

ARTICLE I. NAME OF ORGANIZATION

The organization shall be called Physician Assistant Student Society at UC San Diego.

1. The student organization shall also be known as PASS at UC San Diego, an acronym for the name of the organization.

ARTICLE II. STATEMENT OF PURPOSE

The purpose of the student society shall be to serve as the official organization for PA students of the Atkinson Physician Assistant Education program (PAE) and to provide leadership opportunities for professional development while in PA school.

ARTICLE III. NONPROFIT STATEMENT

Physician Assistant Student Society at UC San Diego is a non-profit student organization.

ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP

All PA students enrolled in the Atkinson Physician Assistant Education program shall be eligible for membership in the Physician Assistant Student Society at UC San Diego.

1. Active members shall be enrolled physician assistant students in good standing (as defined by the PAEP) and shall retain voting privileges. Inactive members shall be physician assistant students not in good standing (as defined by the PAE) and are ineligible to vote.
2. Students leaving the program for any reason shall forfeit membership in the Physician Assistant Student Society at UC San Diego.
3. Physician Assistant Student Society at UC San Diego members, both active and inactive, are required to become active student members of the American Academy of PAs (AAPA) and the California Academy of PAs (CAPA).
4. Membership in the Physician Assistant Student Society at UC San Diego shall be open to any student as per Article IV, Section 1, consistent with the Nondiscrimination Policy Statement for University of California Publications regarding Student-Related Matters. (UCOP Policy on Registered Campus Organizations, Section 70.10).

- UCOP: <https://policy.ucop.edu/doc/2710522/PACAOS-20>
- UC San Diego: https://ophd.ucsd.edu/policies-procedures/nps_student.html

ARTICLE IV. SECTION 1. HAZING PREVENTION

Physician Assistant Student Society 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

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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. FREQUENCY OF ORGANIZATION MEETINGS

Physician Assistant Student Society at UC San Diego members shall meet regularly for the transaction of society business. The dates, times, and locations of all regular meetings shall be established by the Executive Board and distributed to all members in a timely manner.

1. Special meetings may be called by the President or a majority of Officers then in office with a minimum of one week's notice in writing by email.
2. A quorum of one more than one-half of all current active Physician Assistant Student Society at UC San Diego members shall constitute a quorum to transact business at all meetings of the membership.

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. Only active Physician Assistant Student Society at UC San Diego members may hold office.

1. The officers of the Physician Assistant Student Society at UC San Diego shall be:
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
 - e. Justice, Equity, Diversity, and Inclusion (JEDI) Chair
 - f. CAPA Student Representative (CAPAR)
 - g. Student Academy Representative (SAR)
 - h. Health & Wellness Chair (HWC)
2. President
The President shall preside at meetings of the Executive Board and the membership, set regular meeting schedules, develop meeting agendas, and submit the same to the secretary for copies and distribution, coordinate the activities of committees, and keep the membership informed of the activities of the Board and committees. The President shall act as the Physician Assistant Student Society at UC San Diego student liaison for all UC San Diego Health Sciences professional school committees, initiatives, activities, and interprofessional projects.
3. Vice President
The Vice President shall assume the duties of the President in the event of absence or incapacity and fulfill other duties as assigned by the President or the Executive Board. The VP will also assume the duties of any other officer in the event of absence where the attendance of said officer is required for any meeting or event. The VP will create and lead the Philanthropy Committee. The Vice President is in charge and responsible for philanthropy and all events and activities related to non-profit and volunteering.

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4. Secretary

The Secretary shall be the custodian of all Physician Assistant Student Society at UC San Diego records, including minutes of all Board and membership meetings. The Secretary distributes notice of all regular and special meetings to the Board and/or membership and records and distributes minutes of all such meetings.

5. Treasurer

The Treasurer shall be responsible for the collection, safekeeping and expenditure of all Physician Assistant Student Society at UC San Diego funds and keep accurate records of all financial accounts and transactions. The Treasurer shall report on the society's finances at all meetings of the Executive Board and membership. The Treasurer will create and lead a committee made up of PA students to help create fundraising ideas and events. This committee shall be known as the Fundraising committee. The Treasurer will overall approve any fundraising idea or event.

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6. Justice, Equity, Diversity, and Inclusion Chair

The JEDI Chair shall be the Physician Assistant Student Society at UC San Diego liaison on all matters related to JEDI issues and initiatives and shall be the point of contact to the Atkinson Physician Assistant Education Program JEDI Committee, to other UC San Diego Health Sciences student diversity-related committees, and to the Director of Diversity and Outreach of the AAPA Student Academy Board of Directors.

7. CAPA Student Representative

The CAPA Student Representative shall be the liaison between the Physician Assistant Student Society at UC San Diego and the California Academy of PAs. The student will attend state chapter meeting(s) representing the society.

8. Student Academy Representative

The SAR shall be responsible for the distribution of all Student Academy information to the Physician Assistant Student Society at UC San Diego and the PA program. The AOR representative will serve as the point of contact for the Student Academy Board of Directors and committees. If possible, the SAR shall also attend the annual AOR meeting at the AAPA Conference to elect new officers of the Student Academy, to establish and amend policy of the Student Academy, and to conduct business as necessary.

9. Health & Wellness Chair

The HWC shall organize wellness events for the student society (for example - attending a group class, a running club, recipe sharing, intramural sports, volunteer activities, etc.), as well as promote the overall well-being of PA students while in school. The HWC will create and oversee a committee of PA students (Events Committee) who will aid the HWC in creating events. The HWC will aid the secretary in keeping a record of all events that the PA cohort is involved in and keeping the historical content of the cohort up to date and accurate.

10. The Community Mentor shall provide insight and direction into the proper, ethical, and professional standards of the PA. They shall have no voting privilege.

11. The three standing committees shall be:

12. Fundraising Committee

The head of the fundraising committee will be the Treasurer. The Fundraising Committee shall consist of up to three members. It shall be responsible for identifying and arranging fundraising activities and implementing them. It will be responsible for budgetary proposals for such activities as field trips, trips abroad and other activities that the health/wellness and Events Chair deems appropriate. The committee will aid the Treasurer in their responsibilities and shall meet at least once a month or more as necessary.

13. Events Committee

The head of the Events Committee is the Health and Wellness Chair. The Events committee shall consist of up to four members. It shall be responsible for encouraging an environment of personal and professional productivity, and physical and mental well-being. The committee is responsible for identifying and arranging activities and implementing them. The activities shall include a health and wellness activity and social activity at least once a month or more as necessary. The committee will aid the health and Wellness Chair in their responsibilities and shall meet at least once a month or more as necessary.

14. Philanthropy Committee

The head of the Philanthropy Committee is the Vice President. The Philanthropy Committee shall consist of up to three members. It shall be responsible for creating an environment that promotes students to

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engage in philanthropy, explore their values, build community on and beyond campus and develop as global citizens. The committee is responsible for identifying and arranging volunteer activities and implementing them. The committee shall meet at least once a month or more as necessary.

ARTICLE VI. SECTION 1: TERMS OF OFFICE

Each officer shall serve a 15-month term commencing immediately upon election and terminating once new officers have been elected and oriented for the following cohort.

ARTICLE VI. SECTION 2: VACANCIES OF OFFICE

In the event of a vacancy in the office of president, the secretary shall become the president to serve the remainder of the unexpired term. In the event of a vacancy in any other position, a member shall be appointed by the Physician Assistant Student Society at UC San Diego Executive Board to serve the remainder of the unexpired term.

ARTICLE VI. SECTION 3: OFFICER TRAINING

It will be the responsibility of the outgoing officers to train and familiarize the new officers with their duties and responsibilities and the materials needed to perform their jobs. Training must be completed within 30 days of the officer elections.

ARTICLE VI. SECTION 4: REMOVAL OF ELECTED OR APPOINTED POSITION

Candidates for elected and appointed leadership positions are in good academic and professional standing at the time of election or appointment. Once elected or appointed, all students holding leadership positions must remain in good academic standing as defined by the PAEP. If a student is found to be not in good academic standing, they will be removed from office by Executive Board consensus and will be notified by the Community Advisor within two weeks.

ARTICLE VI. SECTION 5: ELECTIONS

Elections will be held no later than sixty (60) days after the first day of matriculation week. Officers of the previous year and the Community Advisor shall be responsible for distributing and tabulating ballots. Tabulation must be done immediately, the election results posted, and winners notified. The winner is the candidate who receives a plurality of the vote. In the event of a tie, a run-off election shall be held immediately.

1. Nominees for office must submit in writing their intent to run for office along with a personal profile by the election deadline set by the Executive Board. Nominee profiles shall be distributed to all members of the Physician Assistant Student Society at UC San Diego no later than one week prior to the election date.
2. Once elections are completed, the Student Society online Registration form must be completed and returned to the AAPA national office within 30 days.

ARTICLE VII. RISK MANAGEMENT

Physician Assistant Student Society at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself.

Physician Assistant Student Society at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

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

Physician Assistant Student Society 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>. Physician Assistant Student Society 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 Physician Assistant Student Society at UC San Diego provides medical assistance to a community, all volunteers will work under the direction of licensed professionals (doctors, physician assistants, nurses, counselors, etc.).

ARTICLE VII. SECTION 3. IN CASE OF INTERNATIONAL TRAVEL

Physician Assistant Student Society at UC San Diego recognizes that the University generally recommends against all international travel by Student Organizations due to the myriad of risks travelers face in foreign countries. Student organizations are discouraged from traveling to foreign countries due to the wide variety of risks involved with foreign travel, and the extensive planning efforts required by the Student Organization's Members to manage those risks. Security risks and health care services vary widely from one country to another, so thorough research on those topics is especially important.

International travelers are advised to research US State Department Travel Advisories and the CDC Travel Health site and abide by all recommended alerts and warnings, and procure travel insurance with medical coverage that covers their chosen destination because most USA Health Plans are not valid in foreign countries.

ARTICLE VII. SECTION 4. IN CASE OF HANDLING OF HAZARDOUS CHEMICALS, MATERIAL, EQUIPMENT, AND/OR MACHINERY

Physician Assistant Student Society at UC San Diego recognizes that all student organization activities must be conducted safely, in accordance with all applicable federal, state and local laws. Additionally, Physician Assistant Student Society at UC San Diego will abide by UC San Diego requirements for students in labs, including policies for minors in UC laboratories, and ensure members receive safety training regarding the use of chemicals and/or machinery before entering the lab. Members must follow any best practices and lab safety protocols for the use of such chemicals, research equipment or machinery, including the appropriate use of Personal Protective Equipment, and should work under close supervision of those trained in the handling of chemicals/use of research equipment or machinery.

ARTICLE VIII. HAZING PREVENTION

Registered Student Organizations that fail to abide by the UC San Diego hazing policy, and other UC policies applicable, and/or California State Law will result in referral to the Center for Student Accountability, Growth, & Education for an organizational violation and/or individual violation(s).

Visit the sites below to learn more about hazing and how to report it.

<http://hazing.ucsd.edu>

<https://adminrecords.ucsd.edu/ppm/docs/160-10.html>

<https://policy.ucop.edu/doc/2710530/PACAOS-100>

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Any reports of hazing can be reported anonymously via email to hazing@ucsd.edu

ARTICLE IX. COMMUNITY MENTOR

The Community Mentor of Physician Assistant Student Society at UC San Diego shall be appointed by the Associate Dean/Program Director of the PAEP. The Community Mentor shall serve as an ex-officio member of the organization. The Community Mentor will serve in perpetuity or until reassigned by the Associate Dean/Program Director of the PAEP. The Community Mentor shall meet with the Officers as needed to assist with goal setting, networking, and facilitating the establishment and maintenance of the society.

ARTICLE X. FINANCIAL MANAGEMENT

1. Off-Campus Accounts: Physician Assistant Student Society at UC San Diego shall have an off-campus account associated with the University Credit Union. The President and Treasurer shall be the only signers on the off-campus account. The outgoing President and Treasurer must transition the off-campus account to the newly installed President and Treasurer within 30 days of the installation of new officers. If funds from multiple active and enrolled cohorts exist in the off-campus account, the new President and Treasurer must manage separate ledgers. The transition of account signers shall be documented in meeting minutes for banking institution purposes.
2. Dues, Assessments, or Initiation Fees: Physician Assistant Student Society at UC San Diego will not collect dues, assessment fees, or initiation fees unless otherwise approved by a 2/3 vote of the membership at the first general membership meeting of the year.
3. Financial Policy: Physician Assistant Student Society at UC San Diego financial records and books shall be audited once a year by the Treasurer and President. Physician Assistant Student Society at UC San Diego shall follow IRS Publication 557, Chapter 4, Other Section 501(c) Organizations, pg. 50, Social and Recreational Clubs to ensure proper tax assessment is made when funds are collected.
4. Physician Assistant Student Society at UC San Diego financial officers via Treasurer and President shall attend any required UC San Diego financial workshops/training and be held responsible for financial matters.
5. Disposition of Non-University Funds in the Case of Inactivation or Graduation: Physician Assistant Student Society at UC San Diego funds will be kept in the off-campus account until such time that the association is active again or the next PA student cohort officers are installed.

ARTICLE XI. AFFILIATION WITH OTHER GROUPS

1. Physician Assistant Student Society at UC San Diego shall be an official student member organization of the American Academy of PAs.
2. Physician Assistant Student Society at UC San Diego shall be an official student member organization of the California Academy of PAs.