

Health Informatics Student Club Toolkit

Part 1: Club Application Checklist

Note: this will vary from school to school. Enquire at your school for details regarding forming a club

Item	Comments
1. Cover Letter	This will state your club's desire to be considered for membership by the Federation of Students Internal Admissions Committee or other appropriate body at your college or university
2. Candidate Members' List	This is a typed list of names, student numbers (where applicable) or alternate status (alumni/ae, grad students, associate members, etc.). There will usually be a requirement of having some minimum number of members.
3. Executive Officers' Contact List	This typed list must contain: names, student numbers, telephone numbers, and email addresses of proposed executives (those organizing the club). Many schools require a majority of the executive team to be undergrad students from the base college/university.
4. Governing Structure	This will specify the governing structure and the responsibilities of each executive officer. This is also incorporated into the club's constitution.
5. Constitution	An example of a constitution is attached as Part 2 to this checklist.
6. Acknowledgement Form	This will vary from school to school, but is usually available as a form. The intention of this form is to indicate that all executive officials have read and understand the policies and procedures of the school's federation of clubs organization. It usually must be signed by the club's President and at least one other executive member.
7. Member Fees	There must be an account of the fees that members will be charged and on what renewal basis (e.g., by term, year, or one-time).
8. Refund Policy	This will describe the club's refund policy for membership fees.

Part 2: Draft Constitution

Note that all underlined items will alter from school to school; others may need to be modified as well..

[School Name] Health Informatics Club

The name of the Club will be the [School Name] Health Informatics Club ([SN]HI). We are not an agent or representative of the Federation of Students, and our views and actions in no way represent the Federation of Students.

Purpose

The purpose of the Club is to bring together students at [School Name] interested in Health Informatics (HI) at any level: general interest, actual study, and/or participation in research projects.

Our goal is to enhance the educational experience in the area of HI for all [School Name] students interested in this discipline.

To address this goal, we will maintain student contact and academic interest information and undertake efforts to: (1) communicate regularly with members regarding events and opportunities in the area of HI, (2) provide networking opportunities both among members and between members and the broader HI community in Canada, (3) provide linkages so our members can participate in HI-related activities at [SN] and beyond, (4) convene student-led, HI-related seminars and engage our members in active participation in existing seminars (e.g., those of NIHI), (5) organize an annual HI student conference and mixer at [SN], and (6) assist in the organization of HI Career Events in collaboration with NIHI.

All [SN]HI members are de facto student members of the National Student Forum of the National Institutes of Health Informatics.

Membership Structure

Full membership in [SN]HI is open to all students at the [School Name]. Only existing students (graduate and undergraduate) may hold executive positions. Staff, faculty and alumni/ae may hold non-voting associate memberships but may not hold executive positions. [School Name] undergraduates will make up a majority of all Club executive positions. Major matters will be put by the Executive Team before the membership for a vote of the members. Only existing [School Name] students are eligible to vote on Club decisions.

Membership Fee

The membership fee is [Fill in Amount; usually ~\$10/term] cash per [Fill in Payment Frequency: term, annual, one-time] payable to the Treasurer no later than one month after the first day of class. If joining after the first month, membership is due at the beginning of their first [SN]HI function.

Executive Officers

President – The [SN]HI President ensures that:

1. The Club operates according to the guidelines of its constitution, and some agreed upon guidelines for running a meeting, such as Robert's Rules of Order.
2. The Club works towards its objectives as agreed on by the membership.
3. The next president is trained.

The President is not empowered to make decisions for the Club, but rather must determine the mind of the Club membership through a documented poll or vote.

To ensure that [SN]HI leadership is continuously renewed, the presidency role will periodically rotate among members. Annually, a vote will be taken and decided by a simple majority as to succession.

The President will serve for one year and be renewable for up to an additional year. Anyone serving as President will not be able to occupy this position for at least 2 years after last serving.

Past-President – The Past President will assist the new president in an advisory capacity for a period of 2 academic terms to ensure continuity.

Secretary - The [SN]HI Secretary ensures that:

1. Records of Club motions, decisions and actions are maintained, are distributed and are accessible to all the members.
2. Minutes/notes are taken at all meetings.
3. All Club correspondence is monitored, and brought to the attention of the appropriate person(s).
4. The duties of President are undertaken in his/her absence.
5. The next Secretary is trained.

To ensure that [SN]HI leadership is continuously renewed, the Secretary role will periodically rotate members. Annually, a vote will be taken and decided by a simple majority as to succession.

The Secretary will serve for one year and be renewable for up to two additional years. Anyone serving as Secretary will not be able to occupy this position for at least 2 years after last serving.

Treasurer – The [SN]HI Treasurer is responsible for:

1. Managing the bank account that will rest with the Federation of Students.
2. Carrying out and documenting all financial transactions for the Club.
3. Producing a financial report at the end of each academic term.
4. Ensuring that the next Treasurer is trained.

The Secretary and the Treasurer will be signing authorities for the club.

To ensure that [SN]HI leadership is continuously renewed, the Treasurer role will periodically rotate members. Annually, a vote will be taken and decided by a simple majority as to succession.

The Treasurer will serve for one year and be renewable for up to two additional years. Anyone serving as Treasurer will not be able to occupy this position for at least 2 years after last serving.

Meetings

[SN]HI will convene monthly general meetings of the membership and bi-weekly executive meetings. The first meeting of the following term will be set up by the previous term's executive. At that meeting, subsequent meeting times and locations will be set. Meeting times and dates will be forwarded to members via email. A quorum will be 10 members for general meetings at which decisions will be taken, and 2 for executive meetings. An emergency meeting may be called by any executive via email, which must be sent at least 48 hours prior to the meeting time.

Election Process

Elections shall take place at the end of each term for any officials whose term ends during the following academic term. Club members must be notified, by email, two weeks in advance of the meeting where executive elections will take place. The term of office shall be for one term. Nominations for executives can be brought forward by any [SN]HI member. The successful candidate will be the one with the most votes. In the case of a tie, a re-vote will take place until the tie is broken.

Impeachment/Disciplinary Process

A movement to impeach an executive officer may be made by any executive officer or by petition of at least five voting members.

When the motion is made, the Club's Director will be informed. A general meeting will be called as soon as is reasonably possible. No club funds will be spent until the issue is resolved.

At the impeachment meeting, the person or persons that initiated the process will state their case. Afterwards, the officer under impeachment will have an opportunity to reply.

There will be a question period after which a vote will be taken by a [Fill in a Person or Organization] designated by an executive member who is neither initiator nor subject of the impeachment. If there is no such officer, any club member may volunteer.

The vote will be by yes/no secret ballot. If at least two thirds of the votes are for impeachment, the officer will immediately be stripped of his or her position. The remaining executive may choose to call an immediate by-election to replace that officer.

Amendments

Constitutional amendments may be proposed by any officer. The amendment will then be voted on by referendum. The voting procedure will be the same as for the impeachment process.

If the vote passes, the amendment and the vote count will be passed to the [SN]HI President for final approval from the Internal Administration Committee of the School's Federation of Students. If it is approved the constitution will be amended and a note describing the amendment and the date it was made will be inserted into Appendix 1 of this constitution.

Appendix 1 Amendments to Constitution