

Homeless HEAL Constitution

Adopted August 2016 - Updated September 2025

Article I: Name of Organization

The organization shall be called Homeless Health and Empowerment Across Learning (abbreviated as Homeless HEAL or HHEAL) at UC San Diego. This is a student-run, not-for-profit organization at UC San Diego. Homeless HEAL is a UC San Diego service organization.

Article II: Mission Statement

The purpose of Homeless HEAL is for UC San Diego students to identify and research the unique health challenges surrounding homelessness in San Diego, design an educational curriculum addressing those topics, and teach this information in presentations with partnering organizations that provide services for individuals experiencing homelessness and housing insecurity. Homeless HEAL aims to improve health outcomes in San Diego by empowering this community through health-based education and more informed health decision-making . This organization provides service and leadership opportunities to all members, known as student educators.

Article III: Not-for-Profit Statement

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

Article IV: Community Advisor

This community advisor for this organization is Dr. Ramon Hernandez.

Article V: Financial Management

The Treasurer will manage all funds of the organization and will ensure that the organization does not go into debt. In the case the Treasurer is a non-principal member, the Treasurer must designate a single principal member to be responsible for all currency deposits into and withdrawals out of the On-Campus Student Org Fund Account, as well as submission of financial paperwork to One-Stop. The Treasurer will submit specific budgets to designated One-Stop personnel for every event necessary. The Treasurer will be in charge of collecting and managing funds from fundraisers and events. The Treasurer will manage funds to finance club activities and purchasing of essential supplies. The Treasurer shall be responsible for collecting

the annual \$15 membership fee from all active members. The Treasurer will uphold honesty by reporting monthly statements of funds and transactions during the Bi-Monthly Meetings.

Article VI: Club Eligibility

Those interested in applying must complete the required online application located in the Homeless HEAL [website](#). All applications are reviewed by the Interview and Orientation Co-Director(s). Those eligible are invited for an interview.

Article VII: Membership and Requirements

Membership is extended to all UC San Diego students. Membership fees are \$15 per academic year to fund club activities and purchasing of essential supplies. Members unable to pay their membership fee due to special circumstances will still be members of the organization. Members are encouraged to attend the quarterly General Body Meetings (GBMs) and the Annual Project Symposium. Members are to participate in two classes (whether teaching or leading) with an optional class available during the summer. Members need to participate in an online orientation, prior to teaching and leading.

Article VIII: Hazing Prevention

Homeless HEAL 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 IX: Frequency of Meetings

Bi-Monthly Administrative Board meetings will be held at a time most convenient for all Administrative Members. Frequency of such meetings will be as necessary. General Body Meetings will be held once per quarter. Additional meetings for presenters will be held for the respective activities (i.e. meetings to draft and edit curriculum, mock presentation meetings, project-related meetings etc.).

Article X: Membership Positions

2024-2025 Board Members

Executive Director and President - Monisha Saxena

Operating and Strategic Director and Secretary - Abhigna Srikantam

Treasurer - Katayoon Marzban

Education Director - Arshia Sohal

Interview and Orientation Co-Directors - Katayoon Marzban and Madina Danish

Outreach Director - Emma Lin

Chairs - Bisma Chaudry, Kian Falah, Carol Gonzalez, Preethi Veeragandham, Phoebe Wang

Executive Committee

1. Chair

- a. Minimum 1 year commitment.
- b. Serves as the contact point for every board member on board-related issues. c. Helps guide, advise, and strategize with all board members to make sure goals are met.
- d. Works directly alongside the President in overseeing the activity of all other members, as well as enacting plans and ideas to further the organization's direction.
- e. Responsible for communicating with advisors, networking with community partners, and seeking out opportunities for furthering the organization's mission. f. Aids in reviewing Mock Presentations.
- g. Checking in with project leaders to guide and assist with project goals.
- h. Available to help as needed in conducting interviews and orientations. i.
- i. At least one chair presides at every meeting.

2. President

- a. Minimum 1 year commitment.
- b. Oversees the activity of all other members, as well as to enact plans and ideas to

further the organization's direction.

- c. Ensures that all board members are involved in organization activities and helps set goals and objectives for the board.
- d. Reviews and signs all necessary documents for non-profit status.
- e. Works alongside the Treasurer in overseeing all funds distribution in resources.
- f. Ensures the organization complies with the Constitution.
- g. Organizes all non-profit meetings with the Secretary.
- h. Presides at every meeting.

3. Secretary

- a. Minimum 1 year commitment.
- b. Takes minutes at every board meeting and GBMs, and reports all minutes to the respective Google Drive folder.
- c. Responsible for maintaining organization within the Google Drive.
- d. Must attend all interviews and work as a scribe as the Interview and Orientation Co-Director(s) conduct the interview, also acting as a possible tie breaker vote.
- e. Accurately fills out the HHEAL Interview Document while scribing interviews initially prepared by Interview and Orientation Co-Directors.
- f. Creates and prints all on-campus/off-campus advertisements following all One-Stop Guidelines for organization events.
- g. Attends other organizations' events/GBMs in order to raise awareness of Homeless HEAL.
- h. Maintains ties with all UC San Diego pre-health organizations, in-person and virtually, to increase organization involvement.
- i. Maintains website by periodically updating with news and updates.
- j. Updates social media (Facebook, Instagram, Twitter) to reflect activity of organization regularly.
- k. Works with fellow Administrative Board members to create social media posts to advertise and broadcast messages for the organization.
- l. Presides at every meeting.

4. Treasurer

- a. Minimum 1 year commitment.
- b. Manages funds within the organization and reports the amount of money the organization has every month on the respective Spreadsheet(s).
- c. Responsible for collaborating with fundraising groups for additional financial support.
- d. In charge of obtaining donations received from the website, Facebook, and Instagram and placing the donations in the organization's fund.

- e. Works with the administrative board to use funds for needs of the org, including but not limited to refreshments for GBMs and other meetings and gatherings, advertising, supplies for presentations, donations, etc.
- f. Responsible for obtaining all approved out-of-pocket expenses from HHEAL members and reimbursing them by obtaining proof of payment.
- g. Responsible for collecting the annual HHEAL member expense (\$15) from all members and placing it in the organization's fund.
- h. Presides at every meeting.

Administrative Branches

1. Executive Director

- a. Minimum 1 year commitment.
- b. Helps guide, advise, and strategize with all administrative members to achieve the organization's goals set by the board.
- c. Works directly alongside administrative members in overseeing the activity of all other organization members; enact plans and ideas to further the organization's direction.
- d. Conducts 1-on-1 meetings on a bi-quarterly or tri-quarterly basis with all Administrative Board members.
- e. Creates a quarterly checklist of responsibilities that the Administrative Board members must carry out and during every bi-monthly meeting, receives updates on those responsibilities (Dates and Deadlines Sheet).
- f. Oversees all projects and responsibilities and aides members through any difficulties.
- g. Delivers updates from the Administrative Branch during GBMs.
- h. Presides at every meeting.

2. Operating and Strategic Director

- a. Minimum 1 year commitment.
- b. Oversees organization responsibilities and relays information to the Executive Director.
- c. Responsible for organization registration in August prior to the beginning of the Fall quarter, and designates four or more UC San Diego-student Principal Members.
- d. Meets with Advisors, Doctors, Public Health Officials, Professors, etc. on campus to learn more about UC San Diego involvement in eradicating homelessness, helping individuals facing housing crisis, and learn about current events about homelessness in San Diego.

- e. Drafts and conducts GBMs.
- f. Ensures board members respond to inbox emails related to their positions in a timely manner.
- g. Is aware of and tracks member participation in presentations, projects, and volunteer activities to consolidate and log volunteer hours for members.
- h. Maintains the Past-Current-Future Excel sheet to track all members before, during, and after active participation with the organization.
- i. Send quarterly emails on how many hours the Homeless HEAL member has accumulated and sends verified hours at member's request and upon graduation from the organization.
- j. Presides at every meeting.

3. Interview and Orientation Co-Directors

- a. Minimum 1 year commitment.
- b. There must be two Interview and Orientation Directors who are proactive and must send emails within a timely manner.
- c. Reviews applications and transcripts and chooses students to interview. Sends necessary emails to applicants on whether or not they are considered eligible for an interview.
- d. Prepares for interviews by reserving rooms for interviews (in-person or virtual) and preparing the Homeless HEAL Interview Sheet for each interviewee.
- e. Conducts interviews using the respective Homeless HEAL Interview Sheet and determines if the applicant is eligible and accepts or declines applicant (via email).
- f. Responsible for sharing information on new members to the Education Director for class assignment and the Strategic Operating Director for inclusion in the PCF.
- g. Works to recruit new students to ensure there are enough Student Educators and Lead Instructors and/or new recruits for the organization at any given time, such as by creating posters, flyer, or using other sources such as public media, and then works to determine which students fit the mission of Homeless HEAL to be considered for an interview.
- h. Orients newly accepted Student Educators on how to make a standardized presentation for Homeless HEAL.
- i. Orients Lead Instructors on how to lead a class for Homeless HEAL.
- j. Presides at all organization meetings.

4. Outreach Director

- a. Minimum 1 year commitment.
- b. Responsible for expanding the organization to new shelters, understanding the

- demographics of the area, and becoming acquainted with the clients.
- c. Responsible for working alongside facility and program directors to create respective curriculum schedules, as well as modifying the present curriculum to reflect the needs of the facility if need be (i.e. including, or not including, specific units and/or classes), relays facility scheduling details to the Education Director.
 - d. Presents all facility related news and updates to the Administrative Board.
 - e. Communicates with the Education Director to avoid scheduling overlap and conflict.
 - f. Presides at all organization meetings.

5. Education Director

- a. Minimum 1 year commitment.
- b. Obtains newly admitted member information from the Interview and Orientation Co-Directors, and assigns their classes based on preference and class availability.
- c. Ensures all non-Administrative Board members participate in at least 2 presentations each year.
- d. Creates Google Drive folders and documents containing the information for quarterly classes for general members, including the General Member Folder.
- e. Creates and updates Curriculum Guide for classes.
- f. Establishes Mock Presentations 1 and 2 deadlines based on the overall scheduling availability.
- g. Serves as liaison between the Lead Instructors, Student Educators, and the Outreach Director. Oversees Lead Instructors to ensure that they are effectively working with their Student Educators, and will work together with them in helping the Student Educators create and present their presentations.
- h. Ensures the quality and integrity of all presentations made and confirms that powerpoints are standardized according to the Homeless HEAL powerpoint template through collaboration with the Lead Instructors.
- i. Is responsible for evaluating the Mock Presentations for quality control and relaying feedback to the Lead Instructors and Student Educators, using the support of chairs and Interview and Orientation Co-Directors as needed.
- j. Periodically checks presentations throughout the quarter to ensure progress.
- k. Communicates with the Outreach Director to avoid scheduling overlap and conflict.
- l. Provides printed feedback forms to Lead Instructors and collects and analyzes forms after the presentation.
- m. Presides at all organization meetings.

Education and Training

1. Lead Instructor

- a. Selected by the Education Director.
- b. Guides student educators through the completion of a class.
- c. Plans regular meetings and mock presentations with student educators. d. Monitors presentation and adds necessary edits to presentation to ensure quality and accuracy of content.
- e. Provides feedback on mock presentations to student educators and shares that information with the Education Director.
- f. Reserves rooms as necessary to complete mock presentations.
- g. Provides printed surveys to Student Educators at the final mock presentation (for the official presentation date, provided by the Education Director).
- h. Contacts Student Educators consistently and reviews presentations on a weekly basis.

2. Student Educator

- a. Applies for organization through the HHeal website.
- b. Completes orientation for creating curriculum.
- c. Works with another student educator to research and create curriculum for assigned classes.
- d. Attends necessary Mock Presentations and other meetings as necessary.
- e. Communicates with the Lead Instructor within a 48 hour time period.
- f. If necessary, brings the equipment (laptop, pointer, etc.) for presentations at shelter or facility if not provided (may be checked out from UC San Diego libraries by a designated UC San Diego student member).

Projects Involvement

1. Projects Initiative Leader

- a. Dedicates time and research to specific projects and how Homeless HEAL members can pursue projects to the fullest potential.
- b. Attends board meetings as necessary to present current updates.
- c. Meets with project members regularly to work on respective projects.

2. Projects Initiative Member

- a. Participates in assigned projects by meeting with group members and Project Leader during respective meeting dates.
- b. Communicates with Project Initiatives Leader within a 48 hour time period.

Article XI: Methods for Selecting and Removing Administrative Members and Non-Administrative Members

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. Nominations and elections for all Administrative Board positions will be held every Spring quarter at which all interested members apply for the respective position and if elected, they will embody respective organization board positions for the upcoming academic year. All newly elected members will train for their position during the Summer quarter and assume their positions at the start of Fall quarter. 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 Executive Director will be succeeded by another Administrative Board member via popular vote among the Board to succeed them as Executive Director. Should an Administrative or non-Administrative member be unable to perform their duties on a consistent basis, a majority vote amongst all Administrative members will be held to determine their removal. A replacement for that Administrative Board position will be elected by majority vote of all attending and active members at the next meeting.

Article XII: Risk Management

Homeless HEAL at UC San Diego is a registered student organization at University of California, San Diego, but not part of the University itself. Homeless HEAL at UC San Diego understands that the University does not assume legal liability for the actions of the organization. In the event that an activity which may pose any threat to the health and well being of our members arises, appropriate safety precautions will be taken. In the event that Homeless HEAL 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. Homeless HEAL 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 the Center for Student Involvement, online or in person (in person by request only). Homeless HEAL 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.