

Student Chapters

I. Introduction

A. NAHP Directive

The National Association for Health Professionals, Inc. was formed in 1982. NAHP was established to recognize and reward health professionals with services, benefits and an opportunity to participate in a national organization inclusive of all health fields. Members of the NAHP are committed to the pursuit of their profession. Members of the NAHP seek to continually improve the knowledge and skills of the health professional for the benefit of the patients and profession colleagues, as well as to participate in additional activities aimed toward improving the health and well being of the community.

B. About Student Chapters

The student chapter program is designed for students planning careers in various health professions. Complete professional knowledge requires knowledge that does beyond the classroom. Student chapters provide opportunities to exchange information with members of the medical community, to explore career opportunities, to develop leadership skills, to render community service and to interact with health professionals.

A club can be formed at any institution of higher education offering a curriculum leading to an Associate degree, diploma or certificate in a health-related area.

C. Purpose of Student Chapter Guidelines

The National Association for Health Professionals (NAHP) has prepared these guidelines to assist in the development of the student chapters. These chapters will serve to broaden the knowledge of health students and promote interest in the health profession as well as the professional organization, NAHP.

These guidelines outline the purpose, structure and benefits of student health chapter. They are intended for use by student chapter members, officers and the chapter faculty advisor.

II. Organizing a Student Chapter

A. Selection of a Faculty Advisor

Select an interested faculty member who will assist in the initial phase. Preferably an instructor or staff member who agrees to serve as advisor to the student chapter once organized.

The faculty advisor is a valuable resource in guiding the activities of the student club officers and insuring the continuity of the student club from term to term.

The student advisor has responsibilities in starting a new club as well as assisting and monitoring the performance of an existing chapter.

The student advisor will:

- * *Assist the student chapter in planning, organizing and conducting business.*
- * *Attend student chapter meetings*
- * *Provide support to the student chapter officers*

B. Selection of Officers and their Duties

Student chapter member is responsible for electing or selecting chapter officers who are willing to provide ongoing leadership. As a group the chapter officers are responsible for planning, organizing and administering chapter activities.

The officers to be elected are President, Vice President, Secretary and Treasurer (or Secretary Treasurer). The responsibilities for student chapter officers are as follows:

- 1. President**
Presides at all chapter meeting and selects and appoints committees – as needed.
- 2. Vice-President**
Assists the president and assumes the duties of the president in his/her absence.
- 3. Secretary**
Keeps all club records and minutes of business meetings. Handles correspondence.
- 4. Treasurer**
Responsible for all chapter financial records, receipts and payments. Collects all chapter dues, if any.

C. Selection of Committees and Duties

To ensure a successful chapter operation the following committees are suggested: *program, education, membership and awards.*

Program Committee

- * Each chapter meeting should feature a pre-planned program. This committee will serve to coordinate the meeting programs.
- * Works with the Education Committee to select programs, which will provide professional enrichment for the members.
- * Plan community service activities and social events.

Education Committee

- * Organizes a tutorial service for health students using the student chapter membership as tutors.
- * Works with program committee to select speakers who will provide professional enrichment for the members.

Membership Committee

- * Provides and processes application for student membership.
- * Recognizes new members at meeting.
- * Directs and coordinate the chapter membership drives. Planned recruitment events should begin immediately after the new term begins and continue throughout the term. Open meetings to orient prospective members, incentive programs, social events, fairs, sales, etc., can all be used to identify an interested student.
- * Retention of student members is very essential. A valuable technique for retention is involvement.

Awards

- * Suggested awards include student member of the month award, individual performance award, President's award, etc. Individual members may be encouraged to work toward these awards by completing certain chapter activities.
- * Award programs provide incentive and encourage professional growth through recognition. Events should be planned to recognize award recipients.
- * Award banquets provide excellent opportunities to gain involvement from chapter members. Such an event may be held in conjunction with graduation.

D. Suggestions for By-laws

Article I	-	<i>Name of Chapter</i>
Article II	-	<i>Purpose/Objectives</i>
Article III	-	<i>Organizational Policy</i>
Article IV	-	<i>Membership</i>
Article V	-	<i>Dues</i>
Article VI	-	<i>Officers Duties</i>
Article VII	-	<i>Elections</i>
Article VIII	-	<i>Committee Selection and Duties</i>
Article IX	-	<i>Meetings</i>
Article X	-	<i>Finances</i>
Article XI	-	<i>Amendments</i>

E. Meetings

Chapter meetings involving the entire chapter should be held on a regular and periodic basis. The president should conduct the meeting in accordance with recognized rules of order.

III. Activities and Operations

A. Community Service

Community service is an excellent means of gaining recognition in the community and increasing public awareness of the health professional. Ample opportunities exist for the students to participate in community projects such as health fairs, etc.

B. Fund Raising

Funds may be raised and used to award a chapter scholarship, student help fund, improving school facilities, etc. Fund raising projects include sponsoring school activities, bake sales, car wash, work concession at local athletic event, sell items at school, etc.

C. Continuing Education

Chapter members may earn CEU's at chapter meetings, provided the speaker material is of a health nature. A brief synopsis of the speaker content sent to the NAHP headquarters will be sufficient to obtain credit.

D. Miscellaneous

The NAHP national staff is an excellent resource for student chapter. Their overall knowledge provides a frame of reference for the student chapter looking for help. Every student chapter must register their chapter with the national headquarters for total recognition.

E. New Student Recruitment

Every chapter member has the responsibility of student recruitment. Special award programs are available from the national headquarters for students who achieve recognition in the student recruitment area.

NAHP Involvement

A. Publication

As a member of the NAHP chapter you will receive a monthly publication of *The Medical Bridge*. This publication is available to those members with paid dues.

B. Group Insurance

NAHP offers a wide variety of health, life, hospitalization and student liability insurance at group rates to fully paid members.

C. Registration

The National Association for Health Professionals offers the opportunity to become nationally registered. Registries are available in the areas of medical assistant, dental assistant, administrative health assistant, EKG/laboratory technician and phlebotomy. Registry proves the health professional's competency, increases the health career potential by demonstrating commitment to the profession and results in peer recognition and respect.

**National Association for Health Professionals
By-laws**

insert chapter name

of the
National Association for Health Professionals

PREAMBLE

This Association shall be known as the _____ Chapter of the National Association for Health Professionals. Its purpose shall be to promote in schools and the general public the standard and the professions of Allied Health.

Article I - Members

All Allied Health personnel and students of Allied Health may be members of the chapter stated below.

insert chapter name

Article II - Meeting of Members

- I. One of the six meetings of the chapter shall be the Annual Meeting. This meeting shall include the Annual Business Meeting along with any social or educational programs consistent with current practices.
- II. Other membership meetings shall be held in a location agreed upon by the membership. The dates and places of such meetings shall be determined by the Board of Directors with notice of each meeting to be given to all members.

Article III - Order of Meetings

- I. All meetings shall be called to order by the Vice President.
- II. The President shall call for the minutes from the previous meetings to be read by the Secretary/Treasurer.
- III. The President shall ask for any old business and new business.
- IV. Meetings are to be conducted in a positive and orderly manner.

*** WHEN SUBMITTING RETAIN A COPY FOR YOUR PERSONAL RECORDS**

Article IV - Officers and Directors

- I. The officers of this chapter shall be a President, Vice President and Secretary/Treasurer. They shall have the duties and powers usually exercised and held by such officers in associations of this type.
- II. The Board of Directors shall consist of the officers of this chapter.
- III. The Board of Directors shall plan, manage and conduct the business and affairs of this chapter.
- IV. The officers shall be elected by majority vote at the annual business meeting.
- V. The Vice President shall succeed to the Presidency should the office of the President become vacant. In all other cases of vacancies, the Board of Directors shall appoint a person to fill the vacancy until the next scheduled election.
- VI. The Board shall meet in conjunction with each membership meeting, and a majority shall constitute a quorum.

Article V - Dues

- I. All Chapter dues and other revenues of this chapter shall be used only for purposes of the Chapter and no part of such revenues shall inure to the private benefit of any member.

Article VI - Law of the Chapter

- I. The by-laws may be amended by a two-thirds vote at any annual Business Meeting of this chapter, provided the members have been given a 45-day notice of the proposed amendments.

Article VII - Committees

- I. The President shall appoint all standing and special committees, subject to approval of the Board of Directors.
- II. In addition, there shall be such other committees as shall be deemed necessary and convenient to the proper functioning of this chapter.

Adoption Clause

These by-laws were adopted by two-thirds vote of the members of the

_____ Chapter of the
National Association for Health Professionals
 At a duly-called and held meeting of such chapter

On _____ at _____.

President _____

Vice President _____

Attest-Secretary _____

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Student Chapter Application Form

Please forward any change of information.
We appreciate your cooperation in this matter.

1. School Information

Name: _____

Address: _____

City: _____

State: _____ Zip: _____

County: _____ Phone: (_____) _____ - _____

2. Faculty Advisor for Student Chapter: _____

3. Date of information of chapter: _____

4. Chapter President Information:

Date Elected: _____ Date Term Expires: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

5. How often will student chapter meet?

Weekly _____ Bi-weekly _____ Monthly _____ Other _____

6. Location of student chapter meetings:

Address _____

City: _____ State: _____ Zip: _____

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National Association for Health Professionals
Student Membership Application
(Charter Members Only)

Name _____

Address _____

City _____ State _____ Zip _____

Chapter Name _____

Address _____

City _____ State _____ Zip _____

Please check area of interest:

Leadership Development

Continuing Education

Community Service

Government Relations

Other _____

List school attending and two references: *please print*

School: _____

Reference: _____

Reference: _____

Signature _____ Date _____

Enclosed is my payment for annual dues
(reduced rates are available for Chapter Members only)

Dues are \$15.00 annually and are to be paid in advance by check or money order.
Do not send cash. Allow 4-6 weeks for processing.

Please return application to:
NAHP ❖ P.O. Box 459 ❖ Gardner, KS 66030