Transition:** A comprehensive transition period will be conducted during the Spring Quarter (Weeks 9-10) and prior to the start of the Fall Quarter to ensure a smooth handover of duties, responsibilities, and resources from outgoing to incoming officers.
- **Vacancies:** In the event that an officer position becomes vacant during an academic year, the remaining Executive Board members, by a simple majority vote, may appoint an eligible active member to fill the vacancy for the remainder of the term or until the next scheduled election, whichever comes first.

ARTICLE VI. SECTION 4. REMOVAL PROCESS

MedSearch at UC San Diego is committed to maintaining a fair and consistent process for the removal of members, officers, or the President, ensuring **due process is followed**. Grounds for removal must comply with university **non-discrimination policies**. For assistance with ensuring due process or if the organization is undergoing a removal process, members and officers are encouraged to **connect with Student Legal Services (SLS)** or the organization's **CSI Advisor**.

Grounds for Removal: A member, officer, or the President may be subject to removal for, but not limited to, the following reasons:

- Failure to uphold the organization's mission and purpose.
- Non-compliance with the requirements for active membership as outlined in ARTICLE IV (e.g., non-payment of dues, failure to meet attendance requirements).
- Violation of the MedSearch at UC San Diego constitution or bylaws.
- Violation of University policies, including the UC San Diego Nondiscrimination Policy, Hazing Prevention Policy (ARTICLE IV. SECTION 1), or other relevant UC San Diego regulations.
- Actions deemed detrimental to the well-being, reputation, or effective functioning of MedSearch at UC San Diego or its members.

Process for Officer and President Removal:

1. **Written Notice:** The officer or President shall be provided with **written notice** from the Executive Board. This notice must clearly state the specific reason(s) for the potential removal and include the date, time, and location of a hearing meeting or vote.

2. **Hearing:** During the scheduled hearing, both parties involved (e.g., the Executive Board presenting the grounds for removal and the officer/President in question) **must be allowed to share their perspectives**. The individual facing potential removal shall have the **opportunity to present a defense and submit counter-evidence**.
3. **Vote:** Following the hearing, a vote will be conducted. A **two-thirds (2/3) majority vote of the Executive Board** is required for the removal of an officer or the President.
4. **Written Notification of Decision:** After the vote, the individual shall receive **written notice of the final decision**.

Process for Member Removal:

1. **Notification:** For concerns regarding a member's conduct or adherence to requirements, a verbal or written warning may be issued by an Executive Board member. For more serious infractions, formal removal proceedings can be initiated directly.
2. **Written Notice:** If formal removal is pursued, the member shall receive **written notice** from the Executive Board, stating the reason(s) for potential removal and the date of a meeting where the matter will be discussed or voted upon.
3. **Opportunity to Respond:** The member will be given an opportunity to present their perspective to the Executive Board.
4. **Vote:** A **simple majority vote of the Executive Board** is required for the removal of a member.
5. **Written Notification of Decision:** The member will be informed in writing of the final decision.

Referral of Misconduct: MedSearch at UC San Diego **will not investigate allegations of student misconduct** within the organization. Any such cases, including allegations of harassment, discrimination, or other serious policy violations, **must be referred to the appropriate university departments:**

- **Office for the Prevention of Harassment & Discrimination (OPHD)** for complaints regarding Anti-Discrimination and Sexual Violence and Sexual Harassment Policies.
- **Student Accountability, Growth, and Education (SAGE)** for other student misconduct or organizational violations.

ARTICLE VII. RISK MANAGEMENT

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

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

MedSearch at UC San Diego's mission to guide youth in medical and educational opportunities and provide community care through donations of first aid kits and supportive items introduces inherent risks. These primarily include interaction with minors and potentially the elderly, the indirect provision of medical assistance through item distribution, potential misinformation during educational activities, and general event safety.

To mitigate these risks, MedSearch at UC San Diego will:

- Ensure the safety and well-being of all individuals, particularly minors and the elderly, by adhering to university guidelines and providing relevant training.
- Clearly define "medical assistance": Members will focus on educational guidance and item distribution, and will not provide direct medical treatment. Any activity resembling direct assistance will be supervised by licensed professionals, as per university recommendations .
- Provide accurate information: All educational content will be vetted and explicitly presented for informational purposes only, not as professional medical advice.
- Foster an inclusive environment: Concerns regarding harassment or discrimination will be addressed by referring them to the Office for the Prevention of Harassment & Discrimination (OPHD).
- Leverage its Community Mentor for guidance, troubleshooting, leadership development, and resource connections, especially for activities involving minors, the elderly, or medical assistance.
- Register all on-campus events via the Triton Activity Planner (TAP) to comply with university policies and utilize the RSO insurance program.

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

MedSearch 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> . MedSearch 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 MedSearch 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 IX. COMMUNITY MENTOR

MedSearch at UC San Diego's high-risk activities, which involve youth, community interactions, and indirect medical assistance, make having a Community Mentor highly recommended, and possibly required if the organization falls under a "Health Profession" or "Pre-Professional" category.

Community Mentor Selection and Role:

- **Selection:** The Community Mentor will be a UC San Diego staff or faculty member, or a San Diego community member, familiar with MedSearch's mission. The chosen mentor must review the Community Mentor Resources Training and complete the Community Mentor Signature Page.
- **Role:** The mentor will provide mentoring, assist with leadership development, share expertise, troubleshoot situations, help mediate conflicts, offer guidance in workshops, and connect the organization to valuable campus resources, including CSI Program Managers. They can also assist

with event logistics and meeting facilitation, and are encouraged to attend meetings if requested. Their role is to support students in leading their organization and advise on campus perceptions for events. They must also familiarize themselves with student organization requirements, including hazing resources. A Community Mentor is distinct from a CSI Advisor.

- **Term:** The term of service will be collaboratively established through discussions with MedSearch at UC San Diego officers and members.

ARTICLE X. FINANCIAL MANAGEMENT

MedSearch at UC San Diego operates as a non-profit organization. It will finance its activities through **fundraising events, seeking university funding, and accepting donations**, which can include monetary contributions or in-kind items such as first aid kits and care supplies. All funds earned or received will be managed transparently to support the organization's mission.

ARTICLE XI. AFFILIATION WITH OTHER GROUPS

MedSearch at UC San Diego is an **officially approved chapter of MedSearch International**, making it part of an international affiliation.

This affiliation means that MedSearch at UC San Diego members are integral to MedSearch International's mission: **guiding youth in medical and educational opportunities and providing essential community care through donations**. Members will engage in activities aligned with this broader purpose and benefit from being part of a larger network, enabling collaboration with other chapters and participation in chapter leader group chats and workshops.

The affiliation with MedSearch International includes several **additional requirements**:

- **Donating 30 first aid kits annually**, with flexibility for the first year upon discussion.
- **Posting at least twice monthly on Instagram**, covering topics like medical themes, volunteering, specialties, extracurriculars, and meeting highlights. This also requires creating a chapter Instagram page using MedSearch branding and specific bio information.
- **Holding monthly meetings** focused on medical opportunities, topics, guest speakers, or service events.
- **Conducting chapter activities** such as donating first aid kits, care kits, or letters to various community centers.