

# Institute for Healthcare Improvement Open School– San Antonio Chapter By-laws

## ARTICLE I: **Name and Purpose of Organization**

- I. This organization shall be called the Institute for Healthcare Improvement Open School- San Antonio Chapter
- II. The chapter shall operate under the umbrella of the IHI Open School for Health Professions
  - a. The IHI Open School for Health Professions is an inter-professional educational community that gives students the skills to become change agents in health care improvement, such as quality improvement, patient safety, teamwork, leadership, and patient-centered care
  - b. Students in nursing, healthcare administration, medicine, pharmacy, dentistry, policy, and other health professions can think of the IHI Open School as their “other school” — an educational community that is free and open no matter where they are
- III. The purpose of this organization is to:
  - a. Inspire and train the future health care workforce to be skilled agents of change and to improve care at home, in the healthcare system.
  - b. Act as a non-profit organization established for the purpose of promoting patient safety and quality improvement in health care
  - c. Create projects that positively impact the San Antonio community

## ARTICLE II: **Membership**

- I. Membership in this organization shall consist of general members and an executive committee (explained in ARTICLE III)
- II. Membership is open to all students and trainees (i.e. residents and fellows) in schools of healthcare and related professions across San Antonio, TX, as well as employees and/or affiliates of these schools (i.e. physicians, nurses, and healthcare administrators)
- III. Primary qualifications for membership include:
  - a. Student or trainee as described above
  - b. Interest in learning about improving the delivery of care to patients
- IV. Members shall have the rights, responsibilities, and privileges of the organization, which include attendance, participation, voting, holding office, and serving on committees
- V. Members are able to join by attending meetings or expressing interest to current members.
- VI. Faculty and staff representatives will attend meetings to assist student members

## ARTICLE III: **Executive Committee**

- I. The Executive Committee is comprised of at least one member of each participating healthcare profession (i.e., medicine, pharmacy, nursing, healthcare administration, and allied health professions). The Executive Committee members are the Officers of this chapter.
- II. If there are more schools than positions in the committee, all schools will not be represented; however, there cannot be more than three committee members from the same school.

- III. In addition to serving as one of the following leadership positions for the chapter, each member of the Executive Committee will also be a liaison between his or her school, the school's faculty advisor, and the chapter.
- IV. Any Executive Committee member may be responsible for ensuring that the chapter meets the requirements to be recognized as an organization in the institution that they represent.
- V. Officer positions and responsibilities are:
  - a. President
    - i. Act as the principal officer and, therefore, is responsible for leading the chapter and managing its activities in accordance with the policies and procedures of the IHI Open School for Health Professions and these by-laws
    - ii. Preside at all meetings of the chapter and of its Executive Committee
    - iii. Oversee all projects and chapter operations
    - iv. Ensure that the strategic plan is implemented
    - v. Work with other committee members to plan monthly meetings
    - vi. Write and turn in the Chapter progress reports to the IHI Open School for Health Professions
  - b. Vice President
    - i. Assist the president in planning and leading monthly meetings
    - ii. Conduct meetings in the President's absence
    - iii. Aid President in recruitment and representing the chapter
    - iv. Co-lead chapter projects
    - v. Perform other duties that may be assigned by the President
  - c. Treasurer
    - i. Prepare chapter budget
    - ii. Assist in all fundraising efforts
    - iii. Track all account collections and expenditures
    - iv. Provide financial statement to Executive Committee monthly
  - d. Fundraising Coordinator
    - i. Lead fundraising efforts
    - ii. Work closely with Treasurer to collect and track all proceeds
  - e. Secretary
    - i. Provide administrative support such as recording, composing and distributing minutes for all monthly chapter meetings
    - ii. Notifying chapter members of upcoming events
    - iii. Maintain the contact information of chapter members, the Executive Committee, and the faculty advisors of the chapter
  - f. Public Relations/Marketing Director
    - i. Create, edit and maintain social networking pages
    - ii. Promote the organization to increase and diversify membership and funding
    - iii. Assist Fundraising Coordinator in marketing for fundraisers
    - iv. First responder to Chapter email account
      - 1. Triage emails to appropriate officer if necessary

- g. Project Coordinator
  - i. Work with students, faculty advisors, professors, and local healthcare institutions to compile all educational and experiential project opportunities in San Antonio healthcare community
  - ii. Maintain records of project progress
  - iii. Co-lead (with President) annual symposium of QI best practices
  - iv. Lead efforts to compile results of projects for presentations at regional or national meetings
- VI. Officer appointments
  - a. Officer (Executive Committee member) term is six months
    - i. If unable to commit six months to position, do not run for the position
  - b. Re-elections will take place in November and May
  - c. The new officers will begin their terms in January and June, respectively
  - d. The office of President may be filled by an active IHI member or previous officer
  - e. Active members will volunteer or be nominated for an officer position
  - f. The nominee with the majority votes will be appointed to their respective position
    - i. Existing officers must be re-elected through this process to continue for another term
  - g. The chapter can opt out of a re-election period if there are no anticipated vacated positions for the next term (six months)
  - h. In the case of a vacated position mid-term, the Executive Committee decides how to proceed
  - i. No member may serve in the office of President or Vice President for more than two consecutive years
- VII. Officer vacancies
  - a. When a vacancy exists, nominations for new officers may be received from present Executive Committee members
  - b. Nominations shall be sent out to other members in the regular meeting announcement, in preparation for the vote at the following meeting
  - c. Vacancies will be filled only to the end of the particular Executive Committee member's term

#### **ARTICLE IV: Faculty Advisors**

- I. The advisor shall be a faculty member or full-time staff member of any school of health professions represented in the chapter
- II. The duties of the faculty advisor shall be to:
  - a. Advise the organization during meetings and events
  - b. Help provide continuity from year to year as student leadership and personnel change
  - c. Promote strong, functional student-faculty relationships
  - d. Help maintain university standards in all activities of the chapter

- e. Exercise financial supervision, if necessary, by promoting prompt payment of bills and collection of dues and overseeing the settlement of all accounts in the event of dissolution of the chapter
  - f. Represent the chapter's interests to the faculty and administration
- III. The advisor shall be appointed by the Executive Committee immediately following the election meeting in January. The selection shall be confirmed by the chapter members in attendance at the meeting

#### **ARTICLE V: Meetings**

- I. Time
  - a. Meetings will be conducted on the third Wednesday of every month, unless otherwise specified
- II. Place
  - a. Meetings will take place at locations designated by the chapter President and will be rotated between different healthcare professional campuses
  - b. These meetings will occur only in places that are open and accessible to all members of the chapter
- III. Number of members needed to conduct a meeting
  - a. At least one member from each healthcare profession should be present at each monthly meeting
  - b. Officers are required to be present at 75% of monthly meetings.
- IV. Written notices of all meetings shall be distributed to all members at least one week prior to any meeting
- V. The minutes of every meeting must be communicated to the chapter in writing no later than one week after each meeting

#### **ARTICLE VI: Procedures for Delinquent/Non-compliant Officers or Members**

- I. Officers who are not present at 75% of monthly meetings or who do not fulfill their duties, as specified in these by-laws, will be removed from their position by a two-thirds majority vote in the Executive Committee
- II. Members who are delinquent or non-compliant will be encouraged to attend meetings and adhere to these by-laws

#### **ARTICLE VIII: Method of Spending Money**

- I. Spending of organization funds will be coordinated by the Treasurer
- II. Spending proposals shall be presented at monthly meetings and will be accepted if two-thirds majority approves

#### **ARTICLE IX: Committees**

- I. Committees will be formed as needed to accomplish chapter goals

- II. Formation of committees will occur through volunteering and/or nomination

**ARTICLE X: Dissolution of the Chapter**

- I. Dissolution of this chapter by consent of the members shall consist of unanimous agreement of all its Officers with a majority vote at a meeting, which has been publicized in advance to all members of the chapter for the purpose of taking this vote
- II. Should this chapter be dissolved, its assets and liabilities shall be transferred to the IHI Open School for Health Professions national headquarters

**ARTICLE VII: Procedures for Amending the By-laws**

- I. By-laws may be amended when necessary at a monthly chapter meeting by a two-thirds majority vote of members. Members can only vote if they are present at the meeting
- II. Proposed amendments must be submitted to the Secretary to be emailed to the chapter with the regular organization announcements

*These By-laws were approved at a meeting of the Institute for Healthcare Improvement Open School San Antonio Chapter on August 17, 2011.*