

Friends of Dialysis Constitution

I. Name of organization

- a. **The name of this organization shall be Friends of Dialysis.**

II. Purpose of organization

- a. Host events at dialysis centers or facilities for dialysis patients. Dialysis patients or kidney disease patients tend to be drained not only physically but also mentally and emotionally and this club would provide the means for undergraduate students and volunteers to give support.
- b. Collaborate with organizations and facilities to carry through the Friends of Dialysis mission. Friends of Dialysis (hereinafter "FOD") exists to create a sense of welcome and belonging within a sincere and comforting environment for dialysis patients and the community.
- c. Raise awareness about kidney disease and dialysis. As well as raise awareness about different forms of preventative healthcare.
- d. Provide members the opportunity to learn as well as raise awareness about kidney disease, as well as be able to provide a means of supporting patients
- e. Put together supportive kits for patients in dialysis centers.

III. Membership practice

- a. Active members of Friends of Dialysis will be elected or chosen without discrimination on race, sex, religion, color, disability, sexual orientation, age, marital status, or national origin. All students currently enrolled at the associated chapter shall be eligible for membership.

IV. Categories of Membership

- a. Active Membership
 - i. Member attends at least three of the five meetings per a term
 - ii. Members must attend at least one direct service event per term
 - iii. Only active members are eligible to vote and may grant one vote
 - iv. Members must complete at least one hour of service with FOD
- b. Inactive Membership
 - i. Members who do not meet the term value of active membership
 - ii. May be able to restore status to activate by participating and attending on-campus events
 - iii. Not eligible to vote

V. Removal of members

- a. Members can be removed from the organization for inappropriate behavior **1.** All Active Members have the ability to request the removal of another member. Any Active Member who wishes to have another member
- b. removed must present their reasoning in writing to the executive board through an email/electronic or hard copy documentation. Once the complaint/request is brought to the executive board, the following process must take place:
 - i. Charges or complaints brought against an individual
 - ii. Evidence to support the complaint is presented
 - iii. Individuals are given an opportunity to argue a defense and offer counterevidence

- iv. The vote is taken by the executive and committee board
- v. A majority vote will result in the removal of the member in question
- vi. The appeal process for the decision is made by vote. Only one level of appeal is required.

VI. Officers

a. **List of officers**

i. **Executive Board:**

- 1. President
- 2. Vice President
- 3. Financial Director
- 4. Outreach Director
- 5. Secretary
- 6. Social Media and Marketing Director
- 7. KHEP Committee Director
- 8. Membership and Volunteer Director
- 9. Events Director

VII. General Duties and Responsibilities of Officers

a. **The President's duties include:**

- i. Attend all general meetings and events
- ii. Oversees all board members
- iii. Communicate with Nonprofit and ensure that all guidelines are being followed
- iv. Help recruit more undergraduate volunteers
- v. Maintaining relationships with the School of Medicine (if applicable) as well as other institutions and facilities

b. **The Vice President's duties include:**

- i. Assist President and take full responsibility of duties of President when the president is not present.
- ii. Develop agenda of items that need to be discussed at the board meetings as well as present organized agenda during board meetings.
- iii. Make sure that all logistics and paperwork that the institution requires is provided.
- iv. Maintain the cohesiveness of the board and conduct board evaluations
- v. Order materials for Dialysis Stress Relief kits

c. **The Financial Director duties include:**

- i. Develop a budget that will be submitted to the school to allow club access to school account and regulate all financial accounts.
- ii. Create term budgets for events and provide transparency to the board about the finances of club.
- iii. Reimburse members through the Friends of Dialysis account for items that they have spent on club.
- iv. Work with Fundraising Head to establish a budget and allow it to grow.
- v. Keep a record of fundraising profits as surplus to the budget.
- vi. Act as secondary contact for prospective locations for fundraising.
- vii. Inform President/VP/Social Chair of appropriate budget for every event (off-campus and on-campus events).

- viii. Fill out Funding Requests at the start of every term.
- ix. Fill out Reimbursement forms and collect receipts.
- d. **Outreach Coordinator:**
 - i. Attend all events and general meetings.
 - ii. Choose a date and reserve a space to hold events.
 - iii. Make sure quality Kidney Care kits are made.
 - iv. Collaborate with other service and medical clubs and organizations on campus.
 - v. Work with the head of the outreach committee to ensure tabling and outreach is being done.
 - vi. Make sure volunteers are following kit instructions.
 - 1. *Materials will be sent to your residence. It will be your responsibility to bring materials to general meetings.*
 - vii. Collaborate with the off-campus organizations that fulfill our mission.
 - viii. Confirm enough volunteers for each event by setting up a schedule and communicating with the dialysis facility coordinator.
 - ix. Collaborate with medical facility contacts on the themes for service events.
 - x. Coordinate transportation to the medical facility and external events.
 - xi. Order appropriate pamphlets for fairs and community events (ensure Spanish copies are made)
 - 1. *Materials will be sent to your residence. It will be your responsibility to bring materials to events and meetings.*
 - xii. Be present at meetings and events if President cannot attend events
- e. **Secretary:**
 - i. Attend all general meetings, if eligible.
 - ii. Send out bi-weekly emails to undergraduate board and general members with meeting information/updates.
 - iii. Keep a record of member attendance at every meeting/event
 - iv. Keep records of meeting minutes
 - v. Update email contact list
 - vi. Collect all membership dues and keep track of funds on the Google drive
- f. **Social Media and Marketing Director:**
 - i. Attend all events and general meetings & take appropriate photos.
 - ii. Make sure all visitors fill out consent forms, if necessary, and sign in at events.
 - iii. Create and manage the Instagram page, as well as other social media platforms.
 - iv. Design event flyers.
 - v. Make Instagram events to help promote events/fundraisers.
 - vi. Post reminders for upcoming events and meetings.
- g. **KHEP Educational Director**
 - i. Hold volunteers accountable to their commitments.
 - ii. Maintain KHEP resource site.
 - iii. Create creative content and presentations.
 - iv. Follow KHEP Guide.

- v. Maintain communication with high schools and plan class meetings according to the KHEP proposal.
- vi. Create a newsletter reflecting on the past year.
- vii. Maintain KHEP email.
- viii. Communicate with Nonprofit organizations and ensure that KHEP guidelines are being followed.
- h. Membership and Volunteer Coordinator
 - i. Recruits and retains club members.
 - ii. Organizes volunteer schedules and ensures engagement in activities.
 - iii. Tracks volunteer hours and participation.
- i. Events Director
 - i. Plans and executes club events, fundraisers, and educational workshops.
 - ii. Coordinates logistics, including venue, speakers, and materials.
 - 1. I.e room reservations, speaker reservation, etc.
 - iii. Works with other board members to promote engagement.

VIII. Qualifications for Becoming an Officer

- a. To be eligible to become an officer in this organization, potential candidates must be active members of Friends of Dialysis.
- b. Committees may be initiated and temporarily established for specific events and projects if approved by the Friends of Dialysis Nonprofit

IX. Organization

a. Terms of office

- i. Every officer position will last one academic year. If elected, officers may hold positions for up to two years.

b. Procedure for filling vacated offices

- i. When a position is vacated, the executive board will appoint someone—either an Active Member or another officer—to fill the position.

X. Meetings

a. Types of meetings

- i. General Meetings
- ii. Held at least once a month.
- iii. All Board members are required to attend.
- iv. General members must attend at least three out of five meetings every term

b. Board Meetings

- i. Shall be held twice a month.
- ii. All Board members are required to attend.

c. Emergency Meetings

- i. The President shall call for emergency meetings when deemed necessary.

d. Board Retreat

- i. Will be held before every term to go over the term budget and plans as well as any technicalities.

e. Committee Meetings

- i. Held weekly or biweekly to discuss committee matters, such as projects and deadlines.

- ii. Officer and committee reports will be presented at each meeting. Failure to attend these meetings (without appropriate notice) is grounds for counseling with the board and advisors and the potential loss of active membership

XI. Elections

a. Times and periods when elections occur

- i. Yearly elections will be held every Spring term, during the month of March.
- ii. New officers will shadow current officers and will be transitioned through the Spring term. Newly elected officers will take their positions on the first day of summer.
- iii. New officers are required to fill out new chapter forms to reapply within non-profit

b. Nominations

- i. Only active members are eligible for nomination. Any active member can also self-nominate themselves but must be seconded by another active member.
- ii. Applications will be provided to all members of Friends of Dialysis.

c. Notification and posting of elections

- i. Active members will be notified about elections through email, social media, and announcements at meetings.

d. Election procedures

- i. The quorum necessary for elections to take place is 50% of the active members plus one more active member.
- ii. Electronic voting will be allowed and will count toward the quorum requirement.
- iii. Only active members are able to run for elections and only active members are allowed to vote. A majority of votes along with a thorough and fair review of their application and interview will secure an officer position.
- iv. The newly elected officers will be transitioned throughout the remainder of the Spring term, and will officially take their positions on the first day of summer.

XII. Financial records

a. Budget expenditures

- i. Vote of the board members is required for all expenditures
 - ii. The treasurer, vice president, and president will be responsible for authorizing all expenditures and reimbursements
 - iii. Officers should never have complete control of financial matters and the general membership. Approval of the budget plan should be done with at least a 75% majority vote.
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UCSD Articles

ARTICLE I. NAME OF ORGANIZATION

The organization shall be called **Friends of Dialysis at UC San Diego (FOD)**.

ARTICLE II. STATEMENT OF PURPOSE

Friends of Dialysis (FOD) exists to create a sense of welcome and belonging within a sincere and comforting environment for dialysis patients and the community. Our purposes include:

1. Hosting events at dialysis centers or facilities for dialysis patients. Dialysis and kidney disease patients may experience physical, mental, and emotional strain; this organization mobilizes undergraduate students and volunteers to provide support.
 2. Collaborating with organizations and facilities to carry through the Friends of Dialysis mission.
 3. Raising awareness about kidney disease, dialysis, and preventive health practices.
 4. Providing members opportunities to learn about kidney disease and to support patients through service.
 5. Preparing and distributing supportive kits for patients in dialysis centers.
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ARTICLE III. NONPROFIT STATEMENT

Friends of Dialysis at UC San Diego is a non-profit student organization.

ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP

Eligibility and Non-Discrimination. Membership is open to all currently enrolled UC San Diego students, consistent with the UC San Diego Non-Discrimination Policy and applicable UC policies. There are no restrictions based on race, color, national origin, religion, sex, gender identity/expression, sexual orientation, disability, age, medical condition, genetic information, marital status, or veteran status.

Membership Categories.

- **Active Members** must: (a) attend at least three of five general meetings per term; (b) attend at least one direct service event per term; (c) complete at least one hour of service with FOD per term. Only Active Members may vote.
- **Inactive Members** are those who do not meet Active requirements; they may restore Active status by meeting attendance and service expectations. Inactive Members are not eligible to vote.

Dues. If dues are ever required, the amount and due date will be proposed by the Executive Board and approved by a majority vote of Active Members. Inability to pay dues will not, by itself, disqualify a student from membership; alternative arrangements will be offered.

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

Friends of Dialysis 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).

FOD will further prevent hazing by: (1) providing annual education on hazing prevention and reporting; (2) requiring leaders to sign a hazing-free commitment; and (3) building inclusive, mentorship-based onboarding in place of any initiations.

ARTICLE V. MEETINGS

- **General Meetings.** Held at least once per month during the academic year.
- **Board Meetings.** Held twice per month.
- **Committee Meetings.** Held weekly or biweekly as needed for projects and deadlines.
- **Emergency Meetings.** May be called by the President as necessary.
- **Board Retreat.** Held before each term to review budgets, plans, and policies.
- **Minutes.** The Secretary (or designee) will take minutes for General and Board meetings and post them for members.

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.

Section 1. Officer Positions (Executive Board)

1. **President** — Oversees board; attends meetings/events; maintains external partnerships; recruits volunteers; maintains relationships with UC San Diego and community partners.
2. **Vice President** — Assists President; serves as acting President when needed; creates agendas; ensures compliance and paperwork; coordinates board cohesion and evaluations; oversees kit materials procurement.
3. **Financial Director (Treasurer)** — Develops annual and event budgets; maintains transparent accounts; processes reimbursements; manages fundraising records; submits funding requests and reimbursements.
4. **Outreach Director** — Reserves spaces; coordinates tabling and collaborations; ensures kit quality; manages volunteer sign-ups; liaises with dialysis facilities; coordinates transportation; orders educational materials.
5. **Secretary** — Manages communications; sends biweekly updates; tracks attendance; records minutes; maintains contact lists and records.
6. **Social Media & Marketing Director** — Manages social channels; creates flyers and campaigns; documents events; posts reminders; ensures consent and sign-ins as needed.
7. **KHEP Educational Director** — Maintains KHEP resources; develops content; coordinates with schools; ensures guideline compliance; maintains KHEP email and newsletter.
8. **Membership & Volunteer Director** — Recruits/retains members; organizes volunteer schedules; tracks hours and participation.
9. **Events Director** — Plans and executes events, workshops, and fundraisers; coordinates logistics; collaborates across the board.

Qualifications. Officer candidates must be Active Members in good standing.

Terms. Officers serve one academic year; individuals may serve up to two consecutive terms in the same role.

Vacancies. When a position is vacated, the Executive Board may appoint an Active Member or current officer to serve the remainder of the term.

Section 2. Elections

- **Timing.** Annual elections are held each Spring (March). New officers shadow during Spring and assume office on the first day of Summer.
- **Nominations.** Only Active Members may be nominated; self-nominations require a second from another Active Member.
- **Notice.** Elections are announced via email, social media, and meeting announcements.
- **Quorum and Voting.** Quorum is 50% of Active Members plus one. Electronic voting is permitted and counts toward quorum. Only Active Members may vote. A majority vote plus satisfactory application/interview secures a position.

Section 3. Removal Process

FOD follows due process and applies removal procedures consistently, in alignment with University policies. Grounds for removal must comply with non-discrimination policies. Procedures include: (1) written notice stating reasons and hearing date; (2) opportunity for the individual to present a defense and counter-evidence; (3) a vote by the specified body (Executive Board for officers; membership for general members) with the required vote threshold; and (4) written notice of the decision and a one-level appeal process. Allegations of student misconduct are referred to appropriate University offices (e.g., OPHD, SAGE) rather than investigated internally.

ARTICLE VII. RISK MANAGEMENT

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

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

Activities & Risks. FOD's activities (e.g., assembling/distributing support kits; health education; tabling; campus events; visits to dialysis centers) may involve transportation, interaction with vulnerable populations, and event operations. Mitigation includes pre-event briefings, site coordination, volunteer training, adherence to facility rules, and incident reporting protocols.

Article VII. Section 1. In Case of Interaction with Minors and/or Elderly

Friends of Dialysis 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>). **Friends of Dialysis at UC San Diego** 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 **Friends of Dialysis 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.

(Sections 3 and 4 from the CSI template will be added if FOD later engages in international travel or handles hazardous chemicals/equipment.)

ARTICLE VIII. ORGANIZATIONAL STRUCTURE (Optional)

- **Executive Board.** The officers listed in Article VI constitute the Executive Board.
 - **Committees.** The Executive Board may establish committees (standing or ad hoc) for specific initiatives (e.g., Events, Outreach, Education, Fundraising).
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ARTICLE IX. MEETING ATTENDANCE & PARTICIPATION (Optional)

- Active Members are expected to attend at least three of five General Meetings per term and participate in at least one direct service event per term.
 - Unexcused absences from Board/Committee meetings may result in counseling and potential loss of Active status.
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ARTICLE X. FINANCIAL MANAGEMENT (Optional)

- Expenditures require a vote of the Executive Board. The Treasurer, Vice President, and President are responsible for authorizing expenditures and reimbursements.
 - Officers shall not exercise complete unilateral control over finances. Budget plans should be approved by at least a 75% vote of Active Members or as otherwise required by funding bodies.
 - FOD may maintain on-campus or off-campus accounts; designated signers will be appointed annually and recorded in meeting minutes.
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ARTICLE XI. AFFILIATION WITH OTHER GROUPS (Optional)

FOD may collaborate with community nonprofits, dialysis centers, and UC San Diego units to advance its mission. No external affiliation shall supersede UC San Diego policies or these bylaws.

ARTICLE XII. AMENDMENTS (Optional)

Amendments may be proposed by any Active Member and require (1) prior written notice to the membership and (2) a two-thirds vote of Active Members present at a properly noticed meeting (quorum required). Amendments must remain consistent with UC San Diego and CSI policies and retain all mandatory Articles I–VII verbatim.

Thank you for reading. We look forward to having you be a part of our initiatives. Please feel free to contact our team if you have any further questions or concerns.