

NAAMA NEXTGEN BYLAWS

ARTICLE I - PREAMBLE

Section I – INTRODUCTION

NAAMA NextGen - a section of NAAMA - was created in early 2018 and focuses on Arab American students interested in pursuing careers in medical, dental, pharmacy and other health-related professions along with trainees of Arabic heritage.

Members of NAAMA NextGen have the opportunity to work with fellow students across the country, as well as seek mentorship from NAAMA members.

Section II – MISSION

NAAMA NextGen is committed to enhancing and promoting the careers of future physicians, dentists, pharmacists and allied health professionals. We seek to empower undergraduate and graduate students to be active in healthcare advocacy and community service.

Section III –OBJECTIVES

NAAMA NextGen will make available to its members resources to help them pursue a career in healthcare. Such resources include and are not limited to:

- Involvement with mentors.
- Clinical and scientific research.
- Seminars focusing on medical, dental, pharmacy and other allied health school admission, applications, and interviews.
- Graduate school entrance exams, burnout and stress management.
- Participation in the national and international healthcare community.
- Community Service.
- Cultural programs.
- Exchange programs with universities and colleges in Arab countries and elsewhere as appropriate opportunities may arise.

NAAMA NextGen's goal is to have active chapters in all 50 states and engage Arab Americans across the country.

ARTICLE II - ORGANIZATIONAL STRUCTURE

Section I: NAME AND AFFILIATIONS

- A. The name of this organization shall be: NAAMA NextGen (National Arab American Medical Association NextGen).
- B. NAAMA NextGen is a section of the internationally recognized NAAMA (National Arab American Medical Association).
- C. Each chapter must be registered through NAAMA NextGen National and if applicable through their home institution. Please see the appendix for details on founding a chapter, operations, and positions.

Section II: MEMBERSHIP

- A. Any student may become a member. NAAMA (and NAAMA NextGen) is non-discriminatory, apolitical, and non-profit. It is an equal opportunity, affirmative action, and public institution that values diversity. The organization will not discriminate on the basis of age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight. Also, only students may be officers and/or voting members.
- B. Each new member shall pay a minimum fee of \$10 per year.
- C. A student becomes a member by filling out an application and receiving written approval from the responsible elected officer in charge of membership. A person remains in good standing by adhering to the bylaw and paying the dues.

Section III: NEXTGEN NATIONAL (Board of Directors)

- A. Chair, NAAMA NextGen
- B. Senior Advisory Council (2 active NAAMA members)
The Chair and the Senior Advisory Council are appointed for three years with the effective starting date being June 23, 2020 and then elected every 2 years. The President of NAAMA, in consultation with the executive committee, shall appoint the initial Members of the BOD.
- C. National NextGen Core (NextGen president and/or representative from each chapter)

- D. NAAMA NextGen Core includes:
2 Co-Presidents
Secretary
Treasurer
Mentorship Chair
Chapter Coordinator
Chapter Presidents

Duties of the NextGen Core, include, but are not limited to the following:

1. In consultation with the President, develop a draft of a strategic plan for the operations of NAAMA NextGen;
2. Maintain responsibility for the administration of NAAMA NextGen programs, finances, and personnel;
3. Plan and implement fund generating programs, grants and potential research proposals within the professional capacity of NAAMA NextGen;
4. Plan and coordinate public relations campaigns that help boost NAAMA NextGen's position among other health care professional organizations;
5. Coordinate with chapters and newly elected officials to implement guidelines of these campaigns;
6. Support NAAMA NextGen chapter Committees, maintain minutes of committee meetings, and keep records of Committee actions;
7. Support NAAMA NextGen Chapters, maintain records of correspondence between Chapters and the National Core, and maintain records of official Chapter activities, including but not limited to Chapter elections, membership rosters, payment updates and maintain regular correspondence with Chapter presidents to further NAAMA NextGen mission through its Chapters;
8. Support national and international convention committees in executing plans and arrangements for scientific, social and travel programs and attend;
9. Maintain good standing with NAAMA NextGen mentors and mentees
10. Manage, maintain and oversee NAAMA NextGen's communication tools with NextGen members;
11. Ensure that any member of NAAMA NextGen's input and feedback is obtained and made;
12. Maintain close working relations with local NAAMA Chapters and participate actively in Chapter functions and events.

Section IV: Yearly NAAMA NextGen National Summit

- A. The Chair and Advisory board will appoint a committee(s) to jointly organize the NAAMA NextGen National summit.

- B. Main components of the summit are as follows:
 - a. Leadership development
 - b. Professional development
 - c. Mentorship
 - d. Research presentation
 - e. Logistical planning for the next year

Section V: CHAPTER OFFICERS

The roles and responsibilities of each respective chapter's officers are per the discretion of that chapter. However, the below criteria must be fulfilled:

- A. The following executive board positions must be present:
 - President (at least 1, at most 2)
 - Media/Secretary (handles internal and external communications)
 - Finance Chair/Treasurer
 - Mentorship Chair

The above positions must be present in order to have a functioning board. Additional positions may be created per chapter discretion - there may not be more than 7 board members.
- B. Upon creation of a NAAMA NextGen chapter, the founding board of such Chapter will be appointed (with NAAMA NextGen National Chair approval) and will serve for a three-year term. All consecutive terms will be elected for 1-year terms. There is a 2-term limit per specific position. Individuals' terms are completed upon graduation, even if the initial three-year term is not fulfilled.
- C. Only members in good standing may nominate, be nominated and vote; elections shall be by secret ballot and require a simple majority of members present.
- E. The President shall have the following duties:
 - a. Providing leadership and direction to the club organization,
 - b. Presides at meetings of the club/ chapter and oversees the activities of the executive committee and board of directors,
 - c. Plans and coordinates committees to manage a series of meetings and programs.

The Secretary shall have the following duties:

 - a. Handles the correspondence of the club and keeps record of it,
 - b. Maintains official records of meetings,
 - c. Oversees new member recruitment,
 - d. Manage and maintain social media presence,
 - e. Manage and maintain email listserv to members.

The Treasurer shall have the following duties:

- a. Oversees club finances,
- b. Assists other officers in budgeting.

The Executive Board shall have the following duties:

- a. Meet at least twice a month,
- b. Actively participate in all club/ chapter affairs,
- c. Focus on policy-making and long-range planning,
- d. Appoint ad hoc committees including mentorship, philanthropy and social committees.

The Executive Board should be in constant contact with NAAMA National members and collaborate with other chapters in order to advance the objectives of the organization.

- E. All board members must be respectful of each other's time during meetings. The secretary will remind board members if they have spoken for more than 3 consecutive minutes. Meeting minutes will be taken by the secretary documenting what was accomplished during the meeting and a summary email will be sent to all board members afterwards.
- F. Executive board members are allowed 3 excused absences per term (communicated to secretary or president). 3 tardy result in an absence. If a board member violates this policy their board status is revoked, and they will be ineligible to run for the Executive Board the following term. Extenuating circumstances should be communicated to the President.
- G. Executive board members must be in attendance for all events. Only 2 absences are permitted. Executive board members must promote all events on their personal social media.

Section VI: AMENDMENTS

- A. Any active member of NAAMA NextGen may propose amendments.
- B. Amendments are made and take immediate effect after the National Core approves them.
- C. Amendments are approved by 80% vote during a National Core meeting.

Section VII: FUNDING

- A. NAAMA NextGen National, to the extent its resources allow, will provide grant opportunities for events after chapters fill out the application on the website. All applications will be reviewed for consideration by the NextGen National Chair and Senior Advisory Council.