

AcademyHealth Student Chapters must meet certain requirements. Official status will be granted to those student chapters that comply with the following requirements and guidelines.

### **Chapter Requirements**

1. Be located at an accredited college or university or within any school or department thereof, provided the curriculum includes courses in health services research and/or health policy.
2. Submit an initial chapter application to AcademyHealth's Membership Department. Chapter application consists of application form, chapter membership roster, draft chapter bylaws, and a plan of activities for the academic year.
3. Submit a 1-2 page annual report and membership roster to AcademyHealth's Membership Department. The annual report should cover a summary of chapter meetings and activities, list of chapter officers, amendment to bylaws (if any), and a plan of activities for the coming academic year.
4. Prepare and maintain bylaws (and subsequent amendments) to be reviewed and approved, in advance, by AcademyHealth's Membership Department. Bylaws should be generally consistent with the model bylaws provided by AcademyHealth.
5. Have at least 10 student members who are members of AcademyHealth. Additional chapter members are strongly encouraged to join AcademyHealth. For academic programs with fewer than 15 students, a student chapter may be formed with less than 10 students, provided the chapter maintains membership equal to 66% or more of the program enrollment rate.
6. Have a faculty advisor who is an active member of AcademyHealth.
7. All chapters are strongly encouraged to seek recognition from the college or university as a registered student organization. This often provides the chapter with additional university-funded resources.
8. Prepare a brief plan of activities for the next academic year. The plan of activities should be submitted with the chapter's annual report.

### **In addition, chapters are strongly encouraged to:**

- Elect a slate of at least three officers annually.
- Meet at least twice each academic year.
- Use of AcademyHealth Logo and Name

Official AcademyHealth student chapters are authorized to use the AcademyHealth name and logo on materials for the recruitment of new members to their chapter and to promote their events to the campus community. Materials developed by student chapters of AcademyHealth that include the use of the AcademyHealth logo must be reviewed and approved by the AcademyHealth communications department.

### **Financial Responsibility**

AcademyHealth assumes no financial, administrative, or legal responsibility for student chapters.