



## **Bylaws of the Society of Health Policy Young Professionals**

*Updated September 2022*

### **ARTICLE I – ORGANIZATION**

The name of the organization shall be the Society of Health Policy Young Professionals or abbreviated as the “Society” or “SHPYP.”

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, care delivery, legislative and regulatory activity, advocacy, research, administration, planning, and implementation.

The Society seeks to:

1. Facilitate social and community service events that encourage networking between young professionals in health policy and its related fields;
2. Organize educational and career development programming to help SHPYP's members improve skills that are important to advancing their careers; and
3. Above all, SHPYP was created to meet the diverse needs of any individuals working, studying, or interested in the field of health and health policy.

The term “young professionals” broadly refers to students (undergraduate and above) or working professionals with a demonstrated interest in health policy, building their professional development skills, expanding their professional network, and giving back to their community.

The Society of Health Policy Young Professionals does not and shall not advance a policy agenda nor have policy priorities or positions nor will the Society engage in political activities.

### **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 health policy and its related fields.

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 SHPYP who submitted a complete payment for their membership dues.
    - ii. ~~Members~~ Members will be entitled to ALL membership benefits as outlined by the Executive Board.
    - 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 not to pay dues, and only receives notifications of public events from SHPYP.
    - ii. Non-members are entitled to full membership benefits once the submission of membership dues are completed.
3. The Executive Board shall maintain a Member Directory for the purpose of internally managing SHPYP as an organization. Only members of the Executive Board and Steering Committee will have access to the directory. The Membership Director shall be responsible for updating and maintaining the Directory.

The Executive Board, at its discretion, may create a version of the Membership Directory that is accessible to the SHPYP membership. The directory shall only serve as a venue for sharing information with other SHPYP members who request such information from the Membership and Outreach Director. Participation in the Member Directory must be voluntary. Members must be afforded an opportunity to opt in or out of the directory at any time throughout their membership. A participating member's information must be deleted from the directory within 30 days of their membership expiring. Under no circumstance will individual member information or the directory as a whole be bought, sold, shared, or used for purposes other than to facilitate networking between SHPYP members.

#### **ARTICLE IV – DUES**

The Society may require members to pay annual dues for the purpose of providing revenue to fund its operations.

1. SHPYP may, by a vote of the Executive Board, modify membership dues as appropriate.
  - a. Any implementation or changes to new or existing SHPYP membership dues must be approved by 70% of the Executive Board.

- b. The membership of the SHPYP must be notified of these changes at least 60 days prior to implementation.
  - c. Dues will be assessed to each member on an annual basis at a dollar amount defined by the Executive Board.
  - d. SHPYP members may elect to enroll in automatic renewal through electronic means (such as PayPal). If the member does not opt out, the current membership fee will be charged and their membership will be renewed.
2. The Membership and Outreach Director shall be responsible for keeping track of which members have paid dues and when they are responsible to renew their dues. The Membership Director shall facilitate a process for communicating with members about renewing their membership.
  3. The Finance Director 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 V – MEETINGS**

The Executive Board and Steering Committee of this organization shall meet regularly as determined by the Board. The Operations Director for the Executive Board shall notify all members of the date, time, and location of the meeting in advance.

The Executive Board in conjunction with the Steering Committee should have an annual event for the SHPYP membership every June or when practical to celebrate SHPYP's anniversary.

Members of the Executive Board and Steering Committee shall be required to attend the monthly Executive Board meetings unless excused by the Chair. If absent, the member will provide the Chair with an update of their activities to share with the Executive Board.

At least one member of the Executive Board or Steering Committee is required to be in attendance at each event. Regardless of requirements, should an Executive Board or Steering Committee member not be in attendance at a meeting or event, the board member must notify the Chairperson prior to that event.

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 Executive Board member shall have one vote. The Executive Board may make such rules and regulations covering its meetings it may determine necessary.

At all Executive Board meetings, except for the election of officers and directors, Executive Board members shall work to achieve consensus on decisions to be made. To consider a question or matter, any member of the Executive Board may make a motion to proceed.

At any regular or special meeting, if a majority so requires, any question or matter 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 on SHPYP affairs; however, the Executive Board will actively seek their input prior to a vote.

## **ARTICLE VI – 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
- Operations Director
- Membership and Outreach Director
- Programming and Professional Development Directors (3)
- Finance Director
- Communications Director

The officers of the Executive Board shall serve in the position for which they were elected for a term of two years. Each new Board term shall begin on the first day of August of the year when an election is held.

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 refinement of a SHPYP 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.

### **1. Elections**

The Executive Board will facilitate an election, in the manner of their choice, for members of SHPYP to select the Executive Board officers in advance of the expiration of each term. Prior to the election, the Executive Board will create and implement a nomination process for SHPYP members to seek election to serve in a particular officer position on the Executive Board for the coming term. All nominees must be active members of SHPYP in good standing. A Nominee may only run for one position in an election. Before a vote can occur, the Executive Board will make all nomination materials publicly available for the membership to view for a period of time at the Board's discretion but not less than one week. The Chairperson shall decide any question related to elections not explicitly addressed in the Bylaws.

If an election results in a tie for an Executive Board position, the Executive Board shall hold in a timely manner a special election for members of the SHPYP to vote on the tied candidates. If the special election fails to produce a winner, the Executive Board Chair shall select a method for breaking the tie such as a coin flip.

## 2. Executive Board Vacancies

Members of the Executive Board or Steering Committee, including the Chairperson, may be removed when sufficient cause exists for such removal by a majority vote. This will include, but is not limited to, an Executive Board or Steering Committee member incurring two consecutive unexcused absences from Executive Board meetings. The Executive Board may move to dismiss an Executive Board or Steering Committee member in the event that an Executive Board or Steering Committee member fails to meet responsibilities as outlined by these Bylaws 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. A Chair's resignation must be submitted to the Executive Board in writing. The Executive Board shall notify the SHPYP membership about changes to the Executive Board within 10 days of a change occurring.
- b. Other Executive Board Position Vacancies other than Chairperson - Other vacancies in the Executive Board shall be filled by nominations from an Executive Board member and approved by a vote of at least 70% of the remaining members of the Executive Board. The new Board member shall hold this position for the balance of the term. The Board may nominate any SHPYP member who is in good standing to fill a vacant Board position. The Executive Board shall notify the SHPYP membership about changes to the Executive Board within 10 days of a change occurring. The SHPYP Vice Chair shall assume the duties of all vacant positions in the interim until the Executive Board selects a replacement for the vacant position.

## 3. Executive Board Responsibilities

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 Chairperson represents SHPYP as the public face of the organization. The Chairperson shall serve as the liaison between the Executive Board and the Advisory Board. The Chairperson is responsible for facilitating an election for new Executive Board members before the expiration of the Board's term. Ideally, the Chairperson should have prior experience as a member of the SHPYP Executive Board or Steering Committee.

The **Vice Chairperson** shall assist the Chairperson in the aforementioned responsibilities, as well as oversee the Steering Committee. The Vice Chairperson shall assume the duties of an Executive Board position when vacancies occur.

The **Operations Director** (formerly the Secretary) shall support and assist the Chair and Vice Chair with the internal management of the Society. The Operations Director will also support the other Executive Board members in their roles and responsibilities. Additional duties shall include:

- Keeping and maintaining the minutes and records of the organization.
- Managing the Society's shared online drive as well as the contents of the drive.
- Overseeing the management of the Society's vendor accounts and passwords not otherwise assigned in the Bylaws. The Operations Director is also responsible for making sure all SHPYP email accounts are checked on a regular basis by a member of the Executive Board or Steering Committee. The Operations Director may delegate management of accounts to members of the Executive Board or Steering Committee.
- Responding to general inquiries from members and non-members about the organization.
- Maintaining the Society's Bylaws and advising the Executive Board and Steering Committee about compliance with the Bylaws. The Operations Director is responsible for leading any update to the Bylaws.

The **Membership and Outreach Director** shall be responsible for recruiting individuals to join the Society. The Membership and Outreach Director shall also lead the organization's efforts for identifying, developing, and maintaining partnerships with other entities. Such entities may include, but are not limited to, nonprofit organizations, health care and health policy contractors/consulting firms, government agencies, professional organizations, research entities, academic, etc. The Membership Director, along with the Chair, shall have sole responsibility for creating, updating, and managing the Member Directory including ensuring that members have paid their dues and are receiving the communications from the Society to which members are entitled. The Membership Director shall be responsible for fundraising, increasing 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 Membership Director shall pursue financial support for the organization to supplement membership dues. In addition, the Membership Director shall develop and maintain strategic partnerships with other organizations that will help with fundraising, programming, and other activities.

The **Programming and Professional Development Directors (3)** The Programming and Professional Development Directors shall work collaboratively to organize programming and events for the Society's members. The Directors shall on at least a monthly basis organize events and programs designed to facilitate networking and enhance the professional skills for the Society's members. The Directors may facilitate the sharing of information with the Society's members about careers in the field of health policy and related fields. Recognizing that community service is an important part of the Society's purpose, the Programming Directors shall facilitate regular opportunities for the Society's members to participate in community service activities. Ideally, the directors will organize at least one community service event per quarter.

The **Finance Director** (formerly 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. The Finance Director shall render at stated periods as the Executive Board determines a written account of the finances of the organization.

- The Finance Director shall serve as the main contact on the SHPYP Bank Account and will control distribution of all cards associated with the bank account. The Finance Director shall keep records of ALL monies received by the Society and paid by the Society and shall provide a financial report of such transactions to the Executive Board on at least an annual basis or by the request of the Chair. The Finance Director is responsible for keeping all vendor accounts up-to-date and paid in full and is responsible for overseeing and monitoring all electronic payment accounts.
- The Finance Director will be responsible for all annual accounting and tax filings for the DC Government, Internal Revenue Service and maintaining a P.O. Box for this purpose. The Finance Director is responsible for ensuring the Society maintains its nonprofit status.
- The Finance Director shall produce an annual budget for the Society's operations. The budget shall include an allocation for financial reserves. The Finance Director will solicit input from the Executive Board and Steering Committee for the budget. The Executive Board shall vote to approve the annual budget. The budget must be approved by 70% of the Executive Board.

The **Communications Director** shall oversee the Society's Communications to its members 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 is responsible for the following duties:

- Overseeing the organization's website and social media accounts.
- Reviewing and approving all mass email announcements, media relations, social media posts. The Communications Director may delegate authorities to review and approve communications.
- Collaborating with the Membership and Outreach Director to increase the visibility of the organization.

## **ARTICLE VII – STEERING COMMITTEE**

The Executive Board shall appoint a Steering Committee to support the Executive Board. The Board may appoint at least six and up to nine SHPYP members who are in good standing to serve on the Steering Committee. The Executive Board has full discretion to organize and delegate the responsibilities of the Steering Committee. The Steering Committee may support duties relating to Programming, Professional Development, Community Service, Financial Management, Strategic Partnerships, Communications, Membership Development, or any other duty as identified by the Executive Board.

The Chair shall oversee the Steering Committee appointment process. The Executive Board will announce any and all Steering Committee vacancies to the SHPYP membership and shall solicit statements of interest from any interested SHPYP member who is in good standing for a period of not less than seven days. The Executive Board will review the statements of interest and/or the applicants themselves in a manner of its choosing. Any Executive Board member may then nominate a SHPYP member who is in good standing to the Steering Committee. The Chair shall convene and oversee a vote to approve each nominee. Seventy percent of Executive Board members must vote to approve a nominee to the Steering Committee. The Chair shall notify the applicants of their selection or non-selection within five days of the vote's conclusion.

All Steering Committee members' terms shall expire at the conclusion of the term for the Executive Board with which they serve.

#### **ARTICLE VIII – ADVISORY BOARD MEMBERS**

SHPYP will maintain a working relationship with an Advisory Board. Advisory Board members will be selected and approved by a majority vote of the Executive Board.

Advisory Board terms will be renewed with each term of the Executive Board. The Executive Board shall, at the conclusion of each term, notify each Advisory Board member of their continued appointment and confirm their intent to maintain their status as an Advisory Board member. There shall not be a limit to the number of terms an individual can serve as a member of the Advisory Board. Advisory Board members may conclude their term, prior to their term's expiration, by notifying the Chair and Vice Chair in writing.

Each Advisory Board member must attend or contribute to at least two events a term or maintain substantial contributions of time to continue in their position.

The Executive Board may convene meetings with the Advisory Board at their discretion.

#### **ARTICLE IX – EVENTS AND SPONSORSHIP**

The Society of Health Policy Young Professionals may co-sponsor an event coordinated by another organization.

The co-sponsor may include a university, a related association or foundation, a government agency, or any other non-profit organization.

The Society of Health Policy Young Professionals will not co-sponsor any event for which co-sponsorship asserts or implies that this organization supports or endorses any specific political actions, political candidates, policy positions, 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 Health Policy Young Professionals reserves the right to enter into a co-sponsorship agreement with no obligations, financial or otherwise, to the co-sponsoring organization at any time. The Society may terminate a co-sponsorship agreement if it is determined that the terms described in this Article will not be satisfied.

Only members of the Executive Board and Steering Committee are permitted to plan events on behalf of the Society. At least two members of the SHPYP Executive Board or Steering Committee should be actively involved in planning the co-sponsored event.

Any profit accrued by SHPYP from a meeting sponsor 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's name and/or logo for marketing purposes when the logo is used to represent the cooperative relationship between the meeting's co-sponsoring organizations. For permission, the meeting's co-sponsor shall submit the publicizing article or promotional piece to SHPYP leadership for review. Under no circumstances shall the SHPYP 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's 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 Health Policy Young Professionals makes no commitment to provide these services except as they are identified as part of the co-sponsorship agreement.

While the Membership and Outreach Director may choose to use this policy as a guide, they are not restricted to specific terms or conditions when evaluating a co-sponsorship proposal.

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

If 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 a contingency plan. If no alternative is available, the event organizer shall give notice to the Communications Director who will notify the Society at-large and update the website accordingly.

The Society may also solicit and receive financial support agreements from other entities. The Executive Board and Steering Committee must follow the approved procedures to solicit financial sponsorships from outside organizations to support the Society.

## **ARTICLE X – MAINTENANCE OF BYLAWS**

These Bylaws may be altered, amended, repealed or added by a vote of no less than 70% of members of the Executive Board.

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Proposed amendments must be offered to the Executive Board no less than 30 days prior to voting. The Operations Director may make formatting and technical changes to the Bylaws without the entire Board's approval. However, the Operations Director is required to notify the Chair and Vice Chair about those changes within 24 hours of those changes being made.

These Bylaws shall be available for all members and non-members to view on the SHPYP website.

These Bylaws will be reviewed by the Executive Board on a regular basis but no less than every four years.