

Kidney Disease Screening and Awareness Program

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Approved by (LEAD Center staff):

Article I - Name

The organization shall be known as KDSAP, which as an acronym stands for Kidney Disease Screening and Awareness Program.

Article II - Purpose

The Kidney Disease Screening and Awareness Program provides the opportunity for student members to participate in outreach in underserved communities and to increase awareness for kidney-related diseases. The club will offer opportunities for students to gain exposure to the scientific and medical professions through speaker series and programs geared toward developing relationships with established physician mentors. This organization also encourages undergraduate students to pursue in-depth education in the lacking nephrology workforce by raising awareness about the prevalence of chronic kidney disease and other renal diseases through community-based education and advocating preventative disease measures. Through hands-on monthly screenings known as Community Kidney Disease Detections (CKDD), students gain leadership and management skills while providing healthcare to those in underserved communities. Our goal is to combine science, medicine, and other skills to improve the health and wellbeing of the greater Bay Area community.

Article III - Membership

4.1 Eligibility and Requirements

Only currently registered students, faculty, and staff may be active members in a registered student organization. Only active members may vote or hold office.

We will not restrict membership based upon race, color, national origin, religion, sex, gender identity, pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition (cancer related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (including membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services). Additionally, there are no restrictions for university students based on academic performance.

Members are expected to attend general body meetings, participate in at least half of the community screenings, and complete any assignments entrusted to them by officers. Moreover, members represent UC Berkeley at community screenings off-campus and are required to act professionally. There are no financial obligations for membership into KDSAP.

We will not haze according to California State Law.

Mentors for the program will consist of licensed and practicing physicians in the area. They will instruct and help organize screenings, but will not vote during elections.

Membership in the KDSAP is voluntary and all risk of personal injury, property damage or other losses that occur assumes responsibility solely to the student organization and/or individual member(s) or non-member participant(s) incidental to membership or participation in activities. Accordingly, UC Berkeley, its officers and members shall not be responsible nor liable for any claims or causes of action for damage or loss of property or personal injury of any kind or nature which may arise out of or are incidental to the conduct of any organization's activities or that of any individual's participation in any group-related activity. It is further understood and agreed that it is the responsibility of the officers of the organization to assure that all of the organization's members and non-member participants in all activities sponsored by the KDSAP are fully informed and advised of this ASSUMPTION OF RISK, and in the event any individual member or participant should express or indicate non-acceptance, the organization's officers shall vote to remove the member from participation and/or membership of such individual.

4.2 Recruitment and Removal

Recruitment of membership mainly occurs during the beginning of the semesters but is open on a rolling basis. Membership shall be retained through the academic year and renewed until the student severs relations with the university by graduating or otherwise. In the event that any individual member does not accept the assumption of risk or does not meet the eligibility requirements, officers may vote with a two-thirds majority win to remove membership of such individual. Any member may request the removal of another member by presenting a case to the officers. In the case an individual is voted to be removed from the organization, the member may appeal in the following fall semester to the board for reinstatement with a two-thirds majority vote by the officers.

Members can be removed immediately without an officers' vote if an individual severs relations with the university through any disciplinary actions that cause suspension or expulsion. This also applies to members who violate the HIPPA statement or if they are seen to be putting themselves, or any of the surrounding people in any risk by disobeying direct instructions provided by an advisor on or off a clinical site.

4.3 Voting Privileges

Voting privileges are given to all standing officers in the organization. Voting privileges are lost if students are removed from the KDSAP organization through membership procedure violations or no longer wish to be part of the organization.

Article IV - Officers & Elections

5.1 Officer Regulations

Each semester, eligible officer positions will be chosen by the officer board and sent out to the entire active body. Any member who has attended a screening is eligible to run for officer positions other than the position of President. Only Vice Presidents are eligible to run for the position of President. The organization shall have the following officers: President, Vice President (2), Treasurer, Secretary, Publicity Chair, and three Committee Chairs (Screening, Awareness, and Fundraising). Each position is described below. These descriptions define the minimum responsibilities of each office and do not signify the total responsibility of authority afforded to each office. An officer may only hold one position each academic year.

5.2 Description of Officers

President – Shall have power as the chief executive officer of the group and shall have general supervision and control of its activities and programs in accordance with the organizational goals of community outreach. They shall ensure that board members are equipped with the resources and knowledge necessary to implement annual events, screenings, and programs, and ensure all responsibilities are being fulfilled. Works with the executive board to make certain all assigned tasks and duties are being completed and being followed through. Must assure all meetings and functions are being conducted in an orderly fashion as well as following the University's policies and regulations. Should be present in all club meetings.

Vice President(s) - Schedule the meetings through the UC Berkeley website, and work with the president to connect with the mentors. They will regularly check in with the various committee chairs to ensure that all responsibilities are being fulfilled, and propose new tasks and assignments for each position. They must also coordinate with the publicity chair for the publicity and tabling for the first two weeks of the semester, and assist in anything else that needs to be done. They will also oversee applications for ASUC Sponsorship, and search for methods of expanding KDSAP to other campuses / network with the national chapter.

Treasurer – Shall keep accurate records of the organization's financial affairs and shall ensure that the board is aware of all financial matters pertaining to KDSAP. They will also formulate an annual budget, and communicate with the LEAD representative regarding budget planning. They must be able to wisely budget any grants that KDSAP is presented with and must be able to maintain the bank account. Must maintain a minimum of \$500 in the bank account every semester. Must work with the other executive officers on matters related to club business. They must keep track of the supplies inventory for screenings and order new equipment as necessary.

Secretary – Record important information at club meetings and keep a running record of meeting minutes. They will be in charge of storing documents and photos in a centralized Google drive folder. They must also send out a pre-meeting email / post-meeting email to alert members of the meeting / summarize what happened. They will also be responsible for updating the roster of the members and checking to see if the members completed the training necessary to participate in the clinical programs. They are in charge of the berkeleykdsap@gmail.com and must respond to any inquiries within 48 hours (max). They must distribute the T-shirts and ensure that any loaned shirts are returned to the inventory.

Publicity Chair: Manage KDSAP's social media and marketing strategies. This involves creating fliers/posters for recruitment, organizing Facebook and Instagram posts, as well as working on the website and coming up with socials for our members.

Committee Chair:

- **Screening:** Find locations for the screenings and network with community leaders to establish rapport. Provide members with list of places to call. Provide members with an email and call script. Record a sample call to give new members an example of how calling should go. Coordinate with fundraising committee for appropriate fundraising dates, coordinate with awareness committee to prevent overlap between awareness and screening events. Manage physician connections to staff the screenings. Provide members with a list of UCSF and Stanford (amongst other medical institutions) physicians to email/call. Compose an email/call script for the members. Network with UCSF physicians to establish a connection with the UCSF Nephrology department. Write a step by step explanation sheet for the physicians explaining what to expect at screenings and what their responsibilities would be. Send them this document + screening form once they email back expressing interest in participating. Send physicians who volunteer a thank you letter. Organize the names of physicians that have been contacted already and prevent contacting overlap amongst members of screening committee and awareness committee
- **Awareness:** Spread awareness of KDSAP to both Berkeley Community and UC Berkeley students. Host awareness events (at least 2) during the semester. Note for future: prepare numbers/places to call and assign to members. Network with nephrologists from UCSF / other Bay Area locations for panels! Educate club members about kidneys (ideally guest speakers from UCSF who know way more than we do). Organize community education events at schools/churches. Network with nephrologists for group shadow opportunities--i.e., group of X students goes to kidney clinic with doctor who's volunteered to show us around
- **Fundraising:** Oversees the fundraising committee. Ensures that each member is fulfilling tasks. Should be recorded in some manner so that we can track who is working hard. Lead the committee to reach the Targeted Income for the semester through various fundraising efforts. Must create at least 3 events per semester.

5.3 Voting Privileges

Each officer has one vote for executive decisions. In the event there is a tie with an even number of officers, the President is given an additional vote. All officers must abide by the same voting privilege requirements.

5.4 Terms of Office

Each officer position can be held for one academic year. An officer may choose to rerun for his or her current position.

5.5 Election of Officers

The election of officers for the next academic cycle will take place at least one month before school ends. However, if an officer chooses to leave a semester early, an election must be held for that position.

5.5.1 Election Process

1. KDSAP members must nominate themselves by agreeing to the duties and the responsibilities of the officer positions they might potentially take part in and apply to using the application provided.
2. Eligibility for election to any office will consist of a UC Berkeley undergraduate status, a KDSAP membership of no less than 1 semester, and the ability to serve as an officer for one full academic year. Eligibility for election to the office of the President shall additionally consist of at least one semester of prior service as a KDSAP Vice President.
3. The current board members will discuss each application individually and select an officer position for each position by voting. Majority of votes cast by the executive board members to elect an officer through secret ballot. In case of a tie in the votes, the President will have the power to override the tie, keeping in mind, the organization's best interest. The order of positions voted upon is the order listed in this constitution, as stated above.
4. Must be on the executive board to be eligible to vote.
5. An officer cannot hold more than one position.
6. Absentee proxy ballots can be cast by any executive board member who could not make the meeting when voting is taking place. However they are required to have read all of the applications beforehand.
7. Any contests of election results are decided by the President with the option of the rest of the executive board.
8. Election results will be announced via a general body email written by the Secretary.
9. New officers must attend the last few officers meeting with the previous executive board at the conclusion of the academic year.

5.6 Removal of Officers

If an officer is deemed incapable of carrying out the duties of his or her office for reasons including but not limited to medical issues, prolonged absence from meetings and club events, or negligence of his or her duties, the officer is eligible for removal. An officer can be

considered for removal at anytime during the academic year. Any member (officer or otherwise) can nominate an officer for removal given that this member provides sufficient reason for such action in writing to an officer. This officer introduces the removal request in the next officers' meeting. Before the matter of removal can be introduced to the general body, all officers (besides the one whose removal is pending) must unanimously approve the request for removal. In the event the officer is removed, he or she can appeal this decision to the president, and be subject to a decision by the officer board. If the ruling stands, elections must be held to replace the officer.

5.7 Officer Vacancies

When the officer resigns or is removed, the vacancy should be filled through mid-term elections which shall be held in the manner similar to that described above for regular elections. The decision to fill or not to fill a vacancy will be decided by the executive board. The replacement officer will take their position for the remainder of the term.

Article V - Meetings

6.1 General Body Meetings

General body meetings must be scheduled weekly throughout each semester unless the university closes on the day the general body meeting is scheduled to occur. All members may attend the meeting. The general body meetings shall be conducted by the executive members.

Rules of Order for meetings:

- Officers create the slides that cover any pertinent information for screenings/other events that are coming up
- Meetings should cover general anatomy behind kidneys including information about the healthcare system / patient confidentiality
- Meetings must also lead to trainings to prepare students for screenings
- For trainings, a certified instructor must be found (Nephrologists / EMT's)

6.2 Officer Meetings

Officer board meetings must be scheduled on a biweekly basis. Board meetings must include the members of the executive board and is open to the advisor. The President will officially conduct and approve the business of the organization at board meetings. Special meetings can be called by any of the members in the executive board. An email notice of the meeting reason and details should be addressed at least 72 hours in advance and sent to the members of KDSAP.

6.3 Committees

Screening Committee - Lead by officer elected screening committee chair. The committee is responsible for planning and organizing all aspects of screenings. Everyone in this committee will work towards establishing screening locations around the Bay Area to hold future screenings, and contact licensed nephrologists in the Bay Area to provide physician consultations to patients at screenings.

Awareness Committee - Lead by officer elected awareness committee chair. The committee is responsible for spreading awareness about chronic kidney disease amongst the student population at UC Berkeley and communities in the Bay Area. All members of this committee will be trained to give the "My Kidneys and Me" presentation from BANKF. Awareness will be spread via awareness talks, physician panels, and brochures.

Fundraising Committee – Lead by officer elected fundraising committee chair. The committee is responsible to raise funds necessary to fund all expenditures of KDSAP. Committee shall be responsible to hold at least two fundraisers every semester.

6.4 Advisors

A fully licensed physician advisor must be selected for KDSAP. The advisor is selected based on interest of the individual to lead the organization in the right direction. The individual must be willing to give advice and answer questions themselves or place the members of KDSAP in contact with someone who is willing to help answer questions. The advisor must be present at health screenings to supervise all conducts. An advisor can be removed if he or she expresses an interest to no longer be affiliated with the organization and take part in leading the members of the organization. In the event that an advisor is removed or resigns, a new advisor shall be elected within 30 school days to continue screenings.

Article VI - Amendments

All amendments, additions, or deletions to this document must be filed with the LEAD Center in 432 Eshleman Hall.

Any officer of the current semester may propose an amendment. The amendment must first be presented at an officer meeting with over two-thirds of the officer board present. There must be a period of at least 2 weeks in between the initial proposition and final vote

of the amendment, and active members will be notified at general meetings during this period that an amendment is going to be voted upon.

An amendment requires a $\frac{2}{3}$ majority vote from the active membership in order to pass.

Article VII - Finances

The Vice President and Treasurer will be responsible for creating the budget and updating records of any transaction conducted. The budget must include all predicted expenditures and revenue that KDSAP will incur in the fiscal year. Funds raised by the organization through fundraisers, grants, and donations shall be recorded and shall be maintained for future events hosted by KDSAP which further the goals of the organization. The treasurer shall keep a strict, regularly updated log of expenditures detailing financial distribution for events, updated log of expenditure per semester, and an updated log of expenditure per fiscal year. All funding and refunding requests shall be handled by the Treasurer under university policies.

The organization will maintain two authorized signers. Usually, these should be the President and Treasurer. If either of these officers are unable to fulfill this role, another officer can take over his/her position at the beginning of a semester, provided they take and pass the authorized signer training.

Article VIII - Constitutional Amendments

Amendments to the KDSAP Constitution must be submitted to the Secretary at least one week before the next general-body meeting. This amendment is made available to all the club members and is voted on during the next general-body meeting in which at least half of the club's members are present. Two-thirds of the present voting members must vote for the amendment for it to become part of the Constitution. Amendments can consist of changes to existing articles and clauses or an entirely new article or clause.

All amendments, additions, or deletions to the document must be filed with the LEAD Center in 102 Hearst Gym.

Article VIII - Dissolution

Dissolution will be decided when the club forgoes screenings for two semesters in a row. If this occurs, the executive board must meet and vote for dissolution. Dissolution will occur only if the executive board unanimously decides to dissolve the club. If this occurs, unspent funds shall be donated to UCSF's nephrology department to do with what they will.

All unspent ASUC funds shall remain the property of the ASUC; all Graduate Assembly funds shall remain the property of the Graduate Assembly. After 5 or more years of inactivity, any privately obtained funds left in accounts will be donated to the ASUC carry forward account.