
BYLAWS
Flying Samaritans at
San Diego State University

ARTICLE I

NAME

Section 1. The name of this organization shall be the Flying Samaritans of San Diego State University.

ARTICE II

PURPOSE

Section 1 The purposes of this organization are to provide health care to underserved populations in Mexico through running a monthly medical clinic.

ARTICLE III

AUTHORITY

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

Section 2 This organization is affiliated with Flying Samaritans and adheres to the Flying Samaritan Bylaws.

Section 3 This organization will meet biweekly (or fortnightly) on Tuesday at 5:00pm for executive body meetings and 6:00 pm for general body meetings.

Section 4 The rules contained in the most recent version of *Robert's Rules of Order, Newly Revised* shall be the parliamentary authority for this organization and shall govern in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

ARTICLE IV

MEMBERSHIP

Section 1 Membership in the organization shall be open to matriculated students enrolled at San Diego State University. Membership in the organization shall be defined on a two-tier system, Membership A

(Gold) and Membership B (Platinum). Those who attend a minimum of one general body meeting or one committee meeting per semester, one fundraiser per semester, and do not pay the \$30 membership fee will meet the requirements for Membership A. Those who attend a minimum of one general body meeting or one committee meeting per semester, one fundraiser per semester, and one clinic per semester, in addition to paying the \$30 membership fee will meet the requirements for Membership B.

Section 2

This organization shall have associated members who are non-SDSU students or who do not meet the above criteria. Associated members shall have all membership privileges except the right to run for any executive board position and vote on any affairs that pertain to the organization. By California State University policy, no more than 20 percent of the membership shall be individuals who are not CSU students (e.g., community members, students at other colleges, etc.).

Section 3

Eligibility for membership or appointed or elected student officer positions may not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.

ARTICLE V

OFFICERS

Section 1

The officers of the organization shall be the President, Vice President Internal, Vice President External, Treasurer, Secretary, Clinic Coordinator, Co-Pharmacy Coordinator, Fundraising Chair, Public Health Chair, Dental Clinic Coordinator, Dental Administration, Co-Optometry Clinic Coordinator, and Physical Therapy Clinic Coordinator.

Section 2

Powers and Duties of Officers:

- a. The President shall serve as the chief executive officer of the organization, shall preside at all meetings of the organization and shall prepare the agenda for meetings. The President shall be the official spokesperson of the organization, representing the policies, views, and opinions of the organization in its relations with the campus and community at large. The President shall appoint all committees and committee chairs. The President shall

be an ex officio member of all committees. The President shall have such further powers and duties as may be prescribed by the organization.

- b. The Vice President External shall preside at organization meetings in the absence of the President. The Vice President shall perform all legal duties assigned by the President. The Vice President shall assume the office of President, alongside the vice president internal, if the office becomes vacant. The Vice President shall handle all affairs in Mexico, including but not limited to, working with Universidad Autónoma de Baja California (UABC), getting permits, promoting events etc.
- c. The Vice President Internal shall preside at organization meetings in the absence of the President. The Vice President shall perform all legal duties assigned by the President. The Vice President shall assume the office of President, alongside the vice president external, if the office becomes vacant. The Vice President shall organize healthcare providers for each clinic, supervise the provider rooms and attend Palomar chapter meetings.
- d. The Treasurer shall handle all financial affairs and budgeting of the organization, maintain all necessary accounting records, and prepare monthly financial reports for the membership. Said records shall be maintained in accordance with generally accepted accounting principles. The Treasurer shall collect and deposit all dues and fees. The Treasurer shall maintain bank accounts in the organization's name. The Treasurer shall order scrubs for every member and provide insurance for all drivers. The Treasurer shall be responsible for making sure all the necessary supplies are ready for each clinic.
- e. The Secretary shall take minutes at all meetings of the organization, keep these on file, and submit required copies to all organization members. The Secretary shall be responsible for all organization correspondence and shall keep copies thereof on file. The Secretary shall maintain membership records for the organization. The Secretary shall be responsible for checking in volunteers at the carpool site. The Secretary shall be responsible for advertising about events and maintaining the website. The Secretary shall take pictures at all Flying Samaritan's events. shall complete a newsletter based on each clinic. The Secretary shall keep all social media accounts up to date. The Secretary shall attend all CSSC meetings:-

- f. The Clinic Coordinator shall be responsible for making sure all the necessary personnel and supplies are available for each clinic. The Clinic Coordinator will designate what role each student will play at the clinic and what car each student will ride into and from the clinic. The Clinic Coordinator is responsible for the flow at clinic.
- g. The Co-Pharmacy Coordinator shall be responsible for obtaining necessary medications for each clinic and running the pharmacy on clinic days. The Co-Pharmacy Coordinator shall coordinate a medicine-sorting day before clinic.
- h. The Fundraising Chair shall be responsible for administering at least one fundraiser per month for the club. The ~~Co~~-Fundraising Chair shall keep a record of every participant for every fundraiser. The Fundraising Chair shall organize the end of the year banquet.
- i. The Dental Clinic Coordinator shall be responsible for all representing the dental officers. The Dental Clinic Coordinator shall recruit providers to attend the dental clinic. The Dental Clinic Coordinator shall be responsible for obtaining dental donations.
- j. The Public Health Chair shall be responsible for planning health education presentations during the clinic for waiting patients. The Public Health Chair shall coordinate activities and food donations to benefit the patients.
- k. The Dental Administration shall be responsible for registering patients and maintaining software. The Dental Administration shall work with the Medical Clinic Coordinator to establish a good flow between both clinics. The Dental Administration shall be responsible for the supplies and equipment used at the clinic site. The Dental Administration shall communicate with the dental providers on supplies available for each clinic.
- l. The Co-Optometry Clinic Coordinator shall be responsible for all affairs in Tecate for the optometry clinic. The Co-Optometry Clinic Coordinator shall be responsible for recruiting providers, assigning volunteers and assuring all supplies are at each clinic.
- m. The Physical Therapy Clinic Coordinator shall be responsible for all representing the physical therapy stations at clinic. The Physical Therapy Clinic Coordinator shall recruit providers to attend clinic. The Physical Therapy Clinic Coordinator shall be responsible for obtaining physical therapy donations.

Section 3

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 regularly enrolled students at San Diego State University.

California State University policies require that the President and Treasurer maintain a minimum overall 2.0 grade point average each term and not be on probation of any kind. The President and Treasurer must be enrolled in at least six units (three units for graduate and credential students) each semester while holding office. Undergraduate students with over 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater, or graduate and credential students with over 50 semester units or 167 percent of the units required for the graduate or credential objective, whichever is greater, are ineligible to hold the office of President or Treasurer.

No member may hold more than one office. No member may serve more than 2 years in the same office.

ARTICLE VI

SELECTION OF OFFICERS

Section 1

All Officers may be elected annually or by semester. Elections may be held each semester and shall take place at a regularly scheduled meeting of the organization at which a quorum is present. At least one week's notice shall be provided for any meeting at which an election is to be held.

Section 2

Nominations for officers shall be made at the regular meeting immediately preceding the election. Nominations may also be made from the floor immediately prior to the election for each office. Members may nominate themselves for an office.

Section 3

The officers shall be elected in this order: President, Vice President Internal, Vice President External, Treasurer, Secretary, Clinic Coordinator, Co-Pharmacy Coordinator, Fundraising Chair, Public Health Chair, Dental Clinic Coordinator, Dental Administration, Co-Optometry Clinic Coordinator, and Physical Therapy Clinic Coordinator.

- Section 4** Officers shall be elected by majority vote. 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 flip of a coin.
- Section 5** Votes shall be cast after an interview process by all officers on the board at the time of the elections, Advisor, and Health Care Providers of the organization.
- Section 6** No officers will be appointed by the President.
- Section 7** Officers shall serve for 1 year.
- Section 8** Officers may be recalled from office for cause. To initiate a recall election, a petition signed by two-thirds 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 9** If the position of President becomes vacant as the result of resignation, ineligibility or recall, the 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.
- Section 10** Member running for an officer position must submit an application, resume, and go through an interview process.
- Section 11** Once an officer has begun their term, they must be an enrolled student at San Diego State University.

ARTICLE VII **MEETINGS**

- Section 1** Regular meetings shall be scheduled bi-weekly during the academic year.
- Section 2** Special meetings may be called by the President or a majority of the Executive Committee. All members must be given a minimum of 24 hours notice prior to the meeting time.

- Section 3** Business cannot be conducted unless a one-third of the total voting membership is present.
- 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 either a gold or platinum member and an enrolled student at San Diego State University.

ARTICLE VIII **ADVISOR(S)**

- Section 1** The organization shall appoint an individual employed as a faculty or staff member by San Diego State University to serve as the university advisor to this organization as required by the California State University. Auxiliary staff and student assistants are not eligible to serve as advisors. 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.

ARTICLE IX **EXECUTIVE COMMITTEE**

- Section 1** The Executive Committee shall consist of the elected and appointed officers, with the advisor(s) serving as non-voting member(s).
- Section 2** The Executive Committee shall meet biweekly during the academic year. Special meetings may be called by the President or a majority of the Executive Committee. All members must be given 24 hours notice of the meeting. A quorum shall consist of a majority of the Executive Committee members.
- Section 3** The Executive Committee 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 Executive Committee shall report to the membership all actions taken between meetings. Except when it is too late to do so (such as when a contract has been executed), any actions taken by the Executive Committee may be rescinded or modified by the membership by a majority vote.

ARTICLE X

STANDING AND AD HOC COMMITTEES

Section 1 The organization shall have the following standing committees: Professionals Committee, Fundraising Committee, Supplies Committee

Section 2 The duties of each of Standing Committees is as follows:
The Professionals Committee shall be responsible for keeping an adequate supply of medical professionals available for each clinic.
The Fundraising Committee shall be responsible for helping the fundraiser chair with devising and administering fundraisers.
The Supplies Committee shall be responsible for obtaining all the necessary supplies to run the clinics correctly including medications and medical paraphernalia.

Section 3 The President shall have the authority to establish ad hoc committees as may be necessary from time to time to carry out the work of the organization.

Section 4 The President shall appoint the chairpersons and members of all committees.

ARTICLE XI

FINANCES

Section 1 Membership dues shall be \$30.00 per year. \$20 goes towards local membership dues and \$10 goes towards international membership dues.

Section 2 Dues shall be paid before the first clinic each member attends.

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 Executive Committee 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 Executive Committee is authorized to approve expenditures not exceeding \$1,000.

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

ARTICE XII **DISCLIPLINE 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 Executive Committee. The Executive Committee 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 Executive Committee 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 Executive Committee shall determine whether misconduct occurred. If it determines that misconduct did occur, Executive Committee 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 The membership 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 membership, the member accused of misconduct shall leave the room for the remainder of the deliberations.

Section 3 The membership shall vote first on whether the member has engaged in misconduct. If by a two-thirds vote, the membership determines 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 membership may reinstate a member who has been suspended or expelled.

ARTICLE XIII **AMENDMENTS**

Section 1 Proposed amendments to these bylaws shall be presented to the membership, in writing, one meeting prior to the meeting where the amendment will be voted upon. The Executive Committee and/or Bylaws Committee shall review and make recommendations on all bylaw revisions prior to consideration by the membership.

Section 2 Bylaw amendments require approval by two-thirds of the voting members present at a regular meeting. 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.

ARTICLE XIV CLINIC SELECTION AND REQUIREMENTS

Section 1 In order to be eligible for selection to a clinic, a member must have attended and/or participated in that month's eligibility fundraiser, attended a committee or general body meeting that month, and have a non-expired passport.

Section 2 Once selected for clinic, a member must present their non-expired passport, complete membership forms, pay the \$30 annual fee for membership, pay the \$15 scrubs fee, and pay the \$10 gas and \$10 pharmacy donation. The latter two donations are non-driver fees.

Section 3 If a volunteer signs up for clinic and is selected, but cancels after the selection email is sent out, then said volunteer will be ineligible for the following clinic. A volunteer who cancels the morning of clinic or has a "no call no show" by the time the volunteer's assigned caravan departs will be ineligible for the next two clinics. **If a volunteer is serving as a driver in the caravan, providing transportation for other volunteers to the clinic, and cancels after the selection email is sent out, then the driver will be ineligible for two clinics. Drivers who have a "no call no show" by the time their assigned caravan departs will be ineligible for three clinics.**

These bylaws were adopted on 9-28-11 and most recently revised on 08-24-19