



Bylaws of the Society of Health Policy Young Professionals

Updated June 2024

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 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 Directors 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 Directors. 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 Directors shall be responsible for keeping track of which members have paid dues and when they are responsible to renew their dues. The Membership Directors 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 Directors 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 Directors (2)
- Programming and Professional Development Directors (3)
- Finance Director
- Communications Director

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

Each new Board term shall begin on the first day of August of a scheduled election year. Executive Board members may serve no more than three terms of two years, consecutively or non-consecutively (6 years total). The Chairperson and the Vice Chairperson shall be limited to two (2) terms in their respective roles (4 years total), whether consecutive or nonconsecutive.

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 serves as an independent group to advise the organization in developing a strategic vision and meeting its strategic plan.

The 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. All Executive Board members are authorized to create standing or short-term working groups or committees, to include members, Steering Committee and Executive Board members, or Advisory Board members for the duration of their term. The Executive Board is also authorized to explore the development and refinement of alumni engagement activities, which may include, but are not limited to, the creation of an Alumni community or an Alumni Board. All members of the Executive Board are expected to support the other Executive Board members in their roles and responsibilities. Externally, the only positions able to represent SHPYP, authorize and sign are the Chairperson, the Vice Chairperson, and the Finance Director.

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. The Chairperson and Vice Chairperson position must always stand for election; all other positions may be application-based. A nominating committee shall be used for those positions that do not stand for election, composed of, at minimum, the outgoing Chair, Vice Chair and Operations Director and the Chair and Vice Chair elect.

Prior to any 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 calendar 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 calendar 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. If there are multiple Executive Board vacancies, the Vice Chairperson may request the Chairperson designate another Executive Board member to support in fulfilling relevant duties.

3. Executive Board Responsibilities

The **Chairperson** 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 shall serve as the liaison between the Executive Board, the Advisory Board, and any future Alumni or affiliated organization. The liaison function may be delegated by the Chairperson to another Executive Board member through a time-limited written agreement.

The current Chairperson is responsible for facilitating an election of the new Chair and Vice Chair before the expiration of the Board's term. This function may be delegated to another member of the Executive Board should there be a conflict of interest through a time-limited written agreement. The Chairperson shall have prior experience as a member of the SHPYP Executive Board or Steering Committee as a requirement of their eligibility.

Should there ever be a tie within an Executive Board vote, the Chairperson shall lead a tie-breaking vote of the following officers: Chairperson, Vice Chairperson, and Operation Director. In the event that is not possible, the Chairperson shall select a reasonable method for breaking the tie.

The **Vice Chairperson** shall assist the Chairperson in the aforementioned responsibilities and is responsible for overseeing the selection and management of the Steering Committee. The Vice Chairperson is responsible for liaising between the Steering Committee and the Executive Board to ensure organizational needs are being met. The Vice Chairperson shall have prior experience as a member of the SHPYP Executive Board or Steering Committee as a requirement of their eligibility.

Additional duties shall include:

- The Vice Chairperson shall assume the duties of any given Executive Board position when vacancies occur. If there are multiple Executive Board vacancies, the Vice Chairperson may request the Chairperson designate another Executive Board member to support in fulfilling relevant duties.
- The Vice Chairperson is responsible for oversight and management as an ex-officio member of all standing and ad hoc committees. The Vice Chairperson is authorized to create additional ad hoc or standing committees, comprised of Steering Committee, Executive Board, Advisory Board, Alumni, and SHPYP members in good standing, as needed.

The **Operations Director** (formerly the Secretary) shall support and assist the Chairperson and Vice Chairperson with the internal management of the Society. Additional duties shall include:

- Keeping and maintaining the minutes, attendance, and records of the organization.
- Addressing operational needs to support Board meetings.
- Managing the Society's shared online drive, internal communications channels, as well as the contents of such drives and channels.
- 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 Directors (2)** shall be responsible for recruiting individuals to join the Society and managing relationships with former SHPYP members, known as alumni. The Membership and Outreach Directors shall be the chairs of a standing Membership Committee. Membership and Outreach Directors, in coordination with the Vice Chairperson, shall appoint Steering Committee members, and may appoint interested Advisory Board and SHPYP members in good standing, to support this function. The standing committee shall meet regularly, at a time and frequency to be determined by the Membership and Outreach Directors, in coordination with the Vice Chairperson.

The Membership and Outreach Directors shall work collaboratively to 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, among other entities. The Membership and Outreach Directors shall develop and maintain strategic partnerships with other organizations to support SHPYP's operational functions, including fundraising, programming, and other activities. The Membership and Outreach Directors shall be responsible for fundraising and pursuing financial support and sponsorship for the organization to supplement membership dues. Duties related to fundraising and liaising with sponsors may be shared or fully delegated, in consultation with, and at the direction of, the Chairperson.

The Membership and Outreach Directors, along with the Communications and Finance Directors, shall be responsible 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. In coordination with the Communications Director, the Membership and Outreach Directors are expected to work to increase the visibility of the organization in order to boost the organization's reputation and recruitment functions.

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, community service, and/or enhancement of the professional knowledge or skills for the Society's members. 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. Programming Directors shall routinely consider members' interests and areas of career development, including current events and changes to the health policy climate.

The Programming and Professional Development Directors shall be the chairs of a standing Programming Committee. The Programming and Professional Development Directors, in coordination with the Vice Chairperson, shall appoint Steering Committee members, and may appoint interested Advisory Board and SHPYP members in good standing, to support this function. The standing committee shall meet regularly, at a time and frequency to be determined by the Programming and Professional Development Directors, in coordination with the Vice Chairperson.

The **Finance Director** (formerly the Treasurer) shall have the care and custody of all monies belonging to the organization and shall be the primary individual responsible for such monies or securities of the organization. The Finance Director shall work collaboratively with the Chairperson regarding these responsibilities. 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 any bank or investment accounts associated with SHPYP and will control distribution of all cards and access associated with such accounts. The Finance Director is responsible for keeping all vendor accounts secure, up-to-date and paid in full and is responsible for overseeing and monitoring all electronic payment accounts.
- The Finance Director shall keep records of all monies received 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 Chairperson.
- The Finance Director will be responsible for all annual accounting and tax filings for the DC Government and Internal Revenue Service, as well as maintaining an address for this purpose. The Finance Director is responsible for ensuring the Society maintains its nonprofit status and proper insurance coverage.
- 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, alumni, and others. As such, the Communications Director is responsible for the following duties:

- Developing and maintaining a strategic approach to advertising, marketing, and outward-facing engagement, including advising the Chairperson on opportunities to enhance SHPYP's capabilities, reputation, and ability to lift up members.
- Overseeing the organization's website and social media accounts and associated content, in addition to monitoring and keeping all accounts secure.
- Drafting, reviewing, and approving all mass email newsletters, announcements, media relations, and social media posts. The Communications Director may delegate authorities to draft, review, and approve communications.
- Collaborating with the Membership and Outreach Directors to increase the visibility and reputation of the organization.
- Facilitate the sharing of information with the Society's members about careers and opportunities in health policy and related fields.

ARTICLE VII – STEERING COMMITTEE

The Executive Board shall appoint a Steering Committee to support functioning and leadership of the organization. The Board may appoint at least six SHPYP members in good standing to serve on the Steering Committee. There shall not be more Steering Committee members than Executive Board members.

Steering Committee members may support numerous duties, including those relating to Programming and Professional Development, Community Service, Financial Management, Strategic Partnerships, Communications, Membership and Outreach, or any other duty as identified by the Executive Board. Steering Committee members may serve as members of individual or multiple Standing Committees and working groups. Steering Committee members may serve as ‘Deputies’ to any member of the Executive Board by designation of the Chairperson and request of the relevant Executive Board member(s). The Executive Board has full discretion to organize and delegate the responsibilities of the Steering Committee, including but not limited to via the creation of committees and Deputy positions. All members of the Executive Board and Steering Committee are expected to support each other in their roles and responsibilities.

The responsibilities associated with any Deputy position mirror that of the associated Executive Board member; however, Deputies may only vote on behalf of their Executive Board member with a written proxy.

The Vice Chairperson 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 currently in good standing for a period of not less than seven calendar 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 Chairperson 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 Chairperson shall notify the applicants of their selection or non-selection within five calendar 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 – JOINT EXECUTIVE COMMITTEE

There shall be a Joint Executive Committee (JEC) composed of representative members from the Advisory Board, Executive Board, and Steering Committee to advise the organization, as described below. At minimum, the JEC membership shall include the Chairperson and Vice Chairperson of the Executive Board, a member of the Steering Committee, and the Chair of the Advisory Board. At the discretion of the Chairperson of the Executive Board, in consultation with the Chair of the Advisory

Board, additional members may be temporarily added to the JEC. Consistent with Article IX, while the JEC is the primary advisory body for the areas articulated below, the sole decisional authority rests with the Executive Board to control and manage the affairs and business of this organization.

The Chairperson of the Advisory Board and the Chairperson of the Executive Board shall serve as co-conveners of the JEC and both are authorized to convene the JEC.

The JEC may be convened to advise the SHPYP Executive Board on the following matters, including but not limited to:

- Personnel, governance, legal, financial, and administrative matters including appointments and removals for the purposes of constituting a functioning Executive Board
- Emergency decisions impacting the longevity, sustainability, risk profile, or health of the organization
- Providing recommendations for potential Advisory Board members, to be reviewed, considered, and approved by the Executive Board in a majority vote.

ARTICLE IX – ADVISORY BOARD

The Advisory Board serves as an independent, nonpartisan group of senior leaders in health policy who advise on developing a strategic vision and support meeting associated strategic objectives in a volunteer capacity. It also serves as a means of providing additional resources, organizational and historical knowledge, continuity, and professional credibility to the organization.

The Advisory Board is advisory in nature intentionally, with the purpose of supporting the functioning, organizational health, and longevity of the Society and to augment its volunteer leadership. The Advisory Board shall not play a day-to-day or decisional role; rather, the Advisory Board, in part or in full, may be regularly convened, consulted, and asked to weigh in on, or provide support for, a range of matters related to the Society and its functioning. However, the sole decisional authority rests with the Executive Board to control and manage the affairs and business of this organization.

The variety of perspectives, skills, and experiences that Advisory Board members offer are critical to the ability of this organization to exist, thrive, and remain nimble. Health policy and the adjacent fields are diverse and changing, and thus the support necessary for subsequent generations of health policy leaders may also change. With the support of the Advisory Board, SHPYP will continue to foster a sustainable and supportive health policy community, develop and maintain meaningful and long-term professional relationships, and provide relevant career-focused professional development opportunities.

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

Advisory Board Terms

Advisory Board members will serve terms of three years. After the conclusion of each three-year term, the Joint Executive Committee shall confirm an Advisory Board member's interest in maintaining their status and the Executive Board shall determine whether that Advisory Board member shall receive another term. Advisory Board members shall enter in "classes" to facilitate staggered terms. Before

beginning a term on the Advisory Board, all members must sign an agreement that they will fulfill the expectations of an Advisory Board member to the best of their ability.

An individual may only serve three consecutive terms (9 years), and after a period of 6 years after those three consecutive terms (9 years) end, may be considered for returning as a member of the Advisory Board. The Chair of the Advisory Board may only serve in their role for two terms total, which may be consecutive or non-consecutive.

Advisory Board members are encouraged to consult with the Joint Executive Committee regarding their continuing interest, time, availability, and ability to uphold the roles, responsibilities, and expectations of Advisory Board service. The Joint Executive Committee may consider a range of factors in recommending appointments and re-appointments of Advisory Board members, including but not limited to diversity of skills, perspectives, range of influence, knowledge, and life experiences.

Advisory Board members may request a leave of absence from the Advisory Board, however it may not extend beyond one year. Should an Advisory Board member wish to take a leave of absence, a written request shall be sent to the Joint Executive Committee for review and recommendation of approval to the Executive Board. Advisory Board members may conclude their term prior to their term's expiration by notifying the Joint Executive Committee in writing. Similarly, the Executive Board Chair may notify an Advisory Board member of the conclusion of their service prior to their term's expiration through written notification to the member and the Advisory Board Chair. Advisory Board members are expected to work with the Joint Executive Committee to identify potential replacements and/or additions to the Advisory Board prior to concluding their term(s) of service.

Advisory Board Structure

There shall be a designated Chairperson of the Advisory Board. The Chairperson of the Advisory Board shall be designated by the Executive Board Chairperson in consultation with the incoming and outgoing members of the Joint Executive Committee. At the discretion of the Executive Board Chairperson, there may be additional roles, committees, and designations for the duration of the current term.

The Advisory Board membership shall not exceed the Executive Board and Steering Committee total membership. It is recommended that the Advisory Board membership be no more than 15 members. The total number of Advisory Board members shall be at the discretion of the Chair of the Executive Board for such Executive Board term.

The Joint Executive Committee, in consultation with members of the Executive and Advisory Boards, shall compile and maintain a list of recommended potential nominees for the Advisory Board. When vacancies arise on the Advisory Board, the Executive Board shall review such recommendations and as appropriate, conduct a vote to fill relevant vacancies. Nominees receiving a majority vote for approval shall be invited to join the Advisory Board.

Responsibilities of the Chairperson of the Advisory Board

The Chair of the Executive Board shall select a nominee in the manner of their choosing for a Chairperson of the Advisory Board. The Executive Board shall approve the Chairperson of the Advisory Board through a majority vote.

The Chairperson of the Advisory Board serves as the primary liaison, convener, and contact for the Chairperson of the Executive Board. The Chairperson of the Advisory Board shall actively participate in Advisory board meetings, provide valuable insights and expertise, and collaborate with fellow Advisory Board members to formulate strategic recommendations to the Executive Board. The Executive Board may also request the Chairperson of the Advisory Board to attend and participate in certain Executive Board meetings.

The Chairperson of the Advisory Board shall serve as a key advisor to the Chairperson of the Executive Board and is authorized to convene the Advisory Board. The Chairperson of the Advisory Board shall serve as the co-convener of combined board meetings, in coordination with the Chairperson of the Executive Board.

Advisory Board Member Responsibilities and Expectations

Advisory Board members are selected to serve in a volunteer capacity for many reasons: they may have an area of special interest, expertise, knowledge, or influence that can make a difference for the organization. In striving for diverse Advisory Board membership, it is encouraged to weigh certain experiences more heavily, most notably prior government experience, as well as geographic, experiential, demographic, and ideological diversity. Advisory Board members are expected to work with the Advisory Board Chair and the Executive Board Chair to identify areas for contribution to the future of SHPYP. It is important that each member utilize their knowledge, skills, and capabilities to further enhance this organization.

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The responsibilities of Advisory Board members are generally as follows:

- Enthusiastic, active, and visible participation:
 - o Attendance: Advisory Board members commit to attending and enthusiastically contributing through participation in Advisory Board meetings and where relevant, working groups or other project-based endeavors. Board meeting dates and times will be coordinated well in advance and regular attendance is expected.
 - o Proactive relationship building: Advisory Board members are encouraged to take an active role in developing relationships with members of the Executive Board, Steering Committee, and other members of the Advisory Board. This could include routine office hours, meet-ups, or participating in committees or other ad hoc workgroups.

- o Participation and promotion: As available, Advisory Board members are expected to promote and participate in SHPYP events, whether as an attendee, speaker, or moderator. Advisory Board members are expected to participate in at least three member-facing events per year of their term. SHPYP's website should remain up to date with relevant Advisory Board members and titles.
- . Supporting SHPYP's sustainability and operations:
 - o Contributions: Consistent with ethics obligations and as feasible, it is expected that Advisory Board members contribute to the Society on an annual basis. The Society seeks a 100 percent annual contribution from the Advisory Board; however the amount and nature of the annual contribution is at the Advisory Board member's discretion. It may be financial, knowledge-based, talent and connections, or some combination thereof:
 - Financially, either in identifying and connecting SHPYP to potential sponsors and funders, providing financial advice or oversight support, or through personal financial contributions.
 - Knowledge could include regular advising on anticipating and mitigating risk, participating in standing committees, providing career development suggestions and insights, workshopping and participating in programming, or supporting operational, financial, or strategic management of the organization, outside of regularly scheduled Advisory Board meetings.
 - Talent and Connections: All Advisory Board members are expected to participate in the identification and consideration of potential future Advisory Board members who could bring valuable, enthusiastic, and diverse perspectives and align with the organization's mission and values. Advisory Board members are expected to help identify talent for SHPYP programming and opportunities, including but not limited to speakers and/or panelists.

In addition to financial, talent, and/or knowledge-based contributions, Advisory Board members are welcome to provide in-kind contributions, as is feasible, such as providing physical space for meetings and events and supporting earned media or other marketing.

- . Championing SHPYP:
 - o Increasing Prominence: Advisory Board members should vociferously advocate for the importance, reputation, and prominence of SHPYP as an organization.
 - o Increasing Membership: Advisory Board members are expected to play an active role in publicizing, promoting, and encouraging young professionals to become members of SHPYP.
 - o Increasing Connectedness: Advisory Board members will look out for opportunities to facilitate introductions between SHPYP and like-minded organizations, coalitions, or other relationship-building opportunities.

ARTICLE X – 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 Directors 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.

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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 XI – 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.

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.