

By-Laws of the Society of Health Policy Young Professionals

(Updated - July 2013)

ARTICLE I - ORGANIZATION

1. The name of the organization shall be the Society of Health Policy Young Professionals or abbreviated as the "Society."
2. The Society of Health Policy Young Professionals is a not-for-profit organization intended to meet the purposes below.

ARTICLE II - PURPOSES

The Society of Health Policy Young Professionals was founded in Washington, DC, in May 2006 for young professionals studying, working in, or planning to work in the domestic or international health, health care, and health policy field. Health policy is a broad term that incorporates health care financing, health care delivery, legislative and regulatory activity, advocacy, research, administration, planning, and implementation. The Society seeks to:

1. Organize social events that encourage networking between young professionals in health, health care, and health policy fields;
2. Organize social and career-development events for DC-area young professionals; and
3. Inform young professionals of career and development opportunities.

Above all, it was created to meet the diverse needs of any individuals working, studying, or interested in the field of health and health policy. "Young professionals" is broadly defined as (but not limited to) those who have not yet reached the senior managerial level or who are newly entering the field of health, health care, and health policy, either from undergraduate or graduate studies or transitioning from another area of work.

The Society of Health Policy Young Professionals does not and shall not advance a policy agenda nor have policy priorities or positions.

ARTICLE III - MEMBERSHIP

1. Membership in this organization shall be open to all who currently work, study or are otherwise interested in becoming involved in the field of domestic and/or international health, health care, and health policy.

2. In the case where membership Dues are assessed on the general membership, subscribers to contact lists will be divided into 2 categories:

a. Dues Paying Member (Full Member)

i. A Member will be defined as a member of the Society who has paid their annual dues in full. ii.

Members will be entitled to ALL membership benefits as outlined by the Executive Board on an annual basis.

iii. Membership will run for a period of 12 months from the date payment is received unless

renewed.

b. Public event notification only (Non-member)

i. A Non-member will be defined as an individual who chooses to not pay dues, and only receives notifications of public events from the Society.

ii. Non-members are entitled to full membership benefits beginning at the point of becoming full members.

3. A whole Corporation may become a “Corporate Member” of the society. Corporate membership will be extended to those organizations who are affiliated with health care and have a commitment to the professional development of young professionals.

a. In return for an in-kind or monetary donation, Corporate Members will receive:

i. Their name on the website and in the newsletter; preference for event sponsorship and priority consideration for participation in events; and job promotion.

ARTICLE IV - DUES

1. The Society may, at its pleasure by a vote of the Executive Board implement/change membership dues as appropriate.

a. Any implementation or changes to new or existing Society membership dues must be approved by 70% of the Executive Board.

i. The membership of the Society must be notified of these changes at least 60 days prior to implementation.

b. Dues will be assessed on an annual basis to the membership at a dollar amount defined by the Executive Board.

i. The Membership, Development, and Outreach Director will be responsible for keeping track of which members have paid dues and when they are responsible to renew their dues. S/He will send out a renewal request email to the member at least 30 days prior to their dues expiration. S/He will also be responsible for keeping track of all Corporate Members and their contributions. S/He will maintain contact with the Corporate Member to facilitate collaboration with said Member.

iii. Society members must elect to enroll in automatic renewal through electronic means (such as PayPal). The member will be notified by the Membership Director at least 30 days prior to automatic membership renewal, and will be provided with information on how to opt out of automatic renewal. If the member does not opt out, the current membership fee will be charged and their membership will be renewed.

iv. The Treasurer will be responsible for collecting dues from the membership and informing the Membership Director when members pay their respective dues. No refunds will be issued to members who wish to deactivate.

ARTICLE IV - MEETINGS

The Executive Board of this organization shall meet regularly as determined by the Board. The Secretary for the Executive Board shall notify all members of the date, time, and location of the

meeting in advance.

Special meetings of this organization may be called by the Chairperson when s/he deems it for the best interest of the organization. Whenever possible, at least seven (7) days notice will be given before the scheduled date set for such special meeting.

In addition, the Executive Board will have regular meetings with the Steering Committee, which reports to the Executive Board and oversees vital program areas.

The Executive Board in conjunction with the Steering Committee shall have an annual event for the Society Membership every June. This meeting shall include annual reports by each of the Executive Board Members and Steering Committees. This meeting may include or be followed by annual elections at the discretion of the current Executive Board.

1. Meeting and Event Attendance

a. Executive Board

i. Members of the Executive Board shall be required to attend the monthly Steering Committee and Executive Board meetings unless excused by the Chair at least 72 hours in advance of the meeting, in which case the member will provide the Chair with an update of their activities to share with the Committee and/or Board.

ii. At least one member of the Executive Board is required to be in attendance at each monthly event. Regardless of requirements, should an Executive Board member not be in attendance at a meeting or event, the board member must notify the Chairperson no less than 72 hours prior to that event and arrange for another Executive Board member to take their place.

b. Steering Committee

i. Steering Committee Members are required to attend the events held by their respective Committee and the monthly Steering Committee meetings. If they cannot attend a meeting or event, s/he must give notice at least 72 hours before the event or meeting. In the case a meeting is missed, an update of the Committee's activities will be provided to the Chair to share at the meeting.

ARTICLE V – EXECUTIVE BOARD

The business of this organization shall be managed by the elected officers of the Executive Board, which shall be comprised of the following positions:

Chairperson

Vice-Chairperson

Membership, Development, and Outreach Director

Programming and Professional Development Directors (2)

Community Service Director

Treasurer

Communications Director

Secretary

The officers of the Executive Board shall serve for a term of two years.

The Executive Board shall have the control and management of the affairs and business of this organization. The Executive Board shall be responsible for developing or updating as necessary a strategic plan for the organization. The Executive Board is authorized to explore the development and expansion of a Society advisory board that would serve as an independent group to advise the organization in developing a strategic vision and meeting its strategic plan. Such Executive Board shall only act in the name of the organization when it is regularly convened by its chairperson or the vice chair in the absence of the chairperson.

The presence of not less than a simple majority of the members of the Executive Board shall constitute a quorum and shall be necessary to approve any changes to the policies of this organization. Each committee member shall have one vote. The Executive Board may make such rules and regulations covering its meetings it may determine necessary.

Members of the Executive Board, including the Chairperson, may be removed when sufficient cause exists for such removal by a majority vote. This will include, but not limited to, an Executive Board member incurring two consecutive unexcused absences from Executive Board meetings. The Executive Board may move to dismiss an Executive Board member in the event that he or she fails to meet responsibilities as outlined by these By-laws and as articulated by the Executive Board throughout the course of the term by a vote of at least 70% of the Executive Board members.

- a. Chairperson Resignations - In the case where the Chairperson cannot fulfill their duties or resigns from the position, the Vice-Chair shall become the Acting-Chair for the remainder of the term by a 70% confidence vote by the rest of the Executive Board. Should the Vice-Chair not receive 70% confidence vote by the Executive Board, a special election shall be held.
- b. Other Executive Board Position Vacancies other than Chairperson - Other vacancies in the Executive Board shall be filled by nominations and a vote of the majority (at least 70%) of the remaining members of the Executive Board for the balance of the year.

The **Chairperson(s)** shall lead the development of the vision, strategic direction, and sustainability plan of the organization, including establishing measures to evaluate the success and opportunities for improvement and growth. In addition, the Chairperson shall assist with the implementation of such plans as appropriate.

The **Vice-Chairperson** shall assist the Chairperson in the aforementioned responsibilities, as well as oversee the Steering Committee program areas (with the exception of the Communications Committee), and serve as the liaison between these program areas and the Executive Board.

The **Membership, Development, and Outreach Director** shall be responsible for identifying, developing and maintaining partnerships with other entities. Such entities may include, but is not limited to, non-profit organizations, health care and health policy contractors/consulting firms, government agencies, professional organizations, research entities, academic, etc. The Director, along with the Chair, shall have sole responsibility for creating, updating, and managing the Member Directory (see Article VII for laws governing the Directory). He or she shall be responsible for fundraising, raising the visibility of the organization, and marketing the organization. Marketing and efforts to raise the visibility of the Society shall be done in coordination with the Communications Director. The Director shall pursue financial support for the organization to supplant and/or supplement membership dues. In addition, s/he shall develop and maintain strategic partnerships with other organizations that will help with fundraising,

programming, and other activities.

The **Programming and Professional Development Directors (2)** shall be responsible for organizing monthly events and programs designed to enhance the professionals skills or provide information about career opportunities in the field of health, health care, and health policy. The Directors will also manage the Mentor Program.

The **Community Services Director** shall be responsible for promoting Society involvement in various health-related volunteer initiatives throughout the Washington, D.C. metropolitan area and create avenues for Society members to give back to the community. Volunteer initiatives will be promoted on at least a monthly basis.

The **Treasurer** shall have the care and custody of all monies belonging to the organization and shall be solely responsible for such monies or securities of the organization. S/He shall render at stated periods as the Executive Board determines a written account of the finances of the organization.

The Treasurer shall keep records of ALL monies received by the Society and paid by the Society and shall provide a financial report of such transactions at each monthly meeting of the Executive Board.

The Treasurer will be responsible for all annual accounting and tax filings for the Internal Revenue Service and DC Government and for monitoring the PayPal account.

a. All monies paid from the Society to individuals or vendors must be approved by 60% of the Executive Board.

The **Communications Director** shall oversee the Communications Committee, and shall work to manage, coordinate, enhance, and streamline all of the organization's means of communicating to members, potential members, partners, and others. As such the Communications Director will oversee the organization's website, newsletter, mass email announcements, media relations, and other responsibilities as necessary. The Communications Director shall work to increase visibility of the organization in coordination with the Membership, Development, and Outreach Director.

The **Secretary** shall keep the minutes and records of the organization. S/He shall give and serve all notices to members of this organization. S/He shall present to the membership at any meetings of the Executive Board any communication addressed to her/him as Secretary of the organization. S/He shall attend to all correspondence of the organization – including checking and responding to emails no less than daily - and shall exercise all duties incident to the office of Secretary.

ARTICLE VI – STEERING COMMITTEE

Other members of the Society of Health Policy Young Professionals may serve on the Steering Committee, or, at the discretion of the officers, there may be added a number of “at-large” positions as necessary. The Steering Committee shall consist of program area Committee chairperson(s). The permanent Committees shall be:

Communications Committee – This committee will be responsible for maintaining the organization website, coordinating the monthly newsletter, and other activities as needed.

Mentor Program – This program will develop, implement and maintain mentor/mentee relationships and provide programming necessary to facilitate these relationships.

Additional Committee chairs and other positions may be established by a vote of the Executive Board as

needed.

Committee chairs shall attend at least one Steering Committee meeting a month.

Committee chairs are responsible for meeting Committee goals and program expectations as outlined above and by the Executive Board, and help to contribute where appropriate to the strategic goals of the entire Society of Health Policy Young Professionals.

The Executive Board may move to dismiss a Committee (co-)chair in the event that he or she fails to meet responsibilities as outlined by these By-laws and as articulated by the Executive Board throughout the course of the term, by a vote of at least 70% of the Executive Board members. Vacancies for Committee chairs shall be filled by a vote of the majority (at least 60%) of the remaining members of the Executive Board for the balance of the year.

ARTICLE VII – MEMBER DIRECTORY

A Member Directory will be created, updated, and maintained by the Membership and Outreach Director. Only the Director and Chair will have access to the directory. Participation in the directory will be determined by members, who may choose to opt in or out of the directory at any time throughout their membership. In no event will individual member information or the directory as a whole be bought, sold, shared, or used for purposes other than those outlined here. The directory will only serve as a venue for sharing information with other Society members who request such information from the Membership and Outreach Director.

ARTICLE VIII - Voting

At all meetings, except for the election of officers and directors, Executive Board and Steering Committee members shall work to achieve consensus on decisions to be made.

At any regular or special meeting, if a majority so requires, any question may be voted upon in the manner and style provided for election of officers and directors.

Steering Committee members and General Membership are not allocated votes Society affairs, however the Executive Board will actively seek their input prior to a vote.

ARTICLE IX – EVENTS AND SPONSORSHIP

The Society of Health Policy Young Professionals' co-sponsorship of an event run by another organization:

The co-sponsor may include a university, a related association or foundation, government agency, or an internationally affiliated organization.

The Society of Young Professionals in Health Policy will not co-sponsor any event for which co-sponsorship asserts or implies that this organization supports or endorses any specific actions, political candidates, positions, policies or standards in any national or international forum. However, individual meeting participants may represent and/or advocate different actions, standards, policies or positions consistent with individual personal opinion, or the interests of their individual sponsoring organizations, to provide a balanced forum for discussion of the health issues and considerations that underlie policy decisions.

The Society of Young Professionals in Health Policy reserves the right to terminate a co-sponsorship agreement with no obligations, financial or otherwise, to the co-sponsoring organization at any time if it is determined that item (2) above will not be satisfied.

At least two members of the Society of Young Professionals in Health Policy must be actively involved in planning the co-sponsored event. At least one of the two representatives must be a current member of the Steering Committee and report to this committee on the status of the co-sponsored meeting. Details of the program shall be presented to the committee for review.

The rebate of any meeting profit by meeting sponsor to the Society for Young Professionals in Health Policy shall be negotiated on a case-by-case basis. Unless specified otherwise, it shall be assumed that the meeting's sponsoring organization shall retain all excesses over expenses.

Meeting's sponsor shall be given permission to use the Society for Young Professionals in Health Policy name and/or logo in publicizing the meeting when the logo is used to represent the cooperative relationship between the meeting's co-sponsoring organizations. To achieve this permission, the meeting's co-sponsor shall submit the publicizing article or promotional piece to the Steering Committee for review. Under no circumstances shall the Society for Young Professionals in Health Policy name and/or logo be used to endorse (implied or otherwise) the co-sponsoring organization, or any of the co-sponsoring organization's events or programs, other than the specific event or meeting for which it was authorized.

The Society of Young Professional in Health Policy co-sponsorship shall not imply the use of any of this organization's services, use of its mailing lists, advertising in publications, administrative services, etc. The Society of Young Professionals in Health Policy makes no commitment to provide these services except as they are identified as part of the co-sponsorship agreement.

All co-sponsorship decisions require the approval of the Steering Committee. While the Committee may choose to use this policy as a guide, it is not restricted to specific terms or conditions of it when evaluating a co-sponsorship proposal.

Terms of an Agreement: A memorandum of understanding shall be developed outlining the above policies and naming the Steering Committee representatives on the meeting's organizing committee.

In the event an event must be cancelled, notice shall first be given to the Chair and Vice-Chair who will work with the event organizer to determine an alternative for the event. If no alternative is available the event organizer shall give notice to the Communications Director who will send out an email notice to the Society at-large and update the website with notifications of cancellation.

ARTICLE X - AMENDMENTS

These By-Laws may be altered, amended, repealed or added by a vote of no less than six of seven members of the Executive Board.

Proposed amendments must be offered to the Executive Board no less than 30 days prior to voting.