

Undies for Oldies: Geriatric Education & Medicine at UCSD

Student Organization Constitution

Article I. Name

The organization shall be called Undies for Oldies: Geriatric Education & Medicine at UCSD.

Article II. Statement of Purpose

The purpose of this club is to help restore dignity and decency to the elderly by raising money and buying underwear for elderly patients at Geriatric units in hospitals throughout San Diego while at educating the student body about issues of senior care. By doing so we will raise awareness about issues of geriatrics and palliative care, the indecent care of patients in geriatric wards being one facet. As our elders grow older, the need for caring and educated caregivers also grows. Our fundraising, philanthropy and organization will evoke thoughtful consideration for greater understanding and compassion within our members regarding the issues of eldercare.

Article III. Nonprofit Statement

Undies for Oldies: Geriatric Education & Medicine at UCSD is a non-profit student organization.

Article IV. Requirements for Membership

All members of the UCSD student body are eligible and welcome to join.

Requirements to join as a general member:

- A. The minimum requirement is to attend **one general body meeting** and **one fundraising event** per quarter.
- B. Although this is not required, in order to raise extra funds to purchase more underwear and supplies we will be selling t-shirts to members. Those who buy the t-shirts will be able to participate by attending external events (such as distributing packets to the elders in hospitals).

If a member fails to meet these quarterly requirements, they will be labeled inactive for that quarter. However, they are still free to take part in events and will be reactivated in future quarters if requirements are met.

Article V. Frequency of Organization Meetings

- A. General Body Meetings shall be held three times per quarter. A general member will be required to attend at least one meeting per quarter and at least 3 meetings per year. Minutes will be taken at every meeting.
- B. Officer meetings will also be held three times per quarter and will consist of the president, a vice president, and at least one other officer.

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

Only registered UCSD undergraduate students may hold office in the organization. Officers must attend all general body meetings and at least two officer meetings. Only registered UCSD students on executive board may vote in elections for the selection of the organization's officers.

Officers will be selected during March at the end of the academic year. Interviews will be conducted for the position to assess the candidate's qualifications and commitment, after which the board will vote. In order to hold office, potential officers must attend at least 2 GBM's per year. There will be six officer positions in this organization: President, Vice President of Operations, Vice president of Programming, Vice President of Membership, Treasurer and Outreach Coordinator. More will be added, if needed.

Executive Board

President

Description: The President will oversee and coordinate anything that needs to be done to keep Undies for Oldies - Geriatric Education and Medicine functioning smoothly. They will also be available for both principal and general members to reach out to.

Responsibilities: To keep Undies for Oldies - Geriatric Education and Medicine's members passionate and working towards the same goal. They are to do this by demonstrating this behavior through their own attitude and leadership skills. The president will oversee all officer positions and help coordinate and/or solve problems that arise.

- *Tasks, but not limited to:*
 - Update and compile the Roster/Contact info for UFO:GEM members (both board and general)
 - Organize Bi-weekly meetings

- Determine location
 - Plan, run and set agenda
 - Take meeting minutes
- Shall possess a general knowledge of the duties of each officer and will provide guidance accordingly
 - Shall work with VP Internal to plan events accordingly
 - Shall formulate strategies with VP External and Cabinet to promote awareness to the general public
 - Shall develop a budget plan with Director of Finance
- Shall plan, coordinate and execute events and activities on behalf of UFO:GEM with the assistance of its officers and members.
- Ensures recruitment of a new team for the following year during Spring Quarter.

Vice President Internal

Description: The Vice President Internal is responsible for planning and coordinating event for general members. They will work to make sure that we can recruit as many member for our events and activities.

Responsibilities: To coordinate with our board members to plan events for our general members. Responsible for getting everyone pumped up about UFO:GEMs mission and create a safe and welcoming environment for members. Also responsible for publicizing these events and fundraisers.

- *Tasks, but not limited to:*

- Strengthens our board members team bond:
 - Plan academic retention activities (study jams) once a quarter
 - Coordinates team bonding exercises to help with leadership skills and general morale of the board
 - Check in with all officers to make sure nobody feels burnt out or unwelcomed
 - Evaluates effectiveness of all activities/events (including events outside of team bonding)
- Plan socials for general members
- Coordinate GBMs with President: Come up with Agenda/Activities for each meeting (guest speakers, games, socials, etc)
- Increase member involvement and retainment
- Coordinate fundraisers with Fundraising Chair
- Oversee Publicity Chairs role

- Assume the duties and responsibilities of the President in their absence

Vice President External

Description: The Vice President External acts as a liaison between UFO:GEM and all external organizations (including both on and off campus). This leadership role is important for the growth and broad collaborations possible for our activities, events and goals.

Responsibilities: To reach out to as many resources as possible to keep team functioning and growing. Constantly looking for stabilizing and creating new collaborations.

- ***Tasks, but not limited to:***

- Network with other UCSD Student Organizations
 - Reach out to other student organizations and promote integration in their organization
- Network and make ties with the San Diego Community
 - Hospice Care
 - UCSD Resources/Events - Dr. Templeman, Geriatric Rounds, etc
 - Health Clinics
 - Non-Profits
 - Nursing Homes
 - Etc
- Becomes our point of contact for these events.
- Coordinates all of our volunteer events with the external organizations.
- Collaborates and oversees our Outreach Coordinators
- Establish and maintain connections with organizations outside of UCSD
- Update the board and the attendees on events happening in the community (include extra events in our newsletter, even if we are unable to attend)
- Assume the duties and responsibilities of the President in their absence.

The Cabinet

Director of Finance

Description: The Director of Finance is responsible for all financial needs for UFO:GEM. They will work to create budget plans, ask for funds from A.S. and work together with the other members to ensure everyone is well funded.

Responsibilities: They are responsible for learning and keeping up with any new forms or regulations UFO:GEM must update regarding our financial stance. It is important that they understand and know they are responsible for their tasks, but can always reach out when in need of assistance.

- ***Tasks, but not limited to:***

- Shall assist the President and VP internal/external in coordinating the budget for each quarter by creating budget plans
- Shall be responsible for the oversight of the budget costs of purchases overall and archiving them
- Shall be responsible for reimbursement if necessary
- Is familiar with all UCSD financial process and documents
- Submits all funding applications on time.
- In charge of buying and organizing club merchandise or materials
- Collaborate with Publicity and Marketing Specialist
 - Budget of Flyers/posters
- Shall assist the Presidents, VP Internal and VP External in coordinating and TAP events

Publicity and Marketing Specialist

Description: The Publicity and Marketing Specialist is in charge of creating and brainstorming marketing ideas to spread the word about UFO:GEM. They will work closely with the team to help spread and advertise any creations!

Responsibilities: Inform UC San Diego students of our organization and services we provide. To make sure that UFO:GEM is being advertised in a positive and welcoming way. Advertisements should both catch people's attentions as well as inform everyone about all upcoming events.

- ***Tasks, but not limited to:***

- Shall be responsible for managing all Social Media Sites by keeping them all (Facebook, Instagram, Twitter, etc) updated however they deem fit.
- Shall be responsible for creating Social Media Event advertisements when necessary
- Designs flyers, posters, display cases, library walk tables etc.
- Coordinates team schedule for posting flyers/advertisements
- Work with Director of Finance
 - Budget of flyers/ posters
- Seek new and creative ways to spread the word about UFO:GEM

Fundraising Chair

Description: The fundraising chair is responsible for coordinating UFO:GEMs fundraisers. They will work closely with the rest of the team to present their ideas and incorporate everyone's thoughts into the next fundraisers.

Responsibilities: To raise funds needed for UFO:GEMs mission. Fundraisers should be strategically planned and executed.

- **Tasks, but not limited to:**

- Schedules all fundraisers
 - Coordinates advertisement with publicity team.
 - Works with Director of Finance to complete TAPs
 - Assign shifts for the team, choose dates/times that work with majority schedules.
- Keep track of all money obtained and hand over to President/Director of Finance for budgeting and planning.
- Plan at least 3 fundraisers per quarter

Outreach Coordinator

Description: Outreach Coordinators are really important for facilitating collaborations with internal and external organizations. They aid VP External with contacting and keeping connections.

Responsibilities: Maintain collaborations with student organizations and all other facilities off campus. Works with VP External to ensure quality of communication and efficiency of collaborations.

- **Few Tasks, but not limited to:**

- Will work closely with VP External
 - Coordinate off campus volunteer events
 - Network and make ties with San Diego community
 - Collaborate with on campus student organizations, including but not limited to, fundraisers and events

Article VII. Risk Management

Undies for Oldies: Geriatric Education & Medicine at UCSD is a registered student organization at the University of California, San Diego, but not part of the University itself.

Undies for Oldies: Geriatric Education & Medicine 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

Undies for Oldies: Geriatric Education & Medicine 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). Undies for Oldies: Geriatric Education & Medicine 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 Undies for Oldies: Geriatric Education & Medicine 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 4. In Case of Handling of Hazardous Chemicals, Material, Equipment, and/or Machinery

Undies for Oldies: Geriatric Education & Medicine at UCSD recognizes that all student organization activities must be conducted safely, in accordance with all applicable federal, state and local laws. Additionally, Undies for Oldies: Geriatric Education & Medicine 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 the close supervision of those trained in the handling of chemicals/use of research equipment or machinery.

Article IX. Financial Management

Finances of the club will be handled by the treasurer of the club. The president will work closely to make sure that the money is correctly allocated. Funds for the club will be raised by proceeds from our T-Shirt sales as well as fundraisers held during the year. Any proceeds will go directly to the President who will in turn buy the underwear and plan events for members to deliver the packages to the elders.

Article X. Affiliation with Other Groups

Undies for Oldies is affiliated with sister clubs at other universities including the Undies for Oldies branch at SDSU.