

**NATIONAL ARAB AMERICAN MEDICAL ASSOCIATION NEXTGEN AT UC SAN DIEGO CONSTITUTION
2025-2026 ACADEMIC YEAR**

ARTICLE I. NAME OF ORGANIZATION

The organization shall be called National Arab American Medical Association NextGen at UC San Diego (NAAMA NextGen at UC San Diego).

ARTICLE II. STATEMENT OF PURPOSE

NAAMA NextGen at UC San Diego seeks to connect, empower, and inspire Arab American healthcare students.

Our purpose includes:

- Empowering undergraduates and graduates to engage in healthcare advocacy, research, and community service through a shared Arab heritage
- Providing mentorship through Arab American medical professionals as role models
- Serving the UC San Diego community by creating opportunities for cultural, professional, and social growth
- Representing, empowering, and advocating for all Arab American healthcare students

ARTICLE III. NONPROFIT STATEMENT

National Arab American Medical Association NextGen at UC San Diego is a non-profit student organization.

ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP

Membership is open to all UC San Diego students in accordance with UC San Diego’s Non-Discrimination Policy. NAAMA NextGen at UC San Diego does not discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. Unless specified as a members-only event, all students of this chapter’s academic institution are welcome to attend events. Chapters are permitted to prohibit individuals acting in opposition to NAAMA NextGen’s purpose from attending events without consulting NAAMA NextGen National.

To maintain active membership, members must:

- Be registered UC San Diego students
- Pay national NAAMA NextGen dues via naamanextgen.com
 - active membership allows for national membership benefits and also inclusion on the chapter’s email listserv, group chat, and participation in chapter specific programs (such as a mentorship program) as determined by the chapter
- Serving the UC San Diego community by creating opportunities for cultural, professional, and social growth

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

National Arab American Medical Association 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).

Hazing will not be tolerated and members are at no risk of being on the receiving end of such bullying. If members are reported to be hazing, it would be necessary to remove membership from that person.

ARTICLE V. MEETINGS

NAAMA NextGen at UC San Diego will hold general body meetings at least twice per quarter and executive board meetings monthly. Special meetings may be called by the president(s). Meeting minutes will be recorded during general body meetings, executive board meetings, and special meetings by the secretary and made available to members upon request. Meeting minutes will also help to factor into executive board elections during the next election cycle.

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 executive board must consist of at least a president, secretary, treasurer, and social media chair. An equivalent position with a different name is also acceptable. All board members must adhere to the following requirements:

- Uphold the purpose of NAAMA NextGen
- Complete NAAMA NextGen National's executive board member registration form
- Attend all of NAAMA NextGen National's quarterly meetings
- Attend chapter events and partake in chapter activities
- Attend executive board meetings

**NATIONAL ARAB AMERICAN MEDICAL ASSOCIATION NEXTGEN AT UC SAN DIEGO CONSTITUTION
2025-2026 ACADEMIC YEAR**

- Have an active presence in the chapter and national NAAMA NextGen community
- Follow through on position specific tasks and responsibilities

The roles and responsibilities of executive board members include, but are not limited, to the following:

President (Maximum of 2 Co-Presidents)

- Ultimately determines the direction of the chapter after reflecting with all board members
- Leads and manages the executive board and executive board meetings
- Promotes and empowers executive board members' initiatives
- Ensures board members are following through on their duties and enforces correctional action if needed
- Runs elections
- Ensures the chapter and board information is up-to date and registered with both the Academic Institution and NAAMA NextGen National
- Assists with events and initiatives organized by board members
- First point of contact with NAAMA NextGen National

Vice-President

- Helps lead and manage the executive board and executive board meetings
- Promotes and empowers executive board members' initiatives
- Ensures board members are following through on their duties and enforces correctional action if needed
- Helps run elections
- Ensures the chapter and board information is up-to date and registered with both the Academic Institution and NAAMA NextGen National
- Assists with events and initiatives organized by board members

Secretary

- Schedules executive board meetings
- Creates executive board meeting agenda, takes meeting notes, creates action items
- Keeps track of executive board member attendance and task completion
- Maintains email lists and chapter group chat
- Keeps track of member attendance at events
- Assists with events and initiatives organized by board members

Treasurer

- Maintains and oversees chapter's financial accounts
- Documents all financial transactions made by or for the chapter
- Responsible for reimbursements
- Applies for grant funding from the chapter's academic institution, NAAMA NextGen National, NAAMA, or organizations who align with NAAMA NextGen's purpose

**NATIONAL ARAB AMERICAN MEDICAL ASSOCIATION NEXTGEN AT UC SAN DIEGO CONSTITUTION
2025-2026 ACADEMIC YEAR**

Social Media Chair

- Maintains and runs the chapter's social media account
- Posts required NAAMA NextGen National content: Introductory NAAMA NextGen Post, meet the executive board post, and additional posts as specified at quarterly meetings
- Adheres to the Social Media Policies document
- Creates, leads, manages any social media initiatives that contributes toward NAAMA NextGen's mission
- Assists with events and initiatives organized by board members

Mentorship Chair

- Develops a chapter specific mentorship curriculum
- Sends out interest forms and applications to mentors and mentees
- Creates mentorship pairings
- Maintains mentorship program and ensure mentees are being adequately supported by their mentors, repairing or investigating pairings which are not benefitting the mentee
- Organizes mentor/mentee events
- Connects mentors and mentees with opportunities to professional and personal development
- Properly incentivizes and recognizes mentors
- Assists with events and initiatives organized by board members

Events Coordinator

- Organizes and leads social events
- May organize events in collaboration with other organizations which align or may benefit NAAMA NextGen's purpose
- Assists with events and initiatives organized by board members
- Organizes and leads professional development events which promote the professional, personal, and cultural development of members

Faculty Advisor

- Assists chapter leadership in soliciting panelists, resources, and opportunities
- Advises board members in chapter operations

Additional Board Positions or General Executive Board Members

- Additional board positions or general executive board members are permitted should they fulfill chapter specific needs
- Assists with events and initiatives organized by board members

**NATIONAL ARAB AMERICAN MEDICAL ASSOCIATION NEXTGEN AT UC SAN DIEGO CONSTITUTION
2025-2026 ACADEMIC YEAR**

The Selection Process is detailed as follows:

After the third national quarterly board meeting, the chapter must begin the next year's board selection process. Before board elections, up to two presidents may be chosen. Current board members (including the current president) may self-nominate for the President position. If two board members are running unopposed then they will take the position. If there are more than two interested candidates running, all candidates will have one week to prepare a platform to present to the rest of the board and an anonymous election will occur at the next board meeting. The same process will occur for returning board members for positions on the board.

Once board positions have been determined for returning board members, the current president(s) will send out an application for remaining open positions on the executive board. This application will remain open for up to two weeks. The current executive board will have an internal election to determine which applicants will be offered the opportunity to serve as a board member in the next school year. Next year's board will be chosen and registered with NAAMA NextGen National before the fourth national quarterly meeting.

NAAMA NextGen National may amend the election procedure during a quarterly meeting or throughout the school year. Any changes made by NAAMA NextGen National will supersede the procedure laid in this document.

If the board believes that their chapter has unique circumstances in which the election procedure laid out in this document are not the best course of action for a chapter's elections, or that a board member should not be permitted to return to the board then they may submit a petition to NAAMA NextGen National at info@naamanextgen.com. Any decisions made by NAAMA NextGen National will supersede the procedures of this document.

ARTICLE VI. SECTION 1. REMOVAL PROCESS

Two unexcused absences from executive board meetings will result in a warning from the secretary.

Three unexcused absences from executive board meetings will result in the board member being asked to step down from the board.

Two instances of incompleting/delayed tasks will result in a warning email from the administrative chair and meeting with the President(s).

Four instances of incompleting/delayed tasks will result in the board member being asked to step down from the board.

Acceptable excuses for absences or incomplete/delayed tasks include: illness, family emergencies, exams, medical school interview, job interview, religious holiday. All excuses (except for family/medical emergencies/illness) must be communicated 48 hours in advance to be considered excused. If a board member has another reason to be absent and believes it should be excused, it should be communicated 72 hours in advance. All excuses must be communicated to the secretary and President(s).

If a board member is otherwise not fulfilling their duties or is acting in a manner which violates NAAMA

NATIONAL ARAB AMERICAN MEDICAL ASSOCIATION NEXTGEN AT UC SAN DIEGO CONSTITUTION 2025-2026 ACADEMIC YEAR

If a member is found violating NAAMA NextGen's purpose, or otherwise acting in a way which is detrimental to the organization, its members, or the larger community an email petition may be submitted to info@naamanextgen.com to cancel the membership in question. NAAMA NextGen National also reserves the right to cancel a membership. No refund will be given.

Members facing removal will be given written notice of the concerns and the date of the removal vote. The member will have the opportunity to present their perspective, provide evidence, and respond before a decision is made.

A removal requires a two-thirds majority vote of the executive board. Final decisions will be communicated in writing.

Allegations of harassment, discrimination, or other student misconduct will not be investigated internally. They will be referred to the appropriate UC San Diego offices, such as the Office for the Prevention of Harassment and Discrimination (OPHD) and Student Accountability, Growth, and Education (SAGE).

ARTICLE VII. RISK MANAGEMENT

National Arab American Medical Association NextGen at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself.

National Arab American Medical Association NextGen at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

NAAMA NextGen at UC San Diego will adhere to UC San Diego's safety standards, national NAAMA guidelines, and executive board oversight.

ARTICLE IX. COMMUNITY MENTOR

NAAMA NextGen at UC San Diego will have a faculty/staff mentor to provide professional guidance and advisor to the chapter and its members.

The Executive Board will nominate and vote on a faculty or staff member from UC San Diego who has a background in medicine, public health, or student development.

The mentor must agree to serve voluntarily and in alignment with the mission and values of NAAMA NextGen.

Roles and Responsibilities of Community Mentor are, but not limited to:

- Provide professional guidance and support for student members interested in healthcare careers
- Serve as an institutional liaison, connecting the organization with UC San Diego resources, departments, and opportunities
- Advise the Executive Board on organizational development, risk management, and professional conduct

The community mentor will serve for a renewable one-year term, to be reaffirmed annually by the Executive Board at the start of the academic year.

ARTICLE X. FINANCIAL MANAGEMENT

The chapter is permitted to spend funds on all activities which further the mission and vision of NAAMA NextGen. This includes expenditure on food and beverage for events, honorariums, venues, decorations, promotional material, registration items, and other relevant items.

At least three board members must have access to the chapter's finances. This must include the president(s) and treasurer (or equivalent position).

All expenditures must support the mission while being documented and kept track of by treasurer

The chapter may solicit funds from the following places:

- 1) University grants
- 2) NAAMA NextGen grants
- 3) Donors or Organizations who align with NAAMA NextGen's purpose
- 4) Fundraising events and initiatives

ARTICLE XI. AFFILIATION WITH OTHER GROUPS

NAAMA NextGen at UC San Diego is officially affiliated with the National Arab Medical Association and its student division, NAAMA NextGen National.

- Through this affiliation, our members gain access to mentorship from practicing healthcare professionals, national conferences, networking opportunities, scholarships, and collaborative initiatives with NAAMA chapters across the country
- The UC San Diego chapter abides by NAAMA NextGen National's purpose and complies with national membership requirements such as due payment and attendance at quarterly meetings.
- While we are affiliated with NAAMA and NAAMA NextGen National, NAAMA NextGen at UC San Diego has no official affiliation with the University of California, San Diego beyond its recognition as a registered student organization.