

CONSTITUTION FOR CAMPMED AT UCI
University of California, Irvine

ARTICLE I. NAME

Section I. The official name for this organization is CampMed at UCI.

Section II. This organization will use the name CampMed, in all publicity materials and correspondence.

ARTICLE II. PURPOSE

Section I. The purpose of this organization is geared toward exposing educationally and economically disadvantaged high school students from Title 1 Orange County High Schools to the health professional field through a unique outdoors learning experience. This is also a peer-mentoring program which targets youth who show academic promise and are interested in pursuing health and science careers but do not have the resources to develop their potential.

Section II. All activities of this organization must be directed toward this purpose.

ARTICLE III. MEMBERSHIP

Section I. REQUIREMENTS

Part 1. All currently enrolled students, both undergraduate and graduate, and UCI staff, faculty, alumni, and alumnae are eligible to be voting members.

Part 2. All members who are not currently enrolled UCI students or UCI staff, faculty, alumni, and alumnae are eligible to be non-voting members.

Part 3. All members are required to demonstrate support for the purpose of this organization.

Support includes:

- Attending all mandatory meetings
- Attending 70% of all fundraising events, percentage can be changed as stated by the current director
- Contacting CampMed by EMAIL ONLY at least 24 hours prior to canceling attendance of a meeting or event. One exception will be allowed for each member. Text messages and phone calls will not be accepted.
- Emergency phone calls will be taken into consideration.

Part 4. Membership decisions will not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran.

Section II. RIGHTS AS A MEMBER

Part 1. All members are eligible to attend all events of this organization.

Section III. TYPES OF MEMBERSHIP

Part. 1 Voting members are eligible to contribute their vote to any decision that affects CampMed at UCI for the current academic year that they are a member.

Part 2. Non-voting members are not eligible to contribute their vote to decisions that affect CampMed at UCI for the current academic year that they are a non-voting member.

Part 3. Coordinators and counselors are considered voting members, unless voted otherwise by majority coordinator approval and/or total Director approval, according to the best method deemed by the Director(s). In the event the voting membership of a Director is put into question, that Director's voting membership is temporarily withdrawn, and only the remaining coordinators may be used for decisions in which all Directors are needed to make a decision.

Section IV. WITHDRAWAL OF MEMBERSHIP

Part 1. Members may have their membership withdrawn for failure to adhere to the requirements for membership as stated above.

Part 2. A simple majority vote within the CampMed board at a regular or special meeting shall be sufficient to withdraw membership.

Part 3. Members to be voted upon in this regard will be notified of the intention to do so in writing at least one week prior to the meeting at which the vote will be taken.

ARTICLE IV. OFFICERS

Section I. OFFICER TITLES AND DUTIES

Officer Positions Include:

- Director
- Treasurer
- Program Planner
- Mentorship Chair
- High School Representative
- Fundraising Chair
- Public Relation Chair/ Historian
- Social Chair
- Secretary

Part 1. The Director will chair all meetings of CampMed and will plan and lead meetings, plan and manage the Counselor Application process, organize a schedule for the entire year,

collaborate with all Coordinators with their responsibilities, make executive decisions and delegate tasks, and ensure CampMed is sustainable.

Part 2. The Treasurer will manage club finances. This includes creating and maintaining a budget, allocating funds for events, managing and keeping track of money flow, collaborating with Program Planners to apply for grants, and handling reimbursements.

Part 3. The Program Planner will work on setting the camp's daily schedule, recruiting guest speakers for each night, organizing the career panel, attending the SIAP class, and communicating with camp counselors.

Part 4. The Mentorship Chair will be assisting in the planning, development, and execution of the mentorship program, along with the High School Contact Coordinators. These workshops include collecting and distributing information about financial aid/scholarships, college courses, and majors, college transitions, diversity, etc. Furthermore, the Mentorship Chair is responsible for outreaching to new high schools and establishing a mentorship program if possible. The position will also be in charge of collecting SIAP Informational Surveys and SIAP Undergraduate Surveys. The primary role of the Mentorship chair will be to focus on sustaining a relationship between the mentors and the mentees.

Part 5. The High School Representative will be assigned to each high school where they will act as a liaison between the school and CampMed. Each high school representative will be the main point of contact for the respective high school faculty members. Duties include meeting with high school students and informing them about CampMed, facilitating camp informational meetings, picking up completed applications and waiver forms, organizing parent meetings, being accountable for the respective high school students at camp and assisting the mentorship chair in facilitating the mentorship program at their respective high schools.

Part 6. All coordinators will be expected to assist with fundraising; however, the Fundraising Chair will be responsible for leading fundraising efforts. Their duties include procuring grant money, soliciting donations from local businesses, organizing fundraising events, and maintaining records of grants. Our goal is to raise enough money to provide camp cost-free for all participants, place a deposit for next year's campsite and fund the mentorship program.

Part 7. The Public Relations is responsible for publicizing and increasing reach for the organization. The main goal of the position is to increase public awareness of the organization and promote fundraising events. The duties of this position include creating both electronic and physical flyers for organization events, responding to social media outlets, designing and ordering camp and organization apparel, collaborating with Historian to maintain the website. The Historian is responsible for documenting club and camp pictures and experiences throughout the year. This position is required to compile information and updates into a quarterly Newsletter for club and camp members and alumni. Responsibilities of this position also include compiling the End-Of-The-Year Banquet video, designing the organization website, and maintaining the website throughout the year.

Part 8. The Social Chair will head in planning and organizing specific club events. These events include: counselor training preparation days, post-camp meeting for counselors and campers, etc. Responsibilities of this position include facilitating ice-breakers and other activities for meetings and camp, ensuring that counselors are prepared for camp, and organizing team-building activities.

Part 9. The Secretary will take, record, and file meeting minutes, send out announcements to other members, keep track of attendance at all events and meetings and maintain our alumni connections, including past members, campers, and faculty members.

Part 10. Holding a coordinator position requires a lot of teamwork and interaction with other coordinators. Although certain positions may be assigned, we all work together and help each other out. A position does not limit one's responsibilities as a coordinator.

Section II. REQUIREMENTS FOR RUNNING FOR AND HOLDING OFFICE

Part 1. All coordinators and candidates for coordinators can be currently enrolled UCI students or UCI alumni. Candidates for coordinators must have been a previous counselor. Exceptions can be made.

Section III. TERMS OF OFFICE AND VACANCIES

Part 1. The term of office shall be from the first meeting at the beginning of fall quarter until the end of the last debriefing meeting of the subsequent spring semester.

Section IV. VACANCIES

Part 1. Should a vacancy in office occur, there will be another nomination procedure and election for the vacant office.

Section V. REMOVAL FROM OFFICE

Part 1. Officers may be removed from office for failure to perform duties or for violation of membership clause.

Part 2. Officers to be voted upon in this regard will be notified of the intention to do so in writing at least one week prior to the meeting at which the vote will be taken.

Part 3. A majority vote of the quorum present at a regularly scheduled meeting shall be sufficient for removal from office.

Part 4. Any officer may resign by submitting a letter one week prior to termination of duties to the Directors.

ARTICLE V. NOMINATIONS AND ELECTIONS

Section I. TIME OF ELECTION

Part 1. To determine current year coordinators, their election(s) will be held following the camp dates of the previous academic year.

Part 2. To determine current year counselor members and non-voting members, their election(s) will be held following the closing of the application process.

Section II. NOMINATIONS

Part 1. Any member may nominate any other member, including himself or herself.

Part 2. Nominations may also be made during the election meeting itself, prior to closing of nominations and taking the vote.

Section III. ELECTION PROCEDURES

Part 1. A simple majority vote of the quorum present at that meeting will be sufficient to elect an officer. If there are more than two candidates and no candidate receives a majority, there will be a runoff vote between the top two vote recipients in the general meeting.

ARTICLE VI. COMMITTEES

Section I. GOALS

Part 1. Committees, whether temporary or permanent, will be created for the purposes of helping facilitate our mission statement.

Section II. ELECTION PROCESS OF COMMITTEES

Part 1. Only voting members may be in charge of a committee. Election of leadership of a committee will be determined by majority vote at general meeting or board meeting.

Section III. CREATION OF COMMITTEES

Part 1. Any creation of a committee, whether temporary or permanent, will need to be approved by voting members on board and by the Director(s) who are in good standing with their voting membership.

Section IV. COMMITTEE DECISIONS

Part 1. Decisions in committees will be determined through a majority vote by present voting members at the time of decision.

ARTICLE VII. MEETINGS

Section I. MEETING DETAILS

Part 1. Regular meetings will be held weekly for CampMed board members. If a meeting is to be canceled for a week, the Director will send out notification emails. Meetings for CampMed counselors will not be held weekly but only at the discretion of what the board deems necessary. Notice of meetings for CampMed counselors must be communicated to all members at least a week in advance of the meeting. Meetings will take place either on campus or at an independent location.

Section II. MEETING NOTES

Part 2. The Director(s) or Secretary will be responsible for recording the events of a meeting. Appropriate notes will be accessible to all voting members.

ARTICLE VIII. FINANCIAL MATTERS

CampMed must follow the University of California Policies Applying to Campus Activities, Organizations, and Students in all financial matters and accept full responsibility for all activities that bear the organization's name as official sponsor.

The University shall have the right to audit the financial records of CampMed.

Section I. Membership Fees

Part 1. Counselors and coordinators must pay or fundraise, at minimum, the value of the cost that it would take to pay for one spot at the current year's camp. Total payments and fees for the membership year will be determined, written out and addressed to each potential member before they become an official affiliate of CampMed at UCI.

Section II. MONITORING FINANCES

Part 1. The Treasurer and Director(s) will jointly oversee the collection of all fundraising amounts, grants and any other fees deposited into CampMed at UCI's name.

Section III. FUNDRAISING

Part 1. Fundraising is allowed to cover the cost of any fees that CampMed will ask any member to pay.

Section IV. EXPENDITURES

Part 1. CampMed is a non-profit organization. All money paid, donated, and/or fundraised in the name of CampMed at UCI will be utilized to pay for a camp designed to give high schoolers an opportunity to interact with a diverse group of college students, aiding the high school students in their pursuit of higher education.

ARTICLE IX. FACULTY/STAFF ADVISOR

Section I. ADVISOR REQUIREMENTS

Part 1. CampMed may appoint a primary advisor by majority vote of the board.

Part 2. Other persons may serve as special advisors as needed.

Section II. DUTIES

Part 1. The advisor must sign the recognition application each year.

Part 2. Coordinators should be in contact with the advisor on a weekly basis.

ARTICLE X. AFFILIATIONS

Section I. UCI

Part 1. This organization is a recognized student organization at the University of California, Irvine, but is not part of the University itself.

Part 2. In all correspondence and business transactions, it may refer to itself as an organization at UCI, but not as part of UCI itself.

Part 3. CampMed accepts full financial and production responsibility for all activities it sponsors.

Part 4. CampMed agrees to abide by all pertinent UCI policies and regulations. Where UCI policies and regulations and those of CampMed differ, the policies and regulations of UCI will take precedence.

Part 5. This organization recognizes and understands that the University assumes no legal liability for the actions of the organization, and that the University is not providing blanket indemnification insurance coverage for any activities of the organization.

ARTICLE XI. BY-LAWS AND AMENDMENTS

Section I. BY-LAWS

Part 1. By-laws can be added to the constitution by a simple majority vote of the entire CampMed Board at a regular meeting of CampMed.

Part 2. This constitution takes precedence over any by-laws.

Section II. Amendments

Part 1. This constitution can be amended by a majority vote of the entire CampMed Board at a regular meeting of CampMed.

Part 2. Notification of such a motion must be made to members of the board at least one meeting in advance of the one in which the actual vote is taken.

Part 3. All amendments shall be in consonance with University regulation and policies and shall be filed with the University through the Office of the Dean of Students within two weeks of adoption by the organization.

Signature of Presiding Officer _____

Date Approved by Organization _____

Reviewed by Office of Dean of Students _____

Date _____