

# Bylaws of the (name of institution) Chapter of Health4TheWorld.

## **Article I.**

### **Name**

Section 1: The name of this organization shall be the (name of institution) Chapter of Health4TheWorld.

## **Article II.**

### **Objective**

Section 1: The objective of this chapter is to support Health4TheWorld's objectives of improving medical education and access to healthcare in under-resourced communities worldwide.

Section 2: This chapter will participate in the following initiatives. Chapters may select from the following goals and/or add individualized goals in this section.

2.1 The H4TW Global Classroom: Coordinating live, online lectures. This may include recruiting faculty members or licensed medical providers to give lectures, assisting them with the technical requirements, creating quizzes based on the lecture material, and uploading recordings of the lectures.

2.2 The Mobile Application Team: cross-disciplinary students can collaborate on the development of mobile apps, virtual reality, and chatbot creation.

2.3 Health Awareness Movies Think Tank: creating short films featuring health awareness tips and inspiring stories from providers and patients.

2.4 Social Media and Research Team: Spreading educational awareness and messages about H4TW on social media and using social media to link mentees with mentors at H4TW Humanitarian Innovation Hubs.

## **Article III.**

### **Authority**

Section 1: This organization is a recognized student or resident organization at (name of institution) and adheres to all rules and obligations of (name of institution).

Section 2: This organization is affiliated with Health4TheWorld and adheres to the Health4TheWorld Terms of Agreement and Privacy Policy. The Terms of Agreement and Privacy policy are available through Health4TheWorld's website and are subject to change from time to time without notice and are incorporated herein by reference. Members should consider the points below.

2.1 Medical Education Content.

Any medical education content produced by this chapter or members of this chapter must be devoid of patient identifying information and HIPAA compliant. All educational content is intended for medical providers who accept responsibility for patient outcomes. Members should not provide medical advice or care through any Health4TheWorld platforms. Members should be cautious not to make any statements that might be misinterpreted as medical advice.

2.2 Intellectual Property

All content, software, or other materials provided by or on behalf of Health4TheWorld to the (name of institution), including the materials available on the Health4TheWorld Website, mobile applications, and other technology platforms including but not limited to online videos, quizzes,

presentation materials, images, texts, illustrations, documents, (collectively, the “Content”), is and will remain the property of Health4TheWorld. The chapter does not have a license, express or implied, to the Content or any intellectual property rights covering the content. The chapter will use Content solely as authorized by Health4TheWorld, consistent with the Terms of Use. The chapter will not copy sell, re-sell, display, reproduce, publish, modify, create derivative works from, transfer, distribute, or otherwise commercially exploit in any manner the Content. The Chapter will not reverse-engineer, decompile, disassemble, or otherwise access the source code for any software used in connection with the content.

The chapter agrees that any data, recordings, or other content, including the intellectual property rights related to such content, which is jointly developed through the activities of this chapter, will be jointly owned and both the chapter and Health4TheWorld, and each party will have the right to use such content and intellectual property rights for any non-profit and non-commercial purposes without the need to account to the other party or obtain the other party’s consent.

#### **Article IV. Membership**

Section 1: The membership of this organization is open to any student or medical resident of (name of institution)

Section 2: Eligibility for membership or officer positions may not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability.

Section 3: To maintain active membership, members are expected to specify attendance requirements (for example “attend 2/3s of the meetings”) and/or participation requirements (“must serve on at least one committee” or “must participate in at least 2 projects”, “must recruit one lecturer”) here.

#### **Article V. Officers**

Section 1: The officers of this Chapter will include President, Vice-President, and Secretary who will comprise the Executive Committee.

Section 2: Selection of Officers

2.1 Nomination Process: All nominations for the officers are subject to approval by the faculty advisor prior to the election. The faculty advisor and outgoing officers are responsible for organizing the first meeting of the academic year and ensuring the nomination and election of new officers.

2.2 Elections: Elections will take place at the first meeting of the academic year, and officers will take office immediately and retain the office for remainder of the academic year.

You may outline a more specific election protocol here if you wish (show of hands, paper ballots, giving nominees the chance to introduce themselves or make a short speech). For a small group of medical students or residents, an informal show of hands may suffice. For a larger group it may work better to give nominees a chance to speak formally followed by an anonymous paper or electronic voting system.

2.3 Reporting Election Results: The newly elected officers are responsible for submitting their names and contact information to Health4TheWorld as part of the application process, with the oversight of the faculty advisor.

Section 3: Resignation, Termination, and Vacancies

3.1 Resignation: An Officer must submit their resignation in writing to the faculty advisor, as well as the President or the Secretary.

3.2 Termination: An officer may be removed from office at the discretion of the faculty advisor for engaging in conduct that violates the rules of Health4TheWorld or (institution).

3.3 Vacancies: The Vice President will assume the duties of President if the office becomes vacant. For any other vacancy, the remaining two officers will nominate a member to appoint to the position. If the member accepts and the faculty advisor approves the nomination, the appointee will immediately assume the duties of that office.

## **Article VI.** **Duties of Officers**

### Section 1: President

1.1 The president will serve as the chief executive officer of the chapter, will prepare the agenda for meetings, and preside at meetings.

1.2 They will serve as the spokesperson for the (name of institution) Chapter of Health4TheWorld, representing the Chapter in its relations with Health4TheWorld, (name of organization), and the community at large.

1.3 The President has the authority to appoint committees and committee chairs.

### Section 2: Vice President

2.1 The Vice President will preside at meetings in the absence of the President and will perform duties assigned by the President.

2.2 The Vice President will assume the office of President if the office becomes vacant.

### Section 3: Secretary

3.1 The secretary is responsible for submitting names and contact information of the officers and a copy of the approved bylaws to Health4TheWorld following the first meeting. They are also responsible for ensuring that all active members receive an electronic copy of the approved bylaws.

3.2 The Secretary will take minutes at all meetings, keep a record of the minutes, and ensure that the faculty advisor receives a copy of the minutes.

3.3 The secretary is responsible for tracking attendance at meetings or events and keeping a roster of active members. At the end of the academic year, they will submit the roster of active members to Health4TheWorld.

3.4 At the end of the academic year, the secretary is responsible for submitting a report to Health4TheWorld summarizing the contributions of their chapter over the course of the year. The faculty advisor will verify the veracity of the report prior to submission.

## **Article VII.** **Faculty Advisor**

Section 1: The faculty advisor must be a faculty member of (name of institution) and advises the Chapter on independently executed projects and on its relations with Health4TheWorld. The faculty advisor also

ensures that any projects, activities, and policy matters of the chapter are in accordance with the policies of (name of institution).

1.1 The faculty advisor will ensure that the chapter has institutional approval and indicate that the chapter has institutional approval by signing the application.

1.2 The faculty advisor will ensure that the nominees for officer positions are in good standing with the sponsoring institution and capable of holding office in accordance with institutional policies. They will oversee the election process at the first meeting.

1.3 The faculty advisor will ensure accurate completion of the application in cooperation with the officers, and electronically sign the application.

1.4 The faculty advisor will receive the minutes from the Secretary following meetings. The faculty advisor is encouraged to meet with officers and members as necessary to offer advice and expertise to the chapter's undertakings.

1.5 The faculty advisor will verify the Secretary's yearly reports prior to their submission to Health4TheWorld.

## Section 2: Resignation

2.1 Should the faculty advisor wish to discontinue their position; they will inform both Health4TheWorld and the officers immediately.

2.2 The name of an interim faculty advisor, who will serve for the remainder of the academic year, should be reported to Health4TheWorld within two weeks. The interim faculty advisor should contact Health4TheWorld directly to assume responsibility for the chapter.

## **Article VIII. Meetings**

Chapters must determine the details of when and where meetings will occur, how members are informed of meetings, and what the attendance policy is for meetings. How often will meetings occur? Will the occur at set times? (Examples: the first Tuesday of every month. Every other Thursday. This may work better for large groups) Or will they occur on a more flexible basis? (Examples: The executive committee will decide when the monthly meeting will occur, and the president will notify members one week in advance). How will you make sure all the members know about the meetings? Is someone responsible for emailing or texting them? Will you send reminders about occurring meetings? How far in advance should everyone receive emails? Will the executive committee meet more frequently?

Section 1: Regular meetings for all members will be scheduled on a monthly basis. (This is where you can choose to specify specific times, places, or recurring days). Reminders will be sent out via email (specify a time frame such as "one week" or "three days") in advance by (specify which officer is responsible for emailing meeting reminders).

Section 2: The executive committee will meet (specify how often the executive committee will meet, and how all the officers will be notified)

Section 3: Special meetings can be called by Officers or the Faculty advisor. Members will be given (24 hours, 3 days, one week's) notice via (email, text) by (specify an officer responsible for this)

Section 4: Committee Meetings: The committee chair will determine when committee meetings take place and is responsible for communicating the time and location of the meetings to other committee members.

Section 5: Meetings with Health4TheWorld: The faculty advisor, officers, and members may need attend virtual meetings with Health4TheWorld team members occasionally. All individuals involved will be notified via email at least a week in advance, the scheduling and RSVPs will be done through google calendar, and meetings will take place on Zoom.

**Article IX.**  
**Dues**

Section 1: Health4TheWorld does not require fees or dues from chapters or individual members. Donations on behalf of the chapter or individual members can be made at <https://www.health4theworld.org/donate/>

**Article X.**  
**Chapter Reports**

Section 1: The Secretary of the Chapter shall email a yearly chapter report, verified by the faculty advisor, to Health4TheWorld, prior to June 30th. This report should include a brief summation of the chapter's accomplishment over the previous academic year. The report should also include a summation of which projects are ongoing and any plans to ensure the continuity of these projects.

**Article XI.**  
**Amendments**

Section 1: Amendments to the bylaws must be approved by the faculty advisor, a two-thirds vote of the members, and Health4TheWorld. All members will then receive a copy of the amended bylaws via email.

These bylaws were adopted on (date) and most recently revised on (date).