

Homeless HEAL Constitution

Adopted August 2016 - Updated October 7, 2018

Article I: Name of Organization

The name of this organization is called Homeless Health and Empowerment Across Learning (abbreviated as Homeless HEAL or HHEAL). This is a student-run, not-for-profit organization at UCSD. Homeless HEAL is a UCSD service organization.

Article II: Mission Statement

The purpose of Homeless HEAL is to identify and research the unique health challenges surrounding the San Diego Homeless Community, design an educational curriculum addressing those topics, and teach this information to our homeless clients in bimonthly presentations led by trained UCSD students. The goal is to empower the homeless clients through health-based education. This will allow for the clients to make better and more informed decisions. The goal of this organization is to improve the health outcomes of the San Diego community. This organization provides service and leadership opportunities to future student educators.

Article III: Not-for-Profit Statement

Homeless HEAL is a not-for-profit student organization.

Article IV: Community Advisor

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

Article V: Financial Management

The Executive Director shall be responsible for collecting the annual \$10 membership fee from all active members. The Executive Director will be in charge of collecting and managing funds from fundraisers and events. The Executive Director will use the funds to finance club activities and purchase essential supplies for the homeless clients. The Executive Director will manage all funds of the organization and will ensure that the organization does not go into debt. The Executive Director will submit a budget to designated One-Stop personnel every quarter. In the case the Executive Director is a non-principal member, the Executive Director must designate a single principle member to be responsible for all currency deposits into and withdrawals out of the On-Campus Student Org Fund Account.

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 Directors. Those eligible are invited for an interview. After careful consideration, future student educators are accepted.

Article VII: Membership and Requirements

Membership is extended to all UCSD students. Membership fees are \$10 per academic year to fund club activities and purchasing of essential supplies for homeless clients. Members are required to attend the first General Body Meeting (GBM). Members are to participate in at least one food service in a homeless shelter or participating facility as well as observe a Homeless HEAL presentation before presenting themselves.

Article VIII: Frequency of Meetings

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 at least 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, etc.).

Article IX: Membership Positions

A. Executive Director

1. Must have spent at least 2 years with the organization.
2. Responsible for fundraising, grant writing, maintaining non-profit status.
3. Oversees the activity of other three directors.
4. Presides at all meetings.
5. Prepares agenda for meetings.
6. Must assume temporary position for any Administrative role that is vacant, until position has been filled.
7. Collects surveys from Classroom Coordinator post-presentation and organizes all data.
8. Communicates with the Scheduling and Outreach Director about addition/removal of classes/courses within the curriculum.
9. Initiates voting amongst Administrative Members for the addition/removal of classes/courses within the curriculum.
10. Ensures that the organization's curriculum is complete.

B. Administration

1. Scheduling and Outreach Director

- a) Must have spent at least 2 years within the organization or shown significant commitment to the organization.
- b) Schedules classes and appointments with shelters and organizations.
- c) Books presentation rooms for classes at presentation location (e.g. The San Diego Public Library if necessary).
- d) Keeps track of the clients who attend classes.
- e) Reaches out to new shelters to introduce and expand the program.
- f) Responsible for organizing and coordinating club outreach and public events on campus and off campus (e.g. Library Walk tabling events, resource fairs, etc.), communicates with Communication and Branding Director for publicity needed for events.
- g) Becomes acquainted with the demographic of the region and of the clients involved.
- h) Reports to the Executive Director on possible classes to be added/removed in order to adapt the curriculum to the demographic.

2. Classroom Coordinator

- a) Attends all mock presentations.
- b) Serves as the liaison between the Lead Instructors, Student Educators and the Scheduling and Outreach Director.
- c) Ensures every student is prepared to teach prior to their teaching date by checking in directly with Lead Instructors (and Student Educators if needed).
- d) Provides surveys to Student Educators at the final mock presentation (for the official presentation date).
- e) Collects surveys post-presentation from Student Educators and gives to the Executive Director.
- f) Ensures the quality and integrity of all powerpoints made and confirms that powerpoints are standardized according to the Homeless Heal powerpoint template.

3. Interview and Assignment Director

- a) Reads through applications and chooses students to interview.
- b) Interviews students and documents everything on necessary documents.
- c) Participates in Student Educator placement in classes and works with the Scheduling and Outreach Director to schedule those students for presentation dates and times.
- d) Assigns students to Lead Instructor positions.

- e) Organizes interview documents in an “Administration only” manila envelope and stores them in a secure place for record keeping purposes.

C. Education and Training

1. Lead Instructor

- a) Leads and/or teaches all of the classes in respective unit.
- b) Provides direction to student educators assigned to specific classes within a unit.
- c) Leads orientations and training sessions with newly interviewed and accepted student educators.
- d) Contacts the Communication and Branding Director to book mock presentation rooms.
- e) Informs the Classroom Coordinator when a student is ready for their mock presentation.

2. Student Educator

- a) Applies for organization through [website](#).
- b) Must be present during mock presentation panel.
- c) If initiative is displayed, the Student Educator can be allowed to teach a class under the guidance of the Lead Instructor of a particular unit.
- d) Teaches up to two classes.
- e) Brings necessary equipment (laptop, pointer, etc.) for presentations at shelter or facility if not provided (may be checked out from UCSD libraries by a designated UCSD student member).
- f) Obtains surveys from Classroom Coordinator at final mock presentation, administers surveys at presentation, and collects surveys post-presentation to submit to the Classroom Coordinator.
- g) Serves as assistant to Lead Instructor.

D. Communication and Branding Director

- 3. Must be a registered UCSD student.
- 4. Present for on campus events.
- 5. Responsible for organization registration in August prior to the beginning of the Fall quarter, and designates four or more UCSD-student principal members.
- 6. Updates constitution as necessary.
- 7. Reserves rooms for board meetings.
- 8. Creates and prints all on-campus/off-campus advertisements following all One-Stop Guidelines (communicates and approves with the Scheduling and Outreach Director for all advertising).
- 9. Contacts Adele Savage from HMP3 for recruiting interested student educators.
- 10. Updates social media to reflect activity of organization.
- 11. Maintains website by periodically updating.

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

Nominations and elections for all Administrative positions will be held every Spring quarter at which all members will nominate and vote to elect the organization board positions for the upcoming academic year. All newly elected members will assume their positions the start of Fall quarter. Should a 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 position will be elected by majority vote of all attending and active members at the next meeting.

Article XI: Risk Management

Homeless HEAL at UCSD is a registered student organization at University of California, San Diego, but not part of the University itself. Homeless HEAL at UCSD 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 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). 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.