

# Healing Hands at UCSD

## *Organization Constitution*

### Article I. Name of Student Organization

The organization shall be called Healing Hands at UCSD.

### Article II. Statement of Purpose

- a. Healing Hands at UCSD is a non-profit student organization that is committed to improving healthcare access and resources to the medically underserved in San Diego; contributing in the improvement of the general welfare of the homeless community or those at-risk for homelessness (such as but not limited to the disabled, mentally ill, and impoverished); promoting active awareness of the needs of the aforementioned community; involving its members in the social, moral, and ethical principles which allow them to understand both local and world-health problems.
- b. The purpose of the Healing Hands at UCSD chapter is to improve the access to healthcare in the homeless and underserved communities and to provide students opportunities with hands-on medical related events around San Diego; to inspire and help teach the medically underserved how to advocate for mental health and medical services. The ultimate goal is to create an environment of learning and awareness in our members in order to build a bridge of understanding and assistance towards the homeless and at-risk population.

### Article III. Nonprofit Statement

Healing Hands at UCSD is a non-profit student organization.

### Article IV. Requirements for Membership

- a. The general membership of Healing Hands at UCSD shall consist of students and faculty, who are affiliated with University of California, San Diego and who are interested in assisting the homeless population in their general welfare through health-related events and actively participate in promoting the purpose of Healing Hands.
- b. Healing Hands will not deny membership on the basis of race, color, sex, religion, national or ethnic origin, sexual orientation, or physical disability.

### Article V. Frequency of Organization Meetings

- a. There will be two to four General Body Meetings held on campus in a designated university room per quarter. Further meetings may be added as necessary to ensure a smooth agenda of Healing Hands' goal for the corresponding quarters.
- b. There will be two to four Executive Board Meetings.
- c. Officers are required to attend at least one General Body Meeting per quarter.
- d. Officers are also expected to attend at least two Executive Board Meetings per quarter to discuss and maintain the management of meetings, responsibilities, and obligation of Healing Hands.
- e. Minutes for any of the above meetings will be taken. If for any reason an officer is unable to attend, they must read through the official recordings in order to catch up on what they missed.

## Article VI. Qualifications for Holding Office and Methods of Selecting and Replacing Officers

Only registered UCSD students may hold office in the organization. Only registered UCSD students who hold an officer position within Healing Hands at UCSD may vote in elections for the selection of the organization's officers.

All applicants holding office are required to go through an interview process and initial screening before they can be accepted into the designated position they are applying for. The current co-president and board are part of the voting process when choosing new members. At the end of every school year, new officers will be selected during spring quarter for the upcoming school year. Old officers that hold their current positions will be re-evaluated and interviewed for new positions if they would like to continue. Below is a list of current officer positions and their duties.

Removal from Officer: May occur when there is an infringement of UC San Diego, local, state or international policies, including Zero-Tolerance Alcohol and Other Drug Free Policy. If this is to occur, current officers are responsible for recruiting a new member during the school year to fill in the position.

### Co-Presidents

The Co-Presidents will oversee and coordinate anything that needs to be done to keep Healing Hands functioning smoothly. They will also be available for both principal and general members to reach out to. The responsibilities of each president will vary. Both co-presidents will oversee the VP External, VP Internal, Director of Finance, and Director of Publicity. They will work together to finalize events for the organization and make executive decisions after discussion with the board.

### **Vice President Internal**

The Vice President Internal is responsible for planning and coordinating Healing Hands events. This leadership role should be able to plan events that keep up the morale of the members, ensure the individual well-being of the members, and improve relationships between the members. Some specific responsibilities of this leadership role include but are not limited to:

- A. Strengthening both general and executive member bonds:
  - a. Plan academic retention activities (study jams) once a quarter.
  - b. Coordinates team bonding exercises to help with leadership skills and general morale of the board.
- B. Checking in with all officers to make sure nobody feels burnt out or unwelcomed.
- C. Evaluating effectiveness of all activities/events (including events outside of team bonding).
- D. Creating sign-in sheets for events (GBMs, tabling, etc).
- E. Assisting the Presidents, Director of Finance and VP External in coordinating and TAP-ing events.
- F. Working closely with Director of Finance in budgeting for on-campus events.
- G. Assuming the duties and responsibilities of the President(s) in their absence.
- H. Organizing and guiding Internal Committee to outreach within UCSD to increase membership.

### **Vice President External(s)**

The Vice President External acts as a liaison between Healing Hands and all third-party organizations (including both on and off campus). This leadership role executes our mission by finding and planning community service events through networking and collaborating with student organizations at UCSD and non-profit organizations in San Diego. Some specific responsibilities of this leadership role include but are not limited to:

- A. Networking with other UCSD Student Organizations.
  - a. Reach out to other related student organizations and promote integration in their organization.
- B. Networking and making ties with the San Diego Community.
  - a. Homeless Shelters, Soup Kitchens, Health Clinics, Non-Profits, etc.
- C. Establishing and maintaining connections with organizations outside of UCSD.
- D. Updating the board and the attendees on events happening in the community.
- E. Assisting the Presidents, Director of Finance, and VP Internal in coordinating and TAP-ing events.
- F. Working closely with Director of Finance in budgeting and costs.
- G. Assuming the duties and responsibilities of the President(s) in their absence.

- H. Organizing and guiding External Committee to help find service events that align with our mission.

### **Director of Finance**

The Director of Finance is responsible for all financial needs for Healing Hands. This leadership role will create budget plans and fundraising goals for the quarter, ask for funds from A.S., and work together with the other board members to ensure all events are well funded. Some specific responsibilities of this leadership role include but are not limited to:

- A. Assisting the Presidents, VP Internal, and VP External in coordinating the budget for each quarter by creating budget plans and fundraising goals.
- B. Overseeing and documenting budget costs of purchases.
- C. Overseeing reimbursements.
- D. Understanding all UCSD financial process and documents.
- E. Brainstorming and creating financial drafts for AS.
- F. Buying and organizing ATP merchandise or materials with organization funds.
- G. Collaborating with Vice President Internal and Internal Committee for the budgeting of outreach efforts.
- H. Assisting the Presidents, VP Internal, and VP External in coordinating and TAP-ing events.
- I. Organizing and guiding Internal Committee to plan fundraisers.

### **Director of Publicity**

The Director of Publicity maximizes Healing Hands' potential by actively informing and engaging with the UCSD student body. This leadership role is in charge of promoting events and announcements through social media posts, chalking, and flyering. Some specific responsibilities of this leadership role include but are not limited to:

- A. Working with VP Internal and VP External to promote both on and off-campus events.
  - a. Design flyers, posters, newsletters, event pages on social media, etc.
- B. Brainstorming new ways to reach more students and increase event attendance.
- C. Creating social media event advertisements or profile pictures.
- D. Documenting organization events/accomplishments and organizing them on social media photo albums.

## **Article VII. Risk Managment**

Healing Hands at UCSD is a registered student organization at the University of California, San Diego, but not part of the University itself.

Healing Hands at UCSD understands that the University does not assume legal liability for the actions of the organization.

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

Healing Hands at UCSD 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). Healing Hands 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 Healing Hands at UCSD 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 VII. Section . In Case of Handling of Hazardous Chemicals, Material, Equipment, and/or Machinery

Healing Hands at UCSD recognizes that all student organization activities must be conducted safely, in accordance with all applicable federal, state and local laws. Additionally, Healing Hands at UCSD 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. Financial Management

- a. Healing Hands at UCSD will finance through campus-approved fundraising events.
- b. There will be a budget of Healing Hands at UCSD sent to A.S. quarterly.

