CommunityCare Clinics Constitution
2013-2014

A. The organization shall be called the CommunityCare Clinics.
B. A student organization of the same name has existed for several years.
C. This organization is a sanctioned student organization by the University of Toledo’s Health Science Campus Office of Student Life.

Article II. Association
A. The organization shall not be associated with any other student organization, but may be associated with medical clinics in the Toledo area and the University of Toledo. A contract with the ethic of association should be on file with the Office of Student Life.

Article III. Purpose
A. The primary purpose of the organization is to maintain at least one student-run clinic that is committed to improving the quality of life of underserved populations in the Greater Toledo area by providing free medical care to patients without healthcare insurance.
B. The clinic(s) will be driven by a volunteer staff of students and healthcare professionals and will provide an interprofessional environment for students to gain public health and “hands-on” clinical experience.
C. Additionally, the CommunityCare Clinics will strive to increase the patient and public awareness of various health issues.

Article IV. Membership/Volunteering Requirements
A. Requirements for membership of the organization and requirements for volunteering may be different.
B. Requirement for membership shall be that the student has matriculated at the University of Toledo Health Science Campus. Currently only medical students, physician assistant students, pharmacy students, and nursing students are considered eligible for volunteering (see below), but students from all schools are eligible for membership.
C. Requirements for volunteering include successful completion of the CommunityCare Clinics Fall Skills Training session and/or the interviewing course and/or physical diagnosis course required by their program of study. Students will also be required to demonstrate eligibility for liability insurance. Currently, this requires them to register for the Contemporary Issues in Community Health Care elective class at the University of Toledo Health Science Campus.

Article V. Officers and Elections
A. The Executive Board shall consist of the following officers with voting rights:
   Executive Director, Director of Physician Recruitment, Director of Student Recruitment (2), Director of Finance, Director of Administration, Director of Medical Procedures, Director of Risk Assessment, Director of Quality Management, Director of Public Health, Director of Physician Assistant Relations, Director of Pharmacy Relations (2), and Director of Nursing Relations.
B. Officer terms, except the Physician Assistant Representative, Pharmacy
Representatives and Nursing Representative, shall be one full year in duration, beginning and ending around April 15, or until the replacement officer is fully trained. The officers will run the clinic during the summer months, as well; however, not all officers need to be present during the summer months in order to accomplish this goal.

C. Four student representatives from the first year medical school class will be elected in the fall. The Director of Physician Assistant Relations shall be selected in December or January and the Directors of Pharmacy Relations shall be selected in May from the incoming third-year pharmacy class. The Director of Nursing Relations shall be selected in May from the incoming second-year nursing class.

D. The positions of the Executive Director and Director of Administration will be chosen by a selection committee consisting of the members from the current executive board in late January or early February. Candidates for these positions will be excluded from the committee. The directors will be chosen by a two-thirds majority.

E. The Executive Director and Director of Administration shall be chosen before the general board interviews to allow candidates who were not selected to apply for other positions.

F. All other officer positions within the School of Medicine shall be filled by an interview process, with the selecting committee consisting of the members from the current executive board and first year medical student representatives. Candidates for these positions will be excluded from the committee. The positions will be chosen by a two-thirds majority.

G. Interviews for all other officer positions will be conducted in early March. All training of new officers must be concluded by May 1st.

H. Any student in good academic standing with no pending investigation of unprofessional behavior is eligible.

I. The Physician Assistant Representative will be chosen by an interview process conducted by Dr. Moynihan.

J. The two Pharmacy Representatives will be chosen by an interview process conducted by Dr. Cappelletty.

K. The Nursing Representative will be chosen by an interview process conducted by the Executive Director, Director of Administration, and current Nursing Representative.

L. After the new board has been selected, 2 members shall be selected to serve as Directors of Publicity in addition to their regular duties. Volunteers shall be solicited from the new board to fill these positions. If there are no volunteers the Executive Director shall appoint two officers. Duties include but are not limited to: making announcements to the M2 class; making announcements to the M1 class before selection of First-Year Representatives; advertising CommunityCare Clinics events to the student body and the general public via Facebook, email, announcements, and other means as directed by Executive Director.

M. The duties expected of all officers are: to serve as the Clinic Officer, Assistant Officer, or Electronic Health Records Scribe once per month; attend all Executive Board meetings;
participate in the M1 Skills Training Session; train First Year Representatives; mentor first year medical and physician assistant students in the clinic; serve on Spring for CommunityCare Race Committee and help with Medicine Ball Silent Auction.

N. The Director of Student Recruitment (2) duties are to: schedule student volunteers for clinics 2-3 weeks in advance; recruit students via word of mouth, Facebook, & emails through HSC Announcements. If not enough students are signed up for clinic; find replacements for students who can no longer attend clinic; answer email questions from students about scheduling, cancellations, and policies.

O. The Director of Provider (Physician) Recruitment duties are to: schedule physicians for the Mildred Bayer clinic; work with Mildred Bayer staff to schedule clinic dates; recruit/credential new physicians; serve as liaison and recruit/credential all other healthcare providers (with the exception of community nurses, which will be the responsibility of the Nursing Representative) for the CommunityCare Free Medical Clinic; serve as a general liaison to the Mildred Bayer staff; serve as an alternate Mildred Bayer Electronic Health Records Scribe; schedule physicians and pharmacists for CommunityCare Free Medical Clinic.

P. The Director of Quality Management duties are to: implement a process for Quality Management/Patient Satisfaction data; act as a point of contact for the Mildred Bayer staff regarding Electronic Health Records system; serve as the primary Mildred Bayer Electronic Health Records Scribe; verify Women’s Clinic patient appointment notifications have been made by 9pm two days prior to Women’s clinic date; serve as undergraduate and volunteer coordinator.

Q. The Director of Public Health duties are to: manage the CommunityCare Free Medical Clinic HIV Testing Clinic; schedule test counselors and testing clinic staff as needed; be trained as a HIV Test Counselor through the University of Toledo Ryan White program; serve as an alternate Mildred Bayer Electronic Health Records Scribe, coordinate and oversee community outreach programs and Health Screenings.

R. The Director of Risk Assessment duties are to: perform Risk Assessment duties required by the Office of Student Affairs; chair the Med Ball Silent Auction Committee; serve as an alternate Mildred Bayer Electronic Health Records Scribe.

S. The Director of Medical Procedures duties are to: perform Secretary duties required by the Office of Student Affairs; organize and present the M1 Skills Training Session; manage content on the University of Toledo Community Care websites; serve as a Testing Counselor at the CommunityCare Free Medical Clinic HIV Testing Clinic; organize and present all Intensive Skills Training sessions.

T. The Director of Finance duties are to: perform Treasurer duties required by the Office of Student Affairs; manage payments to the clinic security staff; submit payment forms and maintain budget spreadsheet; follow up with officers and the Office of Student Affairs to track payment status; serve as Senior Development Chairperson; assist Executive
Director in ordering and purchasing of medications and supplies; serve as liaison to the UT Foundation and UT Institutional Development.

U. The Director of Administration duties are to: perform Vice President duties required by the Office of Student Affairs; maintain historical records; ensure clinics are ‘closed out’ in the online scheduling system and that records are accurately kept; maintain and revise procedures manual as needed; schedule meetings; collaborate with Executive Director on data reporting; oversee Contemporary Issues in Community Health Care elective.

V. The Executive Director duties are to: perform President duties required by the Office of Student Affairs; hold bimonthly Executive Board meetings; manage pharmacy purchases for the CommunityCare Free Medical Clinic; interface with University administration; develop and manage annual initiative/project for the Executive Board to accomplish during the academic year.

W. The Director of Pharmacy Relations duties are to: Serve as a liaison between all professional students and faculty in the School of Pharmacy and the CCC Executive Board; work with Executive Director to purchase appropriate medication supplies for clinics; work with Directors of Student Recruitment to manage pharmacy student scheduling.

X. The Director of Physician Assistant Relations duties are to: Serve as a liaison between all professional students and faculty in the School of Physician Assistant Studies and the CCC Executive Board; contact Women’s Clinic patients one week prior to scheduled clinic date and again two days prior to scheduled clinic date; schedule Women’s Clinic patients as necessary.

Y. The Director of Nursing Relations duties are to: Serve as the liaison between all professional students and faculty in the School of Nursing and the CCC Executive Board; recruit/credential new community nurses for triage responsibilities at the CommunityCare Free Medical Clinic; work with Directors of Student Recruitment to manage nursing student scheduling.

Z. The First Year Representatives will serve as liaisons between the first year medical school class and the Executive Board. They shall be trained in how to properly run each clinic, will attend the Executive Board meetings, and will assist the Executive Board with fundraising opportunities and student recruitment. After an initial training period, The duties expected of all First Year Representatives are: to serve as the Clinic Officer, Assistant Officer, or Electronic Health Records Scribe once per month; attend all Executive Board meetings; mentor first year medical and physician assistant students in the clinic, serve on Spring for CommunityCare Race Committee and help with Medicine Ball Silent Auction.

AA. In the event that an elected officer can no longer fulfill his/her duties, does not wish to, or is deemed incompetent by two-thirds of the remaining officers, that position shall be filled by a special interview using the interview process set for the specific position.

Article VI. Advisors
A. The Faculty Advisors shall have an unlimited term of service.
B. The term of service shall end when either the faculty advisor chooses to resign or a two-thirds majority of the officers choose to remove him/her from this position.
C. He/she shall be elected by current officers as needed.
D. The only requirement for advisor eligibility is that he/she be a faculty member at University of Toledo Health Science Campus and show enthusiasm for the mission of the organization.
E. The advisor may also serve as the course director for the course entitled *Contemporary Issues in Community Health Care*; however, the advisor and course director do not need to be the same person.
F. Each clinic site must have a faculty advisor. There will be one Faculty Advisor each for the Mildred Bayer clinic and Migrant Worker Clinics and two Faculty Advisors for the CommunityCare Free Medical Clinic. A single faculty advisor may serve as advisor for more than one clinic site.

**Article VII. Quorum**

A. Quorum shall be a majority of the Executive Board officers with voting rights.
B. Exceptions to this may include: 1) the summer months when more officers are likely to be unavailable and 2) the Director of Physician Assistant Relations, Director of Pharmacy Relations, and Director of Nursing Relations may be absent with quorum still established.
C. In the summer months, business may be transacted with six officers or all officers still living in the Toledo area, whichever number is less. If the number of available officers is less than six, voting may be conducted only with the input of other officers via telephone or other means of communication.
D. If at any time quorum cannot be established by in-person attendance, business may be transacted via telephone, Skype, online voting, or other means of communication.

**Article VIII. Meetings**

A. Meetings of the Executive Board should be held at least every other month and more frequently as needed.
B. They will be called by the Executive Director.
C. Meetings for students at large will be held as deemed necessary by the current officers.

**Article IX. Referendum and Recall**

A. Organizational and clinical issues which an officer wishes to put to referendum should be addressed at a regular Executive Board meeting.
B. One only needs to make a motion to call for a referendum or an issue, but no second is needed.
C. A majority vote of officers must agree in order to pass an issue.
D. Recall shall be conducted in the same manner.

**Article X. Amendments**

A. Amendments shall be proposed by officers at regular Executive Board meetings.
B. One only needs to make a motion to propose an amendment, but no second is needed.
C. Two-thirds of officer agreement is required to pass an amendment to the constitution.

Article XI. Ratification

A. Current officers of the non-profit organization are in place and shall constitute the voting body.

B. Ratification of this constitution must be approved by all current officers.