

CHAPTER CONSTITUTION of the Pre-Medical APAMSA at UCSD

Article I--Name

1. The official name of this Organization shall be the Asian Pacific American Medical Students Association, hereafter abbreviated as APAMSA.
2. The Pre-Medical APAMSA at the University of California, San Diego (UCSD) is an official Chapter of the Asian Pacific American Medical Students Association (APAMSA).

Article II--Purpose

1. This Organization shall be guided by the following general principles:
 - a. To promote the dissemination of information relative to Asian Pacific American issues in the field of medical education;
 - b. To explore and possibly resolve the unique challenges, obstacles, and responsibilities specific to Asian Pacific American pre-medical students, medical students and physicians;
 - c. To provide opportunities for Asian Pacific American pre-medical students to give back to their community(i.e.) through service.
2. Pre-Medical APAMSA at UCSD will also focus on these additional principles:
 - a. To represent Asian Pacific Americans as a group within the health care community at the University of California, San Diego.
 - b. To be a resource for information on matters related to Asian Pacific Americans.
 - c. To provide a forum for discussion of issues concerning Asian Pacific Americans in health care, especially mental health.
 - d. To provide a link between students and faculty of Asian Pacific American background.
 - e. To provide information and opportunities for the UCSD undergraduate population, with a focus on Asian Pacific American undergraduate students.
3. Pre-Medical APAMSA at UCSD is a non-profit student organization.

Article III--General Nature of the Constitution

1. Pre-Medical APAMSA at UCSD is established as an Organization by this Constitution.
2. Pre-Medical APAMSA at UCSD shall conduct itself according to the provisions of this Constitution, the regulations of the University of California, San Diego, the regulations of the Asian Pacific American Medical Students Association (APAMSA) and the laws of the United States.
3. In the event that Pre-Medical APAMSA 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".
4. Pre-Medical APAMSA at UCSD understands that the University does not assume legal liability for the actions of the organization.
5. Pre-Medical APAMSA at UCSD 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.
6. 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 IV--Membership

1. The General Membership of Pre-Medical APAMSA at UCSD shall consist of students and faculty who are affiliated with the University of California, San Diego and who are interested in issues related to Asian Pacific Americans and health care and actively participate in promoting the purpose of Pre-medical APAMSA at UCSD.
2. Pre-Medical APAMSA at UCSD will not deny membership on the basis of race, color, sex, religion, national or ethnic origin, sexual orientation, or physical disability.

Article V—Committees

The board of pre-medical APAMSA at UCSD will consist of three committees – the funding committee, social committee, and the executive committee, which oversees the three. There will be no “head” of each committee; rather, all members within each committee will be regarded and held accountable equally in order to benefit our mission of providing good counsel, opportunities, and experiences for all API undergraduates aspiring to succeed in a medical profession.

The funds committee will be responsible for all monetary decisions and actions within the board. Assignments include, but are not limited to, the following: executing two fundraising opportunities each quarter while providing the tools necessary to complete each fundraiser; contacting providers, donors, and suppliers for fundraisers; handling the APAMSA bank; ensuring all club practices, outcomes, and endeavors do not adversely affect its funds within reason; presenting all potential ideas at formal board meetings to be approved by executive committee.

The social committee will be solely responsible for constructing a means of communication between the APAMSA board and its expanding members. This includes, but is not limited to: managing PATH; creating a minimum of two member/officer socials per quarter; advertising and contacting both current and potential members for upcoming fundraisers and events; creating new opportunities for member involvement; presenting all potential ideas at formal board meetings to be approved by executive committee.

The executive committee will be responsible for the logistics and execution of all approved ideas presented by the Fundraising and Social Committees. The goal of the Executive Committee is to work in a tandem with the other two Committees in resolving the technical issues of running a student organization at the University. To the benefit of the other two committees, the following will be expected of the Executive Committee: planning one large GBM per quarter; securing a location for all meetings, events and fundraisers; scheduling appropriate dates for meetings, events and fundraisers; providing the tools necessary to complete assignments as reasonably requested by committees for all meetings, events, and fundraisers; handling jurisdiction over the approval/rejection of all presented ideas; enforcing the standards by which all committees and board members are held; ensuring the success for all large projects undertaken by the Organization.

Each committee will meet, plan, and delegate tasks amongst their officers at their own expense in order to complete their expected weekly assignments. All members of the executive committee will be required to join one of the other two committees in order to retain balance and inter-committee communication. If a board member no longer wishes to stay in their committee, they may request to trade positions with another board member with the approval of the executive committee. Committee rotations will also be offered on a quarterly basis for board members to try different committees so long as all committees are balanced for efficiency.

All board members will be expected to participate within, but not limited to, their respective committee’s tasks. Failure to perform expected duties and adhere to Organization standards will provoke fair consequences under the jurisdiction of the executive committee. Inter-committee issues will be resolved by a vote from the executive committee. Any decision

made by the executive committee may be overruled by a two-thirds majority vote called upon by a board member, and the decision will take effect without question.

Article VI—Officers

1. Pre-Medical APAMSA at UCSD shall have 9 officers.
2. Each of the eleven officers shall hold equal power and responsibility while maintaining specific and separate duties outlined below:
 - a. Co-Presidents (2)
 - i. Primary: Responsible for running weekly meetings impartially and efficiently along with drafting a meeting outline/agenda based on both of their understanding of the current organization's current projects.
 - ii. Secondary: Will ensure project deadlines are clear and that the organization runs smoothly and be responsible for keeping track of all progress and productivity for each board member.
 - iii. Social Events: responsible for organizing at least one social event per quarter.
 - iv. Managing Forms: One Co-President will be responsible for filling out TAP forms and one Co-President will be responsible for filling out AS funding forms.
 - v. Marketing: Will be responsible for telling members where and when to advertise (especially regarding Facebook posting)
 - b. Vice President (1)
 - i. Primary: Will be in charge of submitting space reservations for upcoming events. Record keeping and overall management of Pre-medical APAMSA funds. Responsible for recruiting sponsors and managing at least one fundraiser during an academic year.
 - ii. Secondary: Responsible for scheduling locations for meetings and events, as well assisting the rest of the Executive Board with current events.
 - c. Secretary (1)
 - i. Primary: Responsible for taking detailed and organized minutes of all meetings, including weekly officer meetings. Will be in charge of the weekly email newsletter and making sure that subscriptions to that newsletter are up-to-date.
 - ii. Secondary: Records, and manages membership which includes, but is not limited to: tracking attendance to general body meetings, attendance to socials and volunteer events, attendance at committee meetings, newsletters
 - d. Fundraising Chair (1)
 - i. Primary: Responsible for managing at least one fundraiser during an academic quarter. Working out logistics of the fundraiser and delegating tasks to the rest of the board.

- ii. Secondary: Works alongside chairs and committees to ensure their projects are funded.
 - e. Marketing/Publicity Chair (1)
 - i. Primary: Responsible for coordinating with project leaders to create and distribute advertisements to ensure all projects reach webspace, bulletin boards, blackboards, lecture halls (chair backing) and all other physical media outlets in a timely manner.
 - ii. Secondary: In charge of approving and/or designing all print materials for the organization, and will coordinate with the Web Development Coordinator to professionally and consistently promote a unified representation of Pre-Medical APAMSA at UCSD.
 - iii. Timeline:
 - 1. Facebook events MUST BE made 2 meetings prior to the event.
 - 2. Flyers MUST BE presented and distributed 2 meetings prior to the event.
 - a. This means the flyer file must be sent to Princeton Review for printing 2 weeks prior to event so they could be retrieved by meeting time.
 - f. Outreach Chair (1)
 - i. Primary: Responsible for organizing at least TWO volunteer events per year. This includes arranging for transportation if needed. Must ensure that all volunteer events are accessible to the general membership and give a variety of opportunities (cannot be the same event repeatedly).
 - ii. Secondary: May also be called to collaborate on larger projects with the Health Initiatives Coordinators.
 - g. Conference Chair (2)
 - i. Primary: Must work together with the Outreach Chair in order to plan the annual conference
 - ii. Secondary: Responsible for contacting speakers, planning the theme of the conference, delegating responsibilities, reaching out to different funding sources, etc.
3. To become eligible for an officer position, a member must be a student who is currently enrolled at the University of California, San Diego as an undergraduate.
 4. The officers shall be selected in a general election to be held annually.
 5. The officers shall serve for terms of one quarter. At the end of each quarter, the Executive Committee will evaluate the performance of each officer and decide to either have the officers continue for the following quarter or be let go.
 6. No person may hold more than one office at a time.
 7. All officers are expected to be able to provide weekly updates on their current and completed tasks to their respective committees (i.e. a progress report).
 8. All officers are expected to lead without command and to listen with fair judgement.

9. All officers are required to attend 90% of meetings held during a quarter rounded down.
 - a. (ex. if there are a total of 11 meetings in a quarter, officers are required to attend 8 out of the 11.)
10. Officers leading an event are expected to draft an event summary of no more than one page standard type to be submitted to the online drive within 3 weeks of the conclusion of the event.
11. At any time, the board can release an officer of their duties by a minimum two-thirds vote if said officer has chosen to resign or has abandoned their duties.
12. In the event that an officer position becomes available during the year, an individual will be selected to fill the position in the following manner:
 - a. Interviews will be held to evaluate potential individuals for the position.
 - b. All interviews will be conducted by the Central Coordinator and three accompanying officers.
 - c. The selection must be made from no less than five interviewees.
 - d. A simple majority vote (at least six) by the entire board invests the new board member.

Article VII--Faculty Advisor

1. Pre-Medical APAMSA at UCSD shall have one Faculty Advisor.
2. The Faculty Advisor shall be consulted regularly to discuss and evaluate ongoing and future activities of the Organization.
3. The selection of the Faculty Advisor shall be done in the following manner:
 - a. The officers may nominate any member of the Undergraduate faculty or the faculty of the Schools of Medicine, Nursing, or Epidemiology and Public Health.
 - b. Members must be properly notified of the nomination and the time and place of the confirmation vote.
 - c. Confirmation of the nominee must be by a three-quarters vote of those present.
4. The Faculty Advisor may be replaced at any time in the manner outlined above, but otherwise may serve a term of indefinite length until he/she chooses to step down.

Article VIII--Attendance

1. Board Meetings shall be held at least once every week during the academic year for the purpose of determining policies, schedules, and other official business and details should be publicized appropriately (at least 1-2 days before scheduled meeting time).
2. Each officer is allowed one excused and one unexcused OR two excused absences from board meetings per quarter.

3. Each officer is allowed one excused and one unexcused OR two excused absences from events (socials, GBMs) per quarter.
4. The following will be classified as an excused absence:
 - a. Academic-related official affairs (i.e. Review Sessions, Retreats, Research Conferences, etc)
 - b. Family-related emergencies/family visits
 - c. Health-related emergencies
5. Absences will be categorized by Co-Presidents or Vice President.
6. If unable to attend in-person board meetings, then Skyping in to the meeting will suffice but will be counted as ½ of an absence.
7. An official Board Meeting requires the presence of at least three-quarters or 75% of the board of officers.
8. Consequences for Accumulating More than 4 Absences or Strikes:
 - a. 5: Meeting with the co-presidents and vice president to resolve any underlying issues.
 - b. 6: Suspension - temporary leave of absence
 - c. 7: Demotion - revoking of officer title and responsibilities, expulsion from the APAMSA Board
9. Strikes are given when an officer neglects their responsibilities.

Article XI--Voting

1. The power to vote shall be accorded to members who fulfill one of the following criteria:
 - a. Attendance at least two out of three consecutively held meetings during the current or previous academic year.
 - b. Possession, past or present, of an elected position within the organization.
2. In order for a motion to be passed, it must be approved by a strict majority (greater than 50%) of the officers at an official Board Meeting.
 - a. In the event of a tie, the motion will not be passed and can be put to a vote at the next board meeting.

Article X--Amendments

1. Once ratified, the Constitution may be amended only in the following manner:
 - a. Amendments to the Constitution must be proposed by a member at a Board Meeting.
 - b. All members must be properly notified of the proposed amendment and the time and place for the scheduled vote.
 - c. Final approval of the proposed amendment must be by a two-thirds vote of those present.

Risk Management Statement:

Pre-Medical APAMSA at UCSD is a registered student organization at the University of California, San Diego, but not part of the University itself.

Article XI-Ratification

This Constitution was ratified by a unanimous vote of the officers present at the General Meeting on 8/25/18.