

## National Arab American Medical Association NextGen National Bylaws

### **Article I. Preamble**

#### **Section I - Introduction**

The National Arab American Medical Association NextGen (NAAMA NextGen) is the student section of the National Arab American Medical Association (NAAMA). NAAMA NextGen Chapters operate as student organizations at undergraduate and graduate academic institutions and are chartered on the authority of the NAAMA NextGen National Executive Board. NAAMA, and by extension, NAAMA NextGen, is a non-profit, non-political, non-sectarian, all-inclusive organization for all interested healthcare students.

#### **Section II - Mission**

We bring together Arab American healthcare students and help them with their career goals.

#### **Section III - Vision**

- 1) NAAMA NextGen will have chapters in all eligible undergraduate and graduate academic institutions in the United States of America
- 2) NAAMA NextGen will be a network for all Arab American healthcare students
- 3) NAAMA NextGen will promote the voice and needs of Arab American healthcare students

#### **Section IV - Values**

- 1) Act through the lens of the Arab-American Identity
- 2) Have passion for what we do and who we are
- 3) Be intentional and organized in our endeavors
- 4) Promote creativity and outside-of-the-box thinking
- 5) Be inclusive and respectful
- 6) Be communicative and transparent
- 7) Foster community and personal connections
- 8) Have fun!

#### **Section V - Purpose**

- 1) To charter, maintain, and support NAAMA NextGen Chapters
- 2) To support NAAMA NextGen members

### **Article II. Organizational Structure**

#### **Section I - NAAMA NextGen National Executive Board**

The NAAMA NextGen National Executive Board will, at minimum, be composed of the following positions:

- 1) NAAMA NextGen National Chair
- 2) Vice Chair
- 3) Advisor Chair (Physician)
- 4) President (Student)
- 5) Chapter Development Chair (Student)

## 6) Administrative Chair (Student)

The NAAMA NextGen National Executive Board must always be composed of at least 2/3rds students. The most updated positions and their descriptions are in Article V, Section I.

### **Section II - NAAMA NextGen National Board of Directors**

The NAAMA NextGen National Board of Directors will be composed of former NAAMA NextGen National Executive Board members. The roles and responsibilities of this board are found in Article VI, Section I.

### **Section II - NAAMA NextGen Chapter**

Chapters are student organizations at undergraduate and graduate academic institutions. Chapters are chartered on the authority of the NAAMA NextGen National Executive Board. The requirements and policies to be a chapter are found in Article IV.

### **Section III - NAAMA NextGen Members**

NAAMA NextGen members must be students enrolled in undergraduate institutions, graduate institutions (e.g., medical school, dental school, pharmacy school, etc), or otherwise transitioning to an undergraduate or graduate institution (gap year). Individuals who have completed their graduate-level education are not eligible to be NAAMA NextGen members. Individuals enrolled in high school (or equivalent) are not eligible to be NAAMA NextGen members.

NAAMA NextGen membership is defined as being a paying, registered member on [naamanextgen.com](http://naamanextgen.com). Paying members are considered national members of NAAMA NextGen and of the chapter selected upon sign-up on [naamanextgen.com](http://naamanextgen.com). Members may manage their chapter membership in their member profile on [naamanextgen.com](http://naamanextgen.com).

Members who do not meet the categorization as stated in this document, are found in violation of the mission, vision, values, or policies of NAAMA NextGen, or otherwise found acting against the interests of NAAMA NextGen may be removed by a majority vote of the NAAMA NextGen National Executive Board or NAAMA NextGen National Board of Directors, by the National Chair, or by the Vice-Chair. No refund will be given to a member who has been removed.

## **Article III. Organizational Function**

### **Section I - Maintain Network**

Collect, organize, and maintain organizational information, including updated membership, chapter, leadership, and promotional information. This is a primary function of NAAMA NextGen National and cannot be modified.

### **Section II - Charter Chapters**

The Chapter Development Chair is ultimately responsible for the successful onboarding and renewal of NAAMA NextGen chapters. All NAAMA NextGen National Executive Board members are eligible to

charter chapters on the authority of the NAAMA NextGen National Executive Board. This is a primary function of NAAMA NextGen National and cannot be modified.

### **Section III - Support Chapters**

The goal of supporting the chapters is to make running a chapter as easy as possible. As of December 2024, the ways chapters are supported include automatically updating rosters, activity guides, templated documents, executive board transition protocols, Canva Pro with flyer templates, and funding. The NAAMA NextGen National Executive Board will continually maintain and expand resources to support chapters.

Refer to Article VII, Section II for more information regarding chapter funding.

### **Section III - Support Members**

The NAAMA NextGen National Executive Board will engage in initiatives to support members directly. This includes but is not limited to the NAAMA NextGen National Summit, Doctor Directory, scholarships, international volunteer trips, research opportunities, and test prep discounts. The initiatives and mechanisms to support members are to be determined by the current NAAMA NextGen National Executive Board on an annual basis. Positions and responsibilities to maintain these initiatives are to be determined by the NAAMA NextGen National President(s), Vice-Chair, National Chair, and Advisor Chair.

### **Section IV - Promote Organization**

NAAMA NextGen National will promote the activities, events, and accomplishments of its chapters and members. This may be done through avenues including but not limited to social media, website, email, and the monthly newsletter.

## **Article IV. Chapter Function**

### **Section I - Minimum Requirements**

- 1) An incoming or founding chapter president must annually register the chapter with the NAAMA NextGen National Executive Board on [naamanextgen.com](http://naamanextgen.com)
- 2) There must be at least 4 registered chapter board members who are signed up as members on [naamanextgen.com](http://naamanextgen.com) and registered as board members on [naamanextgen.com](http://naamanextgen.com). The required positions or equivalents are President(s), Administrative Chair (Secretary), Finance Chair (Treasurer), and Social Media Chair
- 3) The following accounts must be made: Gmail, Canva, and Instagram. Any combination of “NNG” or “NAAMA NextGen” or “NAAMA” and the school’s name or acronym may be used as usernames for these accounts. A NAAMA NextGen National Executive Board member may veto an account name.
- 4) Register with your affiliated academic institution and be in good standing with the academic institution’s student organization policies.

## **Section II - Chapter Constitution**

NAAMA NextGen Chapters must use the constitution provided to them upon chapter registration. Modifications to the provided constitution may be made in order to comply with the chapter's academic institution or to better serve the specific needs or goals of the chapter.

The policies and rules of this NAAMA NextGen National Bylaw and the decisions made by the NAAMA NextGen National Executive Board supersede any policies and rules determined by any NAAMA NextGen Chapter or NAAMA NextGen Chapter constitution.

## **Section III - Chapter Activities**

NAAMA NextGen Chapter activities include professional development, social activities, mentorship, philanthropy, and chapter-specific activities and resources. The chapter activities and all chapter communications must be non-political, non-sectarian, non-religious, and all-inclusive. It is highly encouraged that chapters host a mass meeting or similar introductory event at the beginning of the academic semester or year, organize a mentorship program, and assess and fulfill the specific needs of their NAAMA NextGen chapter community.

## **Section IV - Dissolving a Chapter**

If a chapter is found in violation of the mission, vision, values, or policies of NAAMA NextGen or is otherwise found acting against the interests of NAAMA NextGen, or is simply not re-registering the chapter: the NAAMA NextGen National Executive Board may instruct corrective action, remove board members, or dissolve the chapter. These actions can be taken by a majority vote of the NAAMA NextGen National Executive Board or on the authority of the NAAMA NextGen National Chair, Vice-Chair, or by majority vote of the NAAMA NextGen National Board of Directors.

## **Article V. NAAMA NextGen National Executive Board**

### **Section I - Roles and Responsibilities**

- 1) National Chair
  - a) Help guide and determine overall direction, structure, and operations of the organization
  - b) Final authority and advisor on major NAAMA NextGen decisions on the authority of the NAAMA NextGen National Board of Directors
  - c) Direct representative for NAAMA NextGen on the NAAMA Board of Directors
  - d) Approve and engage in spending on behalf of NAAMA NextGen National Executive Board members on the authority of the NAAMA NextGen National Board of Directors
  - e) All responsibilities seen under the Advisor Chair
- 2) Vice-Chair
  - a) Help guide and determine overall direction, structure, and operations of the organization
  - b) Advise and assist NAAMA NextGen National Executive Board members in their efforts
  - c) Help transition President(s), Advisor Chair, and NAAMA NextGen National Executive Board members
  - d) Work on independent projects to benefit NAAMA NextGen
- 3) Advisor Chair (Physician)

- a) Attend board meetings at least once a month to advise and support NAAMA NextGen National activities
  - b) Provide individual mentorship to 1 to 2 NAAMA NextGen National Executive Board members
  - c) Meet with NAAMA NextGen National Executive Board members who are not appropriately completing tasks or may have unexcused absences from meetings
  - d) Serve on the scholarship committee (if applicable for that year)
  - e) Work on at least one project benefiting NAAMA NextGen every year (e.g., research, international volunteer trip, fundraising, etc.)
- 4) President(s) (Student)
- a) Run day-to-day operations
  - b) Lead meetings
  - c) Help guide and determine overall direction, structure, and operations of the organization
  - d) Respond to emails and inquiries
  - e) Meet with chapters for onboarding or support
  - f) May work on independent projects to benefit NAAMA NextGen
  - g) May take on an additional role
- 5) Administrative Chair (Student)
- a) Coordinates and schedules executive board meetings
  - b) Takes meeting minutes and action items
  - c) Helps run meetings by going through the agenda
  - d) Tracks board meeting attendance and task completion, sending reminder texts for board members with unexcused absences or incomplete tasks, coordinates with National Chair and Advisor Chair if corrective action is needed
  - e) Assists executive board members with activities if needed
  - f) May work on independent projects
- 6) Chapter Development Chair (Student)
- a) Onboards new chapters and follows up to monitor progress
  - b) Ensures chapters are annually re-registering and registering new board members
  - c) Expands and maintains chapter resources
  - d) First and main point of contact to advise and assist chapters with their activities
  - e) May work on independent projects
- 7) Information and Logistics Chair
- a) Improve and maintain website frontend
  - b) Maintain and update chapter and member registration system
  - c) Expand member resources
- 8) Media, Marketing, and Outreach Chair (Student)
- a) Collect information for and post templated social media posts, including member spotlights, chapter spotlights, and physician spotlights
  - b) Create and distribute the monthly newsletter
  - c) Create event flyers and event marketing campaigns
  - d) Draft and send mass emails promoting events
  - e) Draft and send mass text blurbs promoting events
  - f) Maintain and post on the NAAMA NextGen National LinkedIn account

- g) Respond to emails and inquiries
- 9) Committees (Physician or Student)
  - a) Responsibilities and roles are to be determined by the NAAMA NextGen National Executive Board member who has created the committee and in service of NAAMA NextGen activities or projects

## **Section II - Executive Board Meetings**

The NAAMA NextGen National Executive Board will meet at minimum every 2 weeks, with additional meetings scheduled as needed. Attendance is expected for all members. Voting on decisions may only occur when at least 2/3rds of the NAAMA NextGen National Executive Board is present and participating.

NAAMA NextGen National Board of Directors members may attend all NAAMA NextGen National Executive Board meetings.

## **Section III - Executive Board Selection**

- 1) NAAMA NextGen National Chair
  - a) Selected by a majority vote of the outgoing NAAMA NextGen National Chair, NAAMA NextGen National Board of Directors, and NAAMA NextGen National Executive Board members who have served for at least 1 year on the NAAMA NextGen National Executive Board. This individual must have served on the NAAMA NextGen National Executive board in another position for at least 2 years and be in good standing as a NAAMA or NAAMA NextGen member
- 2) Vice-Chair
  - a) Selected by a majority vote of the outgoing Vice-Chair, NAAMA NextGen National Board of Directors, and NAAMA NextGen National Executive Board members who have served for at least 1 year on the NAAMA NextGen National Executive Board. This individual must have served on the NAAMA NextGen National Executive board in another position for at least 2 years and be in good standing as a NAAMA or NAAMA NextGen member
- 3) Advisor Chair (Physician)
  - a) Selected by a majority vote of the NAAMA NextGen National Chair, Vice-Chair, and President(s), must have demonstrated significant interest and effort for NAAMA NextGen
- 4) President(s) (Student)
  - a) Selected by a majority vote of the NAAMA NextGen National Chair, Vice-Chair, Advisor Chair, and outgoing President(s), must have served on the NAAMA NextGen National Executive Board for at least one year
  - b) An internal application will be opened for all eligible NAAMA NextGen National Executive Board members to apply
- 5) Executive Board Members (Student)
  - a) Selected by a majority vote of the National Chair, Vice-Chair, Advisor Chair, and incoming or current President(s)

- b) A public application will be opened for all interested NAAMA NextGen members to apply
- 6) Committee Members (Physician, Student, Other)
  - a) Selected by the NAAMA NextGen National Executive Board member responsible for said committee

#### **Section IV - Role Creation and Removal**

The creation and removal of board positions and the delegation of responsibilities for those positions are determined and managed by the majority decision of the National Chair, Advisor Chair, Vice-Chair, and Co-Presidents. NAAMA NextGen National Executive Board members have the autonomy to manage committees and committee positions relevant to their responsibilities. Without exception, nobody outside of the NAAMA NextGen National Executive Board or NAAMA NextGen National Board of Directors has the authority to create positions pertaining to NAAMA NextGen (e.g., NAAMA physician chapters cannot create NAAMA NextGen positions, NAAMA convention leadership cannot create NAAMA NextGen committees or NAAMA NextGen positions, NAAMA national cannot make new positions pertaining to NextGen).

#### **Section V - Penalties and Removal**

Two unexcused absences from executive board meetings will result in a warning email from the Administrative Chair and a meeting with the NAAMA NextGen National Chair or Advisor Chair for corrective action.

Three instances of unexcused incomplete, delayed, or delegated tasks will result in a warning email from the Administrative Chair and a meeting with the NAAMA NextGen National Chair or Advisor Chair for corrective action.

Acceptable excuses for absences or incomplete, delayed, or delegated tasks include illness, family emergencies, exams, medical school interviews, job interviews, and religious holidays. All excuses except for emergencies or illness must be communicated 48 hours in advance to be considered excused. If a board member has another reason to be absent and believes it should be excused, it should be communicated 72 hours in advance. All excuses must be communicated to the Administrative Chair. All extenuating circumstances will be reviewed by the President(s), NAAMA NextGen National Chair, Vice-Chair, or Advisor Chair.

NAAMA NextGen National Executive Board members will be given corrective action or removed on the authority of the NAAMA NextGen National Chair or Vice Chair for any policy violations or in circumstances that violate NAAMA NextGen's mission, vision, or values or otherwise acting in a way that is detrimental to the organization, its members, or the larger community. Board members with over two unexcused absences and over three instances of incomplete, delayed, or delegated tasks by a board member may be removed by the NAAMA NextGen National Chair or Vice-Chair if corrective action, as advised by the NAAMA NextGen National Chair or Advisor Chair, is not followed. Unexcused absences and instances of unexcused incomplete, delayed, or delegated work are to be documented by the Administrative Chair. Corrective action as recommended by the NAAMA NextGen National Chair or Advisor Chair is to be documented by the Administrative Chair.

## **Section VI - Terms**

The term for a member of the NAAMA NextGen National Executive Board will be 12 months from June to June. At the conclusion of the term year, all NAAMA NextGen Executive Board members will be subject to the selection process.

## **Article VI. NAAMA NextGen National Board of Directors**

### **Section I - Roles and Responsibilities**

The main responsibility of the NAAMA NextGen National Board of Directors is to provide guidance and oversight to NAAMA NextGen and the actions of the NAAMA NextGen National Executive Board.

The primary powers of the NAAMA NextGen National Board of Directors include:

- 1) Determining spending by the NAAMA NextGen National Executive Board
- 2) Overriding decisions made by the NAAMA NextGen National Executive Board
- 3) Removing NAAMA NextGen National Executive Board members

These powers are exercised by a majority vote of the NAAMA NextGen National Board of Directors.

The NAAMA NextGen National Chair acts as a representative and with the authority of the NAAMA NextGen National Board of Directors. As such, the NAAMA NextGen National Chair may operate independently with the powers of the NAAMA NextGen National Board of Directors. However, the NAAMA NextGen National Chair may be overridden by a majority vote of the NAAMA NextGen National Board of Directors. A vote of the NAAMA NextGen National Board of Directors may be called by any NAAMA NextGen National Board of Directors member or NAAMA NextGen National Executive Board member.

### **Section II - Board of Directors Meetings**

The NAAMA NextGen National Board of Directors will meet at minimum on a quarterly basis, with additional meetings scheduled as needed. Attendance is expected for all members. Voting on decisions may only occur when 2/3rds of the NAAMA NextGen National Board of Directors is present and participating.

### **Section III - Board of Directors Selection**

To be eligible for nomination to the NAAMA NextGen National Board of Directors, the nominee must have served for at least 2 years on the NAAMA NextGen National Executive Board. Individuals can self-nominate or be nominated by another NAAMA NextGen National Executive Board member. An eligible individual is added to the NAAMA NextGen National Board of Directors by a two-thirds majority vote of the current NAAMA NextGen National Board of Directors and NAAMA NextGen National Executive Board members who have served for at least 2 years on the NAAMA NextGen National Executive Board.

#### **Section IV - Penalties and Removal**

NAAMA NextGen National Board of Directors members may be removed by a majority vote of the NAAMA NextGen National Board of Directors and members who have served at least two full term years on the NAAMA NextGen National Executive Board.

### **Article VII. Communication and Information**

#### **Section I - Mass Communication by NAAMA NextGen National Executive Board**

Communication with members can be done autonomously by student NAAMA NextGen National Executive Board members as long as it is within the scope of their responsibilities or has been discussed and approved at a NAAMA NextGen National Executive Board meeting.

Mass communications must be regarding NAAMA NextGen activities or programs. Communications that are not directly related to NAAMA NextGen but may be tangentially related must be approved by a majority vote, the Vice-Chair, or the National Chair.

Mass email communication to NAAMA NextGen members must be sent from the [naamanextgen.com](http://naamanextgen.com) or [naamanextgen.org](http://naamanextgen.org) domain by a student member of the NAAMA NextGen National Executive Board or a student member of the NAAMA NextGen National Board of Directors.

All other mass communications, such as text messages or through messaging platforms (e.g. WhatsApp), must be sent by a student member of the NAAMA NextGen National Executive Board or a student member of the NAAMA NextGen National Board of Directors.

#### **Section II - Mass Communication by other NAAMA Groups or Individuals**

Without exception, individuals or groups outside of the NAAMA NextGen National Executive Board who are interested in mass communication to NAAMA NextGen members (whether nationally or to chapter groups) must submit a request to [communications@naamanextgen.org](mailto:communications@naamanextgen.org) and disclose what groups they intend to communicate with.

The requested communication will be evaluated by the NAAMA NextGen National Executive Board on the following criteria:

- 1) Aligns with the mission of NAAMA NextGen and is beneficial for members
- 2) Needs to be accessible and reasonable for members
- 3) Promotes NAAMA NextGen membership

The communication will be evaluated and distributed as soon as possible, ideally within 48 hours, but at maximum within 1 week of the initial request.

Mass email communication to NAAMA NextGen members must be sent from the [naamanextgen.com](http://naamanextgen.com) or [naamanextgen.org](http://naamanextgen.org) domain by a student member of the NAAMA NextGen National Executive Board or a student member of the NAAMA NextGen National Board of Directors.

All other mass communications, such as text messages or messaging platforms (e.g. WhatsApp), must be sent by a student member of the NAAMA NextGen National Executive Board or a student member of the NAAMA NextGen National Board of Directors.

### **Section III - Member and Chapter Information**

The member and chapter database may only be accessed by student members of the NAAMA NextGen National Executive Board and student members of the NAAMA NextGen National Board of Directors.

The NAAMA NextGen National Executive Board will provide a list of chapters and national member count to the NAAMA Executive Committee and the NAAMA NextGen National Board of Directors.

The NAAMA NextGen National Executive Board may share chapter primary contact information on request if the inquiry aligns with NAAMA NextGen's mission and the requester understands NAAMA NextGen's membership, purpose, and activities.

### **Section IV - Name, Brand, and Logo Usage**

The NAAMA NextGen name, brand, and logo may only be used by the NAAMA NextGen National Executive Board and NAAMA NextGen National Board of Directors. Without exception, all other NAAMA groups or individuals, NAAMA-affiliated groups or individuals, and groups or individuals outside of NAAMA or NAAMA NextGen may use the NAAMA NextGen name, brand, and logo only with expressed permission from the NAAMA NextGen National Executive Board, as decided by a majority vote of the NAAMA NextGen National Executive Board.

Chapters are permitted to use the NAAMA NextGen name ("NAAMA NextGen", "National Arab American Medical Association NextGen"), brand, and logo in communications targeted to individuals within their academic institutions. On communications outside a chapter's academic institution or on marketing materials using the NAAMA NextGen or National Arab American Medical Association NextGen name, academic institution affiliation must be indicated (e.g., NAAMA NextGen at Academic Institution).

Chapters interested in using the NAAMA NextGen name, brand, or logo on merchandise must obtain permission from the NAAMA NextGen National Executive Board at least 2 weeks before the purchase date of the merchandise by the chapter.

Chapters may not alter, modify, or otherwise change the NAAMA NextGen logo. This includes, but is not limited to, inserting a school logo or acronym inside the NAAMA crest.

### **Section V - Social Media Policy**

Please refer to the [Social Media Policy](#) document for up-to-date guidelines. This document is intended to be a guide for best practices for NAAMA NextGen chapters' social media. This document is approved and updated by the NAAMA NextGen National Executive Board and the NAAMA NextGen National Board of Directors as needed.

Social media posts must adhere to the mission, vision, and values of NAAMA and NAAMA NextGen and the non-religious, non-political, non-sectarian, all-inclusive nature of NAAMA and NAAMA NextGen.

Chapters found violating the Social Media Policy or acting against the interest of NAAMA or NAAMA NextGen, as determined by the NAAMA NextGen National Executive Board, will be contacted for corrective action.

## **Article VIII. Finances**

### **Section I - Chapter Spending**

Refer to the [Reimbursement & Funding Requests Rules](#) document for the most updated guidelines and procedures for Chapter Spending. This document is approved and updated by the NAAMA NextGen National Executive Board and the NAAMA NextGen National Board of Directors as needed.

Chapter spending must be only for chapter activities and to further the mission, vision, and values of NAAMA NextGen. Chapters found inappropriately using funds will be subject to corrective action or penalty as determined by the NAAMA NextGen National Executive Board.

### **Section II - Chapter Funding**

Refer to the [Reimbursement & Funding Requests Rules](#) document for the most updated guidelines and procedures for Chapter Funding. This document is approved and updated by the NAAMA NextGen National Executive Board and NAAMA NextGen National Board of Directors as needed.

Chapters must make a good-faith effort to secure funding from their academic institution or external funding sources before requesting reimbursement from NAAMA NextGen National.

All funding and reimbursement requests will first be assessed by the NAAMA NextGen National President(s) or a relevant NAAMA NextGen National Executive Board member. Should the request exceed the standard threshold set in the Reimbursement & Funding Requests Rules, a majority vote of the NAAMA NextGen National Executive Board will either deny the request or approve it to be reviewed by the NAAMA NextGen National Chair. The NAAMA NextGen National Chair will have final approval on all chapter funding requests. Funds will be distributed from the appropriate NAAMA NextGen account by the NAAMA manager or NAAMA NextGen National Chair via check.

### **Section III - National Spending**

NAAMA NextGen National Executive Board members may engage in spending relevant to their positions or to further the goals of NAAMA NextGen upon approval from the NAAMA NextGen National Chair.

### **Section IV - National Funding**

NAAMA NextGen will collect funds from dues, additional fundraisers, and activities organized by the NAAMA NextGen National Chair and Advisor Chairs. NAAMA NextGen may request grant funding from the NAAMA Foundation. NAAMA NextGen may request grant funding from bodies that align with NAAMA and NAAMA NextGen's mission, vision, values, and goals.

### **Section V - Accessing National Funds**

NAAMA NextGen funds may only be accessed on the authority of the NAAMA NextGen National Board of Directors without exception.

### **Section VI - Member Dues**

Member dues are \$20 per year.

A majority vote of the NAAMA NextGen National Executive Board may approve discount codes.

## **Article IX. Amendments**

### **Section I - Proposing Amendments**

Any sitting NAAMA NextGen National Executive Board member or NAAMA NextGen National Board of Directors member may propose amendments to this bylaw, related documents, and related policies. Amendments must be written in full and presented at NAAMA NextGen National Executive Board meetings.

### **Section II - Passing Amendments**

Amendments are passed and added to the NAAMA NextGen Bylaw by a majority vote of the NAAMA NextGen National Executive Board.

Amendments may also be passed or vetoed by a majority vote of the NAAMA NextGen National Board of Directors.