

**DOCARE University Chapter Sample Bylaws**

***How to use this document:***

*These sample bylaws are designed for review, revision and submission by each DOCARE university chapter each year.*

*For existing DOCARE chapters, we advise that the current chapter executive board reviews this document and any recent chapter bylaws, and then presents an updated version to the general membership for approval by a vote.*

*For brand-new chapters, we advise using the procedures described in this document to elect officers, and then proceeding with changes to the bylaws using the process described in the previous paragraph.*

*When the bylaws have been approved by the chapter, a student should submit them to DOCARE via* [*this portal*](https://aoaforms.formstack.com/forms/docare_university_chapter_bylaw_submission_portal)*. The board will review the bylaws and email suggestions or an approval to the chapter.*

**Article 1. Chapter Goals and Objectives**

1. The [UNIVERSITY NAME] College of Osteopathic Medicine University Chapter of DOCARE International, NFP, is established in recognition and support of DOCARE global health outreach programs and the effort to provide primary healthcare to underserved people worldwide.
2. The primary goals and objective of the chapter are to:
   1. become knowledgeable about the history of DOCARE
   2. become knowledgeable about global health and primary care to resource-constrained communities in low- and middle-income countries
   3. promote and support the outreach programs of DOCARE
   4. provide opportunities for students to explore areas of medicine that they ordinarily would not have the ability to access in their university training
   5. Offer philanthropic healthcare services to people in underserved areas of the United States and low- and middle-income nations under the direction of licensed health care professionals associated with DOCARE, partner organizations, and/or the university
   6. observe conditions not normally seen commonly in primary care medicine in the United States, such as tropical infectious diseases
   7. practice Medical Spanish in a clinical setting
   8. expose students to diverse ethnic and cultural groups
   9. promote the principles and practice of Osteopathic Medicine in the countries where service is provided
3. Toward these goals and objectives, the chapter shall strive to:
   1. invite past DOCARE global health outreach trip participants to address the students
   2. sponsor events to promote chapter fellowship
   3. encourage student participation in a DOCARE mission or outreach program

**Article 2. Members, Meetings, and Voting**

1. Membership
   1. Membership is open to any full-time student at [University Name].
   2. To be in good standing, a chapter member must
      1. pay national membership dues and
      2. refrain from any action that is not in the chapter’s best interest.
2. Meetings
   1. Meetings are open to all chapter members and to the faculty adviser(s) of the chapter.
   2. Meetings shall be held on the campus of [University Name] College of Osteopathic Medicine after at least 48 hours’ notice.
   3. Meeting shall be held at least once per term, with a goal of four per year.
   4. The officers comprising the Executive Board shall convene meetings.
   5. The Executive Board shall also meet when necessary and to plan for the general meetings. These meetings are open to any chapter member, but advance notice of these meetings is not required.
3. Voting
   1. Voting on chapter business shall be limited to members as defined in Article 2(I). All matters shall be decided by simple majority of those present, provided a quorum of at least 50% of total membership is in attendance at the meeting.
   2. Votes via email are permissible if a quorum of 50% of total membership is attained.

**Article 3. Executive Board**

1. Eligibility and Election
   1. All chapter members in good standing are eligible for nomination or self-nomination to the executive board of the university chapter.
   2. Officers must be duly elected in accordance with the provisions in this article.
   3. Nominees shall be elected via a vote by active members of the chapter. Secret ballots may be used. A 50% quorum shall be used. A simple majority of the members present at the election meeting is sufficient for a given nominee to be awarded an office.
   4. Board member positions may be split or shared by more than one person. Decisions to share a position are subject to a vote by chapter members.
   5. No one person may hold more than one office concurrently.
2. Terms, Removals, and Vacancies
   1. All executive board members serve for a term of 12 months or until a successor has been elected to the same position.
   2. Any officer, elected or appointed, may be removed by the membership whenever it has been deemed that the best interests of the chapter would be served by such removal.
   3. Such action will require 66% concurrence of the membership.
   4. A vacancy of any officer, due to any reason, may be filled by the Executive Board for the unexpired portion of the term.
3. Executive Board Members
   1. President
      1. The chapter president shall be responsible for the orderly conduct of the chapter affairs; report to the membership on aspects of chapter business; ensure all bylaws are enforced; represent the chapter at university meetings; and serve as a liaison between the chapter, faculty advisers, university administration, and DOCARE International.
      2. The president shall also preside over the meetings of the membership and shall convene and preside over the Executive Board.
   2. Vice President.
      1. The vice president will assist the president in the orderly conduct of the chapters business.
      2. The vice president shall act in the President’s place when the president is not in attendance.
   3. Secretary.
      1. The secretary shall be responsible for originating and maintaining the minutes of all executive board and general meetings and ensure that copies of same are forwarded to each member of the executive board and the faculty advisors.
   4. Treasurer.
      1. The treasurer shall maintain the chapter’s financial matters, pay all debts as directed by the membership, and make a report on such matters at each meeting.

**Article 4. Committees**

1. Committees
   1. Committees can be created and convened by the executive board or general membership.
   2. All chapter members in good standing may serve on a committee.

**Article 5. Faculty Advisor**

1. There shall be a faculty/staff advisor who shall be selected each year by the membership.
2. The responsibilities of the faculty advisor will be to serve as an advocate for the chapter with school administration and outside organizations. Responsibilities may include
3. maintaining an awareness of the activities and programs sponsored by the student club;
4. meeting with the chapter executive board to discuss plans, goals, or problems of the chapter;
5. attending meeting as schedule allows;
6. assisting in orientation of new officers; explaining and clarifying campus policy and procedures that apply to the club;
7. providing direction in meeting facilitation, group-building, goal-setting, and program-planning; and/or
8. assist in monitoring expenditures, fundraising, and accounting.

**Article 6. Compliance Clause, Non-Discrimination Statement, and Risk Management Statement**

1. The chapter shall abide by all university regulations and policies, in addition to all federal, state, and local laws.
2. At no time will the chapter discriminate on the basis of sex, gender, race, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, political persuasion, veteran status, weight, or physical, mental, emotional or learning disability.
3. In the event of an emergency situation during a chapter meeting or event, the chapter will follow all pertinent campus and university directions and guidelines. The chapter will take all necessary steps to maximize safety and minimize risk to its members during any off-campus activities. The chapter president will be responsible for ensuring safety of all members and for notifying the university or local authorities of emergent conditions if necessary.

**Article 7. Amendments**

1. These bylaws may be amended by a two-thirds majority vote of the Executive Board.
2. All members shall receive notice of the proposed amendments to these bylaws at least two weeks prior to the meeting at which such amendments shall be voted on.

*Chapter president signature:*

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Name

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Date

*Faculty Advisor signature:*

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Name

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Date