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## CONSTITUTION AND BYLAWS

### Flying Samaritans at California State University, San Marcos

#### **ARTICLE I**

##### **NAME**

**Section 1** The name of this organization shall be the Flying Samaritans of California State University, San Marcos.

#### **ARTICLE II**

##### **PURPOSE**

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

#### **ARTICLE III**

##### **AUTHORITY**

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

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

**Section 3** This organization will meet monthly on Tuesday at 5:00 pm 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 or leadership in the organization shall be open to all those regularly-enrolled California State University, San Marcos students who are interested in membership or leadership regardless of major or degree objective. Membership in the organization shall be defined as attending a minimum of one general body meeting per semester, one fundraiser per semester, in addition to paying the \$30 per semester membership fee upon attending your first clinic. Each regular member has equal rights and privileges.

**Section 2** This organization shall have associated members who are non-CSUSM students. Associated members shall have all membership privileges except for the right to vote or hold office. By California State University policy, no more than 20 percent of the membership shall be individuals who are not CSU students (e.g., faculty, staff, community members, students at other colleges, etc.).

**Section 3** Eligibility for membership or leadership positions shall not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. There shall be not requirement based on major or degree objective. 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, Treasurer, Secretary, Physical Therapy Chair, Public Health Chair, and Pharmacy Chair.

#### **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 have such further powers and duties as may be prescribed by the organization. Each clinic, the President shall be responsible for making sure all the necessary personnel are available, designate what role each student will play, and is responsible for clinic flow. The President shall attend all SLL meetings.
- b. The Vice President Internal shall preside at organization meetings in the absence of the President. The Vice President Internal shall perform all legal duties assigned by the President. The Vice President Internal shall assume the office of President, alongside the Vice President External, if the office becomes vacant. The Vice President Internal shall organize healthcare providers for each clinic, supervise the provider rooms, and attend Palomar Chapter Meetings.

- c. 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 External shall handle all affairs in Mexico, getting permits, promoting events, etc.
- 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. These 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. The Treasurer shall be responsible for making sure all the necessary supplies are ready for each clinic.
- e. 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.
- f. 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. The Secretary shall be responsible for advertising about events and maintaining the website. The Secretary shall take pictures at all Flying Samaritans events. The Secretary shall keep all social media accounts up to date.
- g. The Physical Therapy Chair shall coordinate the physical therapy station at clinic. The Physical Therapy Chair shall be responsible for recruiting providers to attend clinic. The Physical Therapy Chair shall be responsible for obtaining physical therapy donations.
- h. 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. The Secretary shall be responsible for administering at least one fundraiser per month for the club

- i. The Pharmacy Chair must be a certified Pharmacy Technician (CPhT). The Pharmacy Chair shall be responsible for obtaining necessary medications for each clinic and running the pharmacy on clinic days. The Pharmacy Coordinator shall coordinate a medicine-sorting day before clinic.

**Section 3** Qualifications necessary to hold office in this organization are as follows:

- a. To be eligible for and to hold office, candidates must meet the requirements of CSU's policy on minimum academic qualifications for student office holders for major and minor student officers or representatives that is found at <http://www.calstate.edu/eo/EO-1068.html>
- b. No member may hold more than one office position. No member may serve more than 1 year in the same office position.

## **ARTICLE VI** **SELECTION OF OFFICERS**

**Section 1** All officers are elected annually. Elections may be held at the end of each spring 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, Treasurer, Secretary, Physical Therapy Chair, Public Health Chair, Pharmacy Chair.

**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 and Advisor.

- Section 6** No officer 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 number of 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** Members running for an officer position must submit a CSUSM unofficial transcript, resume, application, and partake in an interview process.

## **ARTICLE VII** **MEETINGS**

- Section 1** Regular meetings shall be scheduled monthly 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 have attended at least one fundraiser, at least one clinic, at least one general body meeting, and paid all membership fees.

## **ARTICLE VIII** **ADVISOR(S)**

**Section 1** The organization shall appoint an individual employed as a faculty or staff member by CSUSM to serve as the university advisor to this organization. Auxiliary staff and student assistants are not eligible to serve as advisors. The advisor shall fulfill the responsibilities specified in the CSUSM Student Organization 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 serving as a non-voting member.

**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, and Supplies Committee.

**Section 2** The duties of each Standing Committee 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 per semester and \$10 annually for 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 \$1000.

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

## **ARTICLE XII DISCIPLINE OF MEMBERS**

**Section 1** All complaints alleging violations of the Student Conduct Code, Title 5, section 41301, et seq., shall be investigated pursuant to Executive Order 1098 and/or 1097 (in cases involving allegations of unlawful discrimination, harassment or retaliation based on protected status). Investigations and other proceedings under Executive Orders 1098 and 1097 shall be conducted by campus administration, not student organizations, and this organization shall refer any complaints alleging subject matters covered by Executive Orders 1098 and 1097 to the campus Vice President for Student Affairs or other designee for investigation and resolution.

**Section 2** 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 3** 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 4** 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 5** 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 CSUSM 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 semester fee for membership, pay the \$15 scrubs fee, and pay the \$15 gas and \$15 pharmacy donation.

**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 eligible for the following clinic. A volunteer who cancels the morning of clinic or has a “no call no show” by the time of departure, the volunteer will be ineligible for the next two clinics.

These bylaws were adopted on 12-29-19 and most recently revised on 2-24-20.