



**National Arab American Medical Association NextGen  
National Bylaws**

**Effective March 18, 2026**

# **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 branch 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 NextGen is a non-profit, non-political, non-sectarian, all-inclusive organization for all interested 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 all 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. NAAMA NextGen National President(s) (Student)
3. Chapter Development Chair (Student)
4. Administrative Chair (Student)

Positions designated as “(Student)” must be held by individuals who meet the membership eligibility requirements defined in Article II, Section V. Additional positions beyond the minimum are described 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 NAAMA NextGen National Chair and the NAAMA NextGen National Vice-Chair serve on both the NAAMA NextGen National Executive Board and the NAAMA NextGen National Board of Directors. The roles and responsibilities of this board are found in Article VI.

### **Section III - NAAMA NextGen National Advisory Committee**

The NAAMA NextGen National Advisory Committee is composed of physicians, researchers, and other professionals who have demonstrated significant professional achievement and a commitment to the mission of NAAMA NextGen. Advisory Committee members provide guidance, mentorship, and support to the NAAMA NextGen National Executive Board and NAAMA NextGen Chapters, but do not hold executive authority or voting power on the NAAMA NextGen National Executive Board. The roles and responsibilities of this committee are found in Article VII.

### **Section IV - 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 V - NAAMA NextGen Members**

NAAMA NextGen membership is open to individuals currently enrolled in an undergraduate institution, a graduate-level health professions program (including but not limited to medical school, dental school, and pharmacy school), or in a gap year(s) between completion of undergraduate education and matriculation into a graduate-level health professions program.

Individuals enrolled in high school or equivalent programs, residents, fellows, and individuals who have completed their graduate-level health professions education are not eligible for NAAMA NextGen membership.

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 eligibility requirements as stated in this document, are found in material noncompliance with organizational policies, or whose conduct is inconsistent with the mission, values, or operational needs of NAAMA NextGen, may be removed. Removal may be carried out by a majority vote of the NAAMA NextGen National Executive Board or NAAMA NextGen National Board of Directors, or on the authority of the National Chair or Vice-Chair. No refund will be given to a member who has been removed.

## **Section VI - Relationship with NAAMA**

NAAMA NextGen is student-led and operates independently in its governance, programming, and day-to-day activities. All matters pertaining to NAAMA NextGen, including but not limited to chapter operations, membership, communications, finances, and organizational decision-making, fall under the jurisdiction of the NAAMA NextGen National Executive Board and NAAMA NextGen National Board of Directors. NAAMA chapters, NAAMA chapter leadership, NAAMA national leadership, NAAMA convention leadership, and other NAAMA-affiliated groups or individuals do not hold authority over the operations, membership, or activities of NAAMA NextGen or its Chapters.

## **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 core function of NAAMA NextGen National and may not be materially altered except through amendment of these bylaws in accordance with Article X.

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

The Chapter Development Chair is primarily 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 core function of NAAMA NextGen National and may not be materially altered except through amendment of these bylaws in accordance with Article X.

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

The goal of supporting the Chapters is to make running a chapter as easy as possible. The NAAMA NextGen National Executive Board will provide and continually expand resources to support Chapters. A list of current chapter resources and support is available at [naamanextgen.com](http://naamanextgen.com). Refer to Article IX, Section II for more information regarding chapter funding.

### **Section IV - Support Members**

The NAAMA NextGen National Executive Board will engage in initiatives to support members directly. The initiatives and mechanisms to support members are to be determined by the current NAAMA NextGen National Executive Board on an annual basis. A list of current member resources and initiatives is available at [naamanextgen.com](http://naamanextgen.com). Positions and responsibilities to maintain these initiatives are to be determined by the NAAMA NextGen National President(s), NAAMA nextGen National Vice-Chair, and NAAMA NextGen National Chair.

### **Section V - Promote Organization**

NAAMA NextGen National will highlight and showcase 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. NAAMA NextGen Chapters**

### **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. The NAAMA NextGen National Executive Board may veto an account name
4. Chapters are expected to register with their affiliated academic institution and be in good standing with the academic institution’s student organization policies

### **Section II - Chapter Constitution**

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**

Chapter activities include but are not limited to professional development, social activities, mentorship, philanthropy, and chapter-specific activities and resources. The NAAMA NextGen Chapter activities and all NAAMA NextGen Chapter communications must be non-political, non-sectarian, non-religious, and all-inclusive.

### **Section IV - Chapter Status and Re-Registration**

Chapters must complete annual re-registration by the start of each academic year. Chapters that do not complete annual re-registration by this deadline will be listed as inactive and will not be eligible for funding, resources, or representation as a NAAMA NextGen Chapter until re-registration is completed.

### **Section V - Dissolving a Chapter**

If a chapter is found in material noncompliance with organizational policies, or whose conduct is inconsistent with the mission, values, or operational needs 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, NAAMA NextGen National Vice-Chair, or majority vote of the NAAMA NextGen National Board of Directors.

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

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

1. NAAMA NextGen National Chair
  - a. Help guide and determine overall direction, structure, and operations of the organization
  - b. Final authority on major NAAMA NextGen decisions on the authority of the NAAMA NextGen National Board of Directors
  - c. Provide guidance and oversight to the NAAMA NextGen National Executive Board
  - d. Direct representative for NAAMA NextGen on the NAAMA Board of Directors
  - e. 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
2. NAAMA NextGen National 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 NAAMA NextGen National President(s) and NAAMA NextGen National Executive Board members
  - d. Work on independent projects to benefit NAAMA NextGen
3. NAAMA NextGen National 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
4. 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 NAAMA NextGen National Chair or NAAMA NextGen National Vice-Chair if corrective action is needed
  - e. Assists executive board members with activities if needed

- f. May work on independent projects
- 5. 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
- 6. Information and Logistics Chair
  - a. Improve and maintain NAAMA NextGen website frontend
  - b. Maintain and update chapter and member registration system
  - c. Expand member resources
  - d. May work on independent projects
- 7. 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
  - h. May work on independent projects
- 8. Committees (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 2 years on the NAAMA

NextGen National Executive Board. This individual must be a member of the NAAMA NextGen National Board of Directors, 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 2 years on the NAAMA NextGen National Executive Board. This individual must be a member of the NAAMA NextGen National Board of Directors, 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. NAAMA NextGen National President(s) (Student)

- a. Selected by a majority vote of the NAAMA NextGen National Chair, NAAMA NextGen National Vice-Chair, and outgoing NAAMA NextGen National 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

4. Executive Board Members (Student)

- a. Selected by a majority vote of the NAAMA NextGen National Chair, NAAMA NextGen National Vice-Chair, and incoming or current NAAMA NextGen National President(s)
- b. A public application will be opened for all interested NAAMA NextGen members to apply, or candidates may be recruited through other processes as determined by the NAAMA NextGen National Chair, NAAMA NextGen National Vice-Chair, and NAAMA NextGen National President(s)

5. Committee Members (Student)

- 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 NAAMA NextGen National Chair, Vice-Chair, and NAAMA NextGen National President(s). NAAMA NextGen National Executive Board members have the autonomy to manage committees and committee positions relevant to their responsibilities. No individual or group outside of the NAAMA NextGen National Executive Board or NAAMA NextGen National Board of Directors has the authority to create positions or organizational units pertaining to NAAMA NextGen unless expressly authorized by the NAAMA NextGen National Executive Board or NAAMA NextGen

National Board of Directors. For avoidance of doubt, this includes but is not limited to NAAMA chapters, NAAMA chapter leadership, NAAMA national leadership, NAAMA convention leadership, and NAAMA-affiliated individuals as groups or individuals considered outside of the NAAMA NextGen National Executive Board and NAAMA NextGen National Board of Directors.

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

Two unexcused absences from executive board meetings, or three instances of unexcused incomplete, delayed, or delegated tasks, will result in formal notice from the Administrative Chair and a meeting with the NAAMA NextGen National Chair or NAAMA NextGen National Vice-Chair for corrective action.

Acceptable excuses include but are not limited to illness, family emergencies, exams, interviews, clinical obligations, conference presentations, and religious holidays. Excuses must be reasonable and communicated to the Administrative Chair. All excuses except for emergencies or illness must be communicated at least 48 hours in advance. Extenuating circumstances will be reviewed by the NAAMA NextGen National President(s), NAAMA NextGen National Chair, or NAAMA NextGen National Vice-Chair.

NAAMA NextGen National Executive Board members may be given corrective action or removed on the authority of the NAAMA NextGen National Chair or NAAMA NextGen National Vice-Chair for sustained non-performance, material noncompliance with organizational policies, or conduct inconsistent with the mission, values, or operational needs of NAAMA NextGen. Board members who exceed the thresholds above may be removed by the NAAMA NextGen National Chair or NAAMA NextGen National Vice-Chair if corrective action is not followed. All unexcused absences, incomplete work, and corrective actions are to be documented by the Administrative Chair.

Notwithstanding the above process, the NAAMA NextGen National President(s), NAAMA NextGen National Vice-Chair, and NAAMA NextGen National Chair may, by majority vote, remove an Executive Board member for sustained non-performance or conduct inconsistent with the mission, values, or operational needs of NAAMA NextGen when circumstances require timely action in the interest of the organization.

In the event of a tie vote among the decision-makers specified in this article, the tie shall be broken by a majority vote of the NAAMA NextGen National Board of Directors, with the Board of Directors' decision counting as a single vote.

## **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. Outgoing NAAMA NextGen National

Executive Board members must complete a transition of all organizational materials, credentials, and access within 30 days of the conclusion of their term.

## **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. The NAAMA NextGen National Board of Directors has final authority to interpret these bylaws and related policies, and to resolve questions regarding their application.

### **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. The NAAMA NextGen National Board of Directors may also conduct votes asynchronously (e.g., via email or messaging platform) when a decision is needed between meetings. Asynchronous votes require participation from at least 2/3rds of the NAAMA NextGen National Board of Directors and follow the same voting thresholds as in-person votes.

### **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 NAAMA NextGen National Executive Board members who have served at least two full term years on the NAAMA NextGen National Executive Board.

#### **Section V - Review of Structure**

The structure and composition of the NAAMA NextGen National Board of Directors shall be reviewed by the founding NAAMA NextGen National Board of Directors members no later than June 2029 to ensure continuity of the organization's core mission and values and to assess whether modifications are needed to reflect the growth of the organization. This review should consider, among other factors, whether term limits, membership caps, activity requirements, or tiered voting structures are appropriate. This section may not be amended or removed except by unanimous vote of the founding NAAMA NextGen National Board of Directors members.

## **Article VII. NAAMA NextGen National Advisory Committee**

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

The NAAMA NextGen National Advisory Committee serves in an advisory and supportive capacity to the NAAMA NextGen National Executive Board and NAAMA NextGen Chapters. Advisory Committee members do not hold executive authority, voting power, or operational responsibilities on the NAAMA NextGen National Executive Board.

**Baseline Expectations.** Advisory Committee members are expected to:

1. Be available to meet with the NAAMA NextGen National Executive Board at least once annually if requested
2. Be responsive when contacted by the NAAMA NextGen National Executive Board and, when possible, provide connections or introductions to individuals or resources that may support NAAMA NextGen's mission

**Additional Ways to Contribute.** Advisory Committee members may also be called upon to support NAAMA NextGen in the following ways, as their availability and expertise allow:

1. Providing expertise for NAAMA NextGen projects and initiatives, including but not limited to judging research symposia, serving as panelists, and advising on programming
2. Collaborating on or lending support to events organized by the NAAMA NextGen National Executive Board or NAAMA NextGen Chapters
3. Serving, through the NAAMA NextGen National Executive Board, as points of contact for NAAMA NextGen Chapters seeking professional mentorship or support for chapter-level activities
4. Lending credibility and visibility to NAAMA NextGen through their professional affiliations and reputations
5. Supporting fundraising, grant applications, or donor cultivation efforts
6. Advocating for NAAMA NextGen and its Chapters at their respective institutions

Advisory Committee members may not represent NAAMA NextGen in any official capacity, communicate with NAAMA NextGen Chapters on behalf of the organization, or act on the authority of the NAAMA NextGen National Executive Board unless expressly authorized to do so by the NAAMA NextGen National Executive Board or NAAMA NextGen National Board of Directors.

### **Section II - Advisory Committee Selection**

Individuals are invited to join the Advisory Committee based on their professional achievements, demonstrated interest in the mission of NAAMA NextGen, and ability to contribute meaningfully to the organization.

Advisory Committee members are nominated by any member of the NAAMA NextGen National Executive Board or NAAMA NextGen National Board of Directors. Nominations are approved

by a majority vote of the NAAMA NextGen National President(s), NAAMA NextGen National Chair, and NAAMA NextGen National Vice-Chair.

Advisory Committee members are invited to serve and are not required to submit an application.

Advisory Committee appointments are made solely at the discretion of the NAAMA NextGen National President(s), NAAMA NextGen National Chair, and NAAMA NextGen National Vice-Chair. External requests or recommendations to appoint individuals to the Advisory Committee do not obligate the NAAMA NextGen National President(s), NAAMA NextGen National Chair, and NAAMA NextGen National Vice-Chair to act on them.

### **Section III - Terms and Removal**

Advisory Committee members serve two-year terms beginning from the date of their appointment. Terms may be renewed by a majority vote of the NAAMA NextGen National President(s), NAAMA NextGen National Chair, and NAAMA NextGen National Vice-Chair. There is no limit to the number of terms an Advisory Committee member may serve.

An Advisory Committee member may be removed before the expiration of their term by a majority vote of the NAAMA NextGen National President(s), NAAMA NextGen National Chair, and NAAMA NextGen National Vice-Chair or by a majority vote of the NAAMA NextGen National Board of Directors, for sustained non-performance, material noncompliance with organizational policies, or conduct inconsistent with the mission, values, or operational needs of NAAMA NextGen.

An Advisory Committee member may resign at any time by providing written notice to the NAAMA NextGen National President(s), NAAMA NextGen National Chair, or NAAMA NextGen National Vice-Chair.

Upon the expiration, non-renewal, or removal of an Advisory Committee member's term, or upon resignation, the individual is no longer affiliated with the NAAMA NextGen National Advisory Committee and may not represent themselves as a member of the committee.

## **Article VIII. Communication and Information**

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

Communication with members can be done autonomously by NAAMA NextGen National Executive Board members as long as it is within the scope of their responsibilities or has been approved by the NAAMA NextGen National President(s), NAAMA NextGen National Chair, or NAAMA NextGen National Vice-Chair.

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 the NAAMA NextGen National President(s), NAAMA NextGen National Vice-Chair, or the NAAMA NextGen National Chair.

Mass email communication to NAAMA NextGen members must be sent from the naamanextgen.com or naamanextgen.org domain by a member of the NAAMA NextGen National Executive Board or a 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 member of the NAAMA NextGen National Executive Board or a member of the NAAMA NextGen National Board of Directors.

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

Individuals or groups outside of the NAAMA NextGen National Executive Board, including NAAMA chapters, NAAMA chapter leadership, NAAMA national leadership, NAAMA convention leadership, and NAAMA-affiliated individuals, 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 in a timely manner. The NAAMA NextGen National Executive Board reserves the right to decline or delay any communication request at its discretion.

Mass email communication to NAAMA NextGen members must be sent from the naamanextgen.com or naamanextgen.org domain by a member of the NAAMA NextGen National Executive Board or a 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 member of the NAAMA NextGen National Executive Board or a 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 members of the NAAMA NextGen National Executive Board and members of the NAAMA NextGen National Board of Directors.

NAAMA NextGen National Executive Board members may share chapter primary contact information with other NAAMA NextGen chapter student leaders and NAAMA NextGen members for the purposes of chapter collaboration and member recruitment.

Any decision to share chapter or member contact information with groups or individuals outside of the NAAMA NextGen National Executive Board or NAAMA NextGen National Board of Directors must be approved by a majority vote of the NAAMA NextGen National Executive Board. Individual NAAMA NextGen National Executive Board members may not independently share chapter or member contact information with, or facilitate direct communication channels between NAAMA NextGen Chapters and groups or individuals outside of the NAAMA NextGen National Executive Board or NAAMA NextGen National Board of Directors.

NAAMA NextGen chapter leadership may not share member information, including contact information, with any groups or individuals outside of their NAAMA NextGen chapter, including NAAMA chapters, NAAMA chapter leadership, NAAMA national leadership, NAAMA convention leadership, and NAAMA-affiliated individuals. Requests for member information from outside groups should be directed to the NAAMA NextGen National Executive Board.

### **Section IV - Event and Activity Coordination**

Events, activities, or collaborations involving NAAMA NextGen conducted in partnership with other groups or individuals, including NAAMA chapters, NAAMA chapter leadership, NAAMA national leadership, NAAMA convention leadership, and NAAMA-affiliated individuals, must be coordinated with the NAAMA NextGen National Executive Board. Refer to the [Event and Activity Coordination document](#) for the most updated guidelines and procedures. This document is approved and updated by the NAAMA NextGen National Executive Board and the NAAMA NextGen National Board of Directors as needed.

### **Section V - 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. 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 express 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 4 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.

The use of “NAAMA NextGen” or “NextGen” in position titles, committee names, organizational roles, or organizational units by individuals or groups outside of the NAAMA NextGen National Executive Board or NAAMA NextGen National Board of Directors is prohibited without express permission from the NAAMA NextGen National Executive Board.

## **Section VI - 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 IX. 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 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. Requests within the standard threshold set in the Reimbursement & Funding Requests Rules may be approved by the NAAMA NextGen National President(s) or relevant NAAMA NextGen National Executive Board member. Requests exceeding the standard threshold require a majority vote of the NAAMA NextGen National Executive Board, which 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 authority over all chapter funding requests. Funds will be distributed from the appropriate NAAMA NextGen account on the authority of the NAAMA NextGen National Chair.

### **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, acting on the authority of the NAAMA NextGen National Board of Directors.

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

NAAMA NextGen will collect funds from dues, fundraisers, grants, and other sources that align with the mission, vision, and values of NAAMA NextGen.

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

NAAMA NextGen funds are held for the sole benefit of NAAMA NextGen and its activities. NAAMA NextGen funds may only be accessed or directed on the authority of the NAAMA NextGen National Board of Directors. No individual, group, or organization outside of the NAAMA NextGen National Board of Directors may direct, redirect, or access NAAMA NextGen funds. Administrative processing or ministerial handling of such funds by other individuals does not confer decision-making authority over those funds.

## **Section VI - Designated Funds**

The NAAMA NextGen National Executive Board or the NAAMA NextGen National Board of Directors may establish designated funds for specific purposes, including long-term organizational sustainability. The terms and restrictions of such funds shall be determined by the NAAMA NextGen National Board of Directors.

## **Section VII - Financial Records**

The NAAMA NextGen National Chair, NAAMA NextGen National Vice-Chair, and the NAAMA NextGen National President(s), and the NAAMA NextGen National Board of Directors will maintain access to financial records. Financial records are available for review by the NAAMA NextGen National Board of Directors, the NAAMA NextGen National Chair, the NAAMA NextGen National Vice-Chair, and the NAAMA NextGen National President(s) upon request.

## **Section VIII - Member Dues**

Member dues are \$20 per year.

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

## **Article X. 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. At least 2/3rds of the NAAMA NextGen National Executive Board must be present and participating for a vote on amendments to take place. Amendments may be passed or vetoed by a majority vote of the NAAMA NextGen National Board of Directors. Certain provisions of this bylaw may require a higher threshold to amend, as specified in the relevant section.

### **Section III - Record of Amendments**

All amendments, including the date they were passed and the voting body that approved them, shall be documented by the Administrative Chair or the NAAMA NextGen National President(s).

### **Section IV - Official Version**

The most current and authoritative version of the NAAMA NextGen National Bylaws shall be the version approved in accordance with this Article and published at [naamanextgen.com](http://naamanextgen.com). In the event of any discrepancy between versions of this document, the version published at [naamanextgen.com](http://naamanextgen.com) shall be considered the official and governing version.