

Bylaws of Students H.E.A.L.

San Diego State University, San Diego, California
Established March 2013

ARTICLE I.

Name

Section 1 The name of this organization shall be Students H.E.A.L., standing for Health & Education Abroad through Leadership, at San Diego State University.

ARTICLE II.

Mission

Section 1 The mission of this organization is to gather a group of passionate nursing students and healthcare professionals, to partner with non-profit organizations around the world, with the intent of providing essential health care and assistance to those most in need. This mission is executed through the following objectives:

1. Fostering student leadership
2. Collaboration among students, healthcare professionals and non-profit organization

ARTICLE III.

Authority

Section 1 This organization is a recognized student organization at San Diego State University and adheres to all campus policies, including those set forth in the *SDSU Student Organization Handbook*.

ARTICLE IV.

Student Membership

Section 1 Participation and membership in the organization shall be open to those enrolled at San Diego State University.

Section 2 All interested students are required to fill out and submit an application prior to becoming a traveling member.

Section 3 Additional qualifications, which are taken into consideration when selecting traveling members are as follows: having to fulfill the study abroad

requirement, participation in prior organization events and fundraisers, and demonstrating commitment to the organization. Traveling members must be in good academic standing, having a GPA of 3.0 or higher.

Section 4 Eligibility for membership or appointed or elected student officer positions may not be limited on the basis of race or ethnicity (including color and ancestry), religion (or religious creed), nationality, citizenship, age, medical condition, genetic information, gender (or sex), gender identity (including transgender), gender expression, sexual orientation, marital status, veteran or military status, or disability. The organization shall have no rules or policies that discriminate on the basis of race or ethnicity (including color and ancestry), religion (or religious creed), nationality, citizenship, age, medical condition, genetic information, gender (or sex), gender identity (including transgender), gender expression, sexual orientation, marital status, veteran or military status, or disability.

Section 5 The Leadership Team reserves the option to establish dues from members as necessary in order to support organization functions.

Section 6 Responsibilities as a Student Member:

- a. Each member signs a “Behavioral Contact” indicating they must demonstrate professional School of Nursing behavior at all time.
- b. Each member signs a “Membership Payment Plan” indicating they will pay all payment dues on set deadline date, and if late they agree to pay a \$10 late fee for each day payment is late. If due is not paid within 7 days post deadline date, member will forfeit their spot within the organization. This dropped member will not be eligible for a payment refund.
- c. Participation: Each traveling member shall only be allowed 2 unexcused absences from participating in HEAL General Meetings, and all other HEAL events.
- d. Each member shall join a leadership committee and is responsible for appointed tasks.

Section 7 If student member is not adhering to all Responsibilities of Student Member (listed in Article IV, Section 6), the organization Leadership Team must follow these steps in sequential order: (1st) approach member explaining their lack of participation, (2nd) notify advisor, (3rd) give a verbal and written warning they are at risk for losing their membership position, (4th) notify member they are being dropped from the organization due to lack of participation.

ARTICLE V.

Leadership Structure

Section 1 The officers of the organization shall be called Leadership Team. The Leadership Team has eleven positions and an advisor. Each member of the Leadership Team shall hold only one elected position at a time.

Section 2 Officers

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer
- e. Co-Medical Supplies (2)
- f. Co-Fundraising (2)
- g. Marketing
- h. Cultural and Activities Chair
- I. Health and Education Chair

ARTICLE VI. **Selection of Officers**

Section 1 Qualifications necessary to hold office in this organization are as follows:

California State University policies require that to be eligible for office, candidates must be in good standing and enrolled students at San Diego State University.

California State University and San Diego State University policies require that the President and Treasurer must be matriculated at a CSU campus maintaining a minimum on campus term and cumulative 2.0 grade point average (GPA), are in good standing, and must not be on academic, disciplinary or administrative probation. The President and Treasurer must be enrolled in at least six units each semester while holding office. Graduate credential officers must earn 3 semester units per term while holding office. Undergraduate students are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential students are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Students holding more than this number of units will no longer be eligible.

Section 2 The officers shall be elected in this order: President, Vice President, Secretary, Treasurer, Co-Medical Supply, Co-Fundraising, Marketing, Cultural and Activities Chair, Health and Education Chair.

Section 3 The President shall be elected by majority vote of the previous Leadership Team. Remaining officers shall too be elected by majority vote,

including the participation of the new president. If no candidate receives a majority vote, a runoff election shall be held between the two candidates receiving the highest number of votes. In the event of a tie, there shall be a revote. If the result of the revote is still a tie, the election shall be decided by the advisor.

Section 4 Votes shall be cast by secret ballot; however, when there is only one candidate for an office, a motion may be made to elect the candidate by acclamation.

Section 5 Officers shall assume office in February, Spring Semester and shall serve for one full year.

Section 6 Officers may be recalled from office for cause. To initiate a recall election, a petition signed by one-third of the total voting members must be submitted at a regular meeting and a recall vote shall be taken at the next regular meeting. The officer subject to recall shall be given written notice of the recall at least 72 hours prior to the meeting at which the recall vote will be held and shall be given an opportunity to provide a defense. A two-thirds vote is required to remove an officer.

Section 7 If the position of President becomes vacant as the result of resignation, ineligibility or recall, a Co-Vice President shall assume the office of President. Vacancies in any other elected office shall be filled by an election held at the next regular meeting where the vacancy was announced. Nominations may be made at the meeting where the vacancy is announced, and nominations may also be made from the floor at the time of the election. The President may appoint an interim officer to fill the vacancy until the election is held.

ARTICLE VII.

Powers and Duties of Officers:

Section 1

President

- a. Represent Students H.E.A.L. at San Diego State University as chief executive.
- b. Act as liaison between the nursing students and San Diego State University.
- c. Respond to all issues and concerns expressed by nursing students at San Diego State University.
- d. Inform and consult with faculty, advisor and non-profit organizations.
- e. Facilitate all meetings, provide leadership to Students H.E.A.L. Leadership Team, and enforce policies of Students H.E.A.L.
- f. Oversee all other Leadership Team positions.

- g. Responsible for establishing a relationship and maintaining contact with recruited providers.
- h. Collaborate with Advisor in establishing volunteering itinerary
- i. Is eligible to represent Students H.E.A.L. in San Diego State University's College of Health and Human Resources Committee Council
- j. Manage Student Life & Leadership requirements & bylaws

Section 2

Vice President

- a. Advise and support the Leadership Team in decision making and project planning
- b. Serve as a liaison between the president and nursing student members.
- c. Is eligible to act as President in the absence of the President.
- d. Works with president and executive board to assist where needed
- e. Shall perform all legal duties assigned by the President in the event that the President is temporarily absent.
- f. Responsible for student membership recruitment
- g. Shall maintain contact with potential Students H.E.A.L. members
- h. Responsible for adding and dropping student members as indicated in ARTICLE IV.
- i. Responsible for addressing disciplinary issues in student members.
- j. Responsible for assigning member to committees to leads
- k. Award Member of the Month after the Leadership Team nominates an outstanding student member.
- l. Is eligible to represent Students H.E.A.L. in San Diego State University's College of Health and Human Resources Committee Council

Section 3

Secretary

- a. Shall take minutes at all meetings of the organization, keep these on file, and submit approved copies from the president, via e-mail or social media, to all organization members and advisor.
- b. Design and make Students H.E.A.L name badges
- c. Organize and facilitate membership cord point system.
- d. Shall maintain membership records, including, but not limited to the following: attendance, participation and cord points, individual flight information.
- e. Responsible for making the brigade roster and flight information for members

Section 4 Treasurer

- a. Develop and maintain an annual budget for Students H.E.A.L.
- b. Maintain and facilitate necessary accounting records
- c. Prepare budget updates to be presented during each Student H.E.A.L. Leadership Team Meeting
- d. Approve and disburse all expenditures over \$150 in conjunction with the Students H.E.A.L. Leadership Team
- e. Assist in all fundraising events, or prior delegation to committee member
- f. Shall collect and deposit all dues, fees and monetary donations.
- g. Maintain and manage the AS bank account and PayPal in the organization's name, requiring signatures of both the Advisor and President for authorized disbursements.
- h. Facilitate Finance Membership Committee, if deemed necessary by president and Co-Vice President
- i. Is eligible to represent Students H.E.A.L. in San Diego State University's College of Health and Human Resources Committee Council

Section 5 Co-Medical Supplies

- a. Advise and support the Leadership Team in decision making and project planning
- b. Serve as a liaison between the president and nursing student members
- c. Responsible for collaborating with President, Advisor, Healthcare Professionals and non-profit organization in compiling and purchasing medications and medical supplies for volunteering brigade
- d. Facilitate Medical Supply Membership Committee, if deemed necessary by president and Co-Vice President
- e. Is eligible to represent Students H.E.A.L. in San Diego State University's College of Health and Human Resources Committee Council

Section 6 Co-Fundraising

- a. Set goals for the amount of funds to be raised.
- b. Plan, organize and facilitate all fundraising projects and events.
- c. Coordinate with the Treasurer in the payment of vendors when applicable and the depositing of fundraising monies.
- d. Maintain record of vendor contract(s) when applicable and send copy to the President, Treasurer, and Faculty Advisor(s).
- e. Apply for grants when applicable.
- f. Recruit sponsors and encourage donations from the community.

- g. Facilitate Member Fundraising Committee, if deemed necessary by President and Vice President.
- h. Ensure sponsors and donors are adequately thanked for their contributions.

Section 7

Marketing

- a. Responsible for promoting Students H.E.A.L.
- b. Liaison between Students H.E.A.L. organization and supporters.
- c. Maintaining social media pages, including: Facebook, LinkedIn, Instagram, Website
- d. Designs and promotes organizational products, including, but not limited to: t-shirts, business cards, posters and banners.
- e. Plan, create and send a quarterly newsletters, "HEALing Times"
- f. Market all fundraising events
- g. Establish contact in community and keep record of all said contacts
- h. Act as Historian for Students H.E.A.L., documenting all organization events through photography and video
- i. Facilitating Member Marketing Committee, if deemed necessary by president and Marketing

Section 8

Cultural and Activities Chair

- a. Act as liaison between Student H.E.A.L. organization and local community members from prospective volunteering destination
- b. Organize monthly social gatherings
- c. Organize team building exercise during every General Meeting
- d. Collaborate with local non-profit organizations quarterly
- e. Research and present cultural information at General Membership Meeting
- f. Facilitate Member Cultural and Activities, if deemed necessary by president and Cultural and Activities Chair

Section 9

Health and Education Chair

- a. Prepare mini lectures to present during club meetings
- b. Coordinate with physician and interpreters in preparing health lectures to present while abroad
- c. Focus on sexual health education, disease prevention, disease management
- d. Organizes education materials: self breast exams, condoms and other contraceptive use

- e. Provides information on reproductive health

ARTICLE VIII. **Leadership Team Meetings**

Section 1 The Leadership Team shall meet at least twice a month during the academic semesters. Special meetings may be called by the President or a majority of the Leadership Team. All members must be given 72 hours notice of the meeting. A quorum shall consist of at least one more than half of the Leadership Team members.

Section 2 When necessary, Leadership Team business can be conducted via email or via online meetings.

Section 3 The Leadership Team shall have general supervision of the affairs of the organization between meetings and is authorized to take action when action must be taken prior to the next meeting.

Section 4 The Leadership Team shall report to the Student H.E.A.L. members of all actions taken between meetings. Except when it is too late to do so, any actions taken by the Leadership Team may be rescinded or modified by the membership by a majority vote.

ARTICLE IX. **General Meetings**

Section 1 Regular meetings shall be bi-monthly during the academic semesters.

Section 2 Special meetings may be called by the President or a majority of the Leadership Team. All members must be given a minimum of 3 days notice prior to the meeting time.

Section 3 Business cannot be conducted unless a quorum of the membership is present. A quorum for this organization is defined as a majority of the voting membership.

Section 4 Members must be present to vote. Absentee or proxy voting is not permitted.

Section 5 In order to vote a member must be in good standing. Good standing includes: payment of dues on time, meeting and Student H.E.A.L. event

attendance requirement (making $\frac{3}{4}$ of all meetings), academic requirement (GPA above a 3.0), and being an active participant.

Section 6 Members who are not considered a good standing member are at risk for losing their position within Students H.E.A.L.

ARTICLE X. **Advisor(s)**

Section 1 The organization shall appoint an individual employed as a faculty or staff member who is an employee of San Diego State University. The advisor shall fulfill the responsibilities specified in the *SDSU Student Organizations Handbook*. Advisors shall serve on an academic year basis or until their successor has been selected.

Section 2

Duties

- a. Attending $\frac{3}{4}$ of Leadership Team meetings
- b. Acting as guidance for Leadership Team as a whole
- c. Collaborate with President and non-profit organization in compiling volunteering itinerary
- d. Act as liaison between Students H.E.A.L. members and providers and healthcare professional
- e. Review and approve all medical supply list and medications prior to purchase
- f. Make final decision regarding disciplinary actions

ARTICLE XI. **Organization Funds**

Section 1 Membership dues for each term shall be \$75/member each year.

Section 2 Dues shall be paid by the first general meeting of the year. There shall be a late fee of \$10/day.

Section 3 This organization has the ability to assess the membership for special purposes. Assessments shall be determined by a quorum of the membership at a regularly scheduled meeting

Section 4 Members who have not paid their dues or special assessments by the due date shall be considered as not being in good standing and shall lose all membership privileges, including voting, until the dues are paid.

Section 5 The Leadership Team shall propose an annual budget to be voted upon no later than the second regular meeting of the academic year. Any unbudgeted expenditures shall be approved in advance by the membership. When financial decisions must be made between meetings, the Leadership Board is authorized to approve expenditures not exceeding \$150.

Section 6 Organization funds shall not be used to purchase or reimburse members for alcoholic beverages.

ARTICLE XII. **Discipline of Members**

Section 1 When a member believes that another member has engaged in conduct that is detrimental to the organization, a written charge may be filed with the Leadership Team. The Leadership Team shall review the charges and may conduct a preliminary investigation if deemed appropriate. If the preliminary investigation concludes that misconduct appears to have occurred, the Leadership Team shall conduct a hearing on the matter. The member alleged to have engaged in the misconduct shall be given at least 72 hours notice of the hearing and be given an opportunity to present a defense. By a majority vote, the Leadership Team shall determine whether misconduct occurred. If it determines that misconduct did occur, the Leadership Team shall prepare a report to the membership of its findings and recommended sanctions, which may include expulsion, suspension, or lesser sanction(s) including, but not limited to, a reprimand, removal from office, a fine or corrective remedies.

Section 2 Student H.E.A.L. members shall review the hearing report in executive session, and the member accused of misconduct shall have an opportunity to rebut the information in the report. After providing a statement to the Student H.E.A.L. members, the member accused of misconduct shall leave the room for the remainder of the deliberations.

Section 3 Student H.E.A.L. members shall vote first on whether the member has engaged in misconduct. If by a two-thirds vote, the Student H.E.A.L. members determine that misconduct has occurred, the membership shall then by a two-thirds vote, determine appropriate sanction(s). The accused member shall be immediately notified of the outcome.

Section 4 By a two-thirds vote, the Student H.E.A.L. members may reinstate a member who has been suspended or expelled.

ARTICLE XII. **Amendment**

Section 1 Proposed amendments to these bylaws shall be presented to the Leadership Team and Advisors. The Leadership Board shall review and make recommendations on all bylaw revisions.

Section 2 Bylaw amendments require approval by majority vote of the Leadership Team. The amendment shall be effective immediately unless otherwise stipulated in the amendment.

Section 3 A copy of any amendments to these bylaws must be submitted to the Student Life & Leadership Office at San Diego State University within two weeks after adoption.

*Developed by the Students H.E.A.L. Leadership Team in March 2013 and were revised on June 1, 2022.
Bylaws have been adopted for the following 2022-23 term.*