

**NACCHO Student Chapter Leader Handbook**

Table of Contents

***Section 1: Introduction..... 2***

**About NACCHO .....2**

        Our Mission .....2

        Our Work .....2

        Contact Us.....2

***Section 2: NACCHO Student Chapter Overview..... 3***

**About Student Chapters .....3**

        Mission.....3

        Benefits .....3

**Student Chapter Leadership Structure .....4**

**Current Student Chapters.....5**

***Section 3: Student Engagement ..... 6***

**NACCHO Student Calendar Fall 2021.....6**

**Activities and Mini-Grants.....7**

***Section 4: Student Chapter Operations & Procedures ..... 9***

**Start a Student Chapter.....9**

**Student Chapter Model Bylaws (Template).....10**

## Section 1: Introduction

### About NACCHO

The National Association of County Health Officials was founded in 1965. In early 1984, the organization experienced remarkable growth in membership and the organization opened its own office. In 1994, it was renamed to National Association of County and City Health Officials (NACCHO).

Since its inception, NACCHO has sought to improve the public's health while adhering to a set of core values: equity, excellence, participation, respect, integrity, leadership, science & innovation.

### Our Mission

The mission of the National Association of County and City Health Officials (NACCHO) is to improve the health of communities by strengthening and advocating for local health departments.

NACCHO is the only organization dedicated to serving every local health department in the nation. NACCHO serves 3000 local health departments and is the leader in providing cutting-edge, skill-building, professional resources and programs, seeking health equity, and supporting effective local public health practice and systems.

### Our Work

NACCHO's efforts include supporting local health departments, advocacy on behalf of local health departments, optimizing strategic alliances and partnerships, and encouraging NACCHO membership and engagement.

### Contact Us

ADDRESS: 1201 Eye Street, NW, 4th Floor | Washington, DC 20005

PHONE: 877-533-1320

FAX: 202-507-4215

EMAIL: [membership@naccho.org](mailto:membership@naccho.org)

## Section 2: NACCHO Student Chapter Overview

### About Student Chapters

The NACCHO Student Chapter Program engages public health students through educational events and benefits, networking, and leadership opportunities. Students will have access to a vast array of resources, including internships and professional development opportunities, public health subject matter experts, and pertinent data to inform best practices for local public health. Through NACCHO's 2,500+ network of public health departments across the country, students will have access to regularly updated, experience-based information to support chapter activities. In addition, chapters will be eligible for mini-grant reimbursements to students planning chapter activities at their respective schools.

### Mission

The mission of the NACCHO Student Chapter Program is to provide public health students with resources and a collaborative environment to support and promote best practices for community health while fostering a network for the next generation of local health leaders.

### Benefits

- Network and share questions and ideas through the NACCHO Student Chapter Virtual Community
- Add to your classroom education with access to NACCHO resources
- Interact with public health officials across the country, along with NACCHO Staff, through quarterly discussions
- Expand your knowledge with access to any NACCHO webinar
- Gain leadership experience as a chapter officer
- Receive recognition of your chapter on our website and in our materials
- Receive recognition awards for Chapter of the Year, and Student Chapter Faculty Advisor of the Year
- Eligibility for NACCHO Student Chapter Mini-Grants (see attached)
- NACCHO resume review writing/review assistance; along with access to NACCHO's public health internships and jobs' database
- NACCHO Conference Abstract Review
- Opportunity to apply for one of NACCHO's Subject Matter Expert Advisory Workgroups
- Opportunity for connections and collaborations with local health departments in your community

## Student Chapter Leadership Structure

### **Positions:**

Each Student Chapter will have the following officers. The officers will make up the leadership of the university's student chapter, and each officer will sit on NACCHO's Student Chapter Official Council.

Student Chapter Faculty Position(s):

1. Faculty Advisor

Student Chapter Officer Position(s):

1. President
2. Vice President

Term: May 1, 2021 – April 30, 2022, or October 1, 2021 – September 30, 2022

### **Responsibilities:**

Below are example responsibility delegations. Please use chapter bylaws to divide responsibilities among chapter officials.

Faculty Advisor:

- Serve as faculty liaison for NACCHO Student Chapter and the University
- Assist in constitution creating, dues payment, and event facilitation

President:

- Lead chapter meetings and discussions
- Assist in creating and/or editing the chapter bylaws
- Coordinate internal operations, payments, scheduling, and meeting planning
- Run internal chapter communication channels
- Create and submit the annual report

Vice President:

- Coordinate member recruitment and engagement campaigns and activities
- Submit chapter highlights and information to the NACCHO Student Newsletter
- Schedule education and service events for the chapter
- Network with community health leaders to connect the student chapter to local health projects
- Assist the Chapter President with any needed chapter responsibilities

### **NACCHO Committee Responsibilities:**

The Faculty Advisor, Chapter President, and Chapter Vice President from each school will each sit on the Student Chapter Official Council. The council will meet once a month and will provide general updates, guide NACCHO's support of Student Chapters, assist in student programming development and outreach, and welcome new Chapters.

Current Student Chapters

# Milken Institute School of Public Health

THE GEORGE WASHINGTON UNIVERSITY

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SCHOOL OF  
PUBLIC HEALTH

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## Section 3: Student Engagement

### NACCHO Student Calendar Fall 2021

#### **Student Chapter Program Fall Calendar**

<b>Event</b>	<b>Date</b>	<b>Notes</b>
Student Chapter Materials sent out to schools	Mid-August	Including Student Handbook, Calendar and Marketing Materials
Fall availability survey sent	Thursday, October 7th	Finalize list of students, send introductory survey
Kick-off Meeting	Thursday, October 7 <sup>th</sup> @ 5 PM EST	
Student Chapter Officials: Introductory Meeting	Week of October 18th	
Webinar Series – Subject Matter Expert	Week of Nov 8th	Presenter Information Coming Soon
Student Chapter Officials: Semester Wrap Up Meeting:	Week of December 6th	

**Recurring Student Newsletter:** Sent out the second Wednesday of every month (starting October 2021)

**Individual Chapter Check Ins:** Held every month between Student Chapter Officials at each school and NACCHO official; based on students' schedules

**Chapter Meetings:** We recommend holding chapter meetings once a month on your campus or virtually. Schedule will be decided upon by each chapter and provided to the NACCHO team in the initial survey form. If you would like NACCHO Membership Staff to join a chapter meeting, please submit a request to [membership@naccho.org](mailto:membership@naccho.org).

## Activities and Mini-Grants

With the intent of continuing to support Student Chapter growth and development, and encourage inter-chapter relations, NACCHO offers mini-grant reimbursements to students planning student chapter activities at their respective schools. The amount of the mini-grants will range up to \$200 for single-chapter events.

There are three types of mini-grant funding:

- **Chapter Educational Activity**  
Proposed activities should include an educational component relating to public health and/or community health and engagement. Sample activities could include a site visit to a local health-related organization or paying transportation expenses for an educational speaker at a chapter event.
- **Chapter Service Activity**  
Proposed activities should support community service and outreach. Activities should reflect the mission of NACCHO and its student chapters, such as helping local nonprofits improve the quality of their community health services. Funds are intended as seed grants to fuel students' efforts to give back to their respective communities.
- **Chapter Organizational Affiliate-related Activity**  
Proposed activities involve a visit to a NACCHO local health department member.

### Funding Levels

Mini-grant funding requests are accepted on a rolling basis. NACCHO offers mini-grants up to \$200 for individual chapter activities.

### Eligibility

All current NACCHO Student Chapters are eligible to apply for up to two mini-grants per academic year. (Current chapters are those that have submitted their chapter application and previous year's annual report.) The mini-grant funds must be used for the support of a student chapter activity; they cannot be used for tuition, membership fees, or registration fees for students.

### Funding Request Process:

1. The student chapter president or a chapter officer should complete and submit the following information via email to [membership@naccho.org](mailto:membership@naccho.org).
  - The number of student members involved in the chapter activity.
  - Timeliness of topic and activity.

- Total cost of activity.
- What sources of additional funding have been identified, if applicable (i.e., in the case where the activity costs exceed the grant request).
- If the activity makes use of other NACCHO resources (e.g., archived webinars, toolkits, trainings, etc.)

*Funding requests will be assessed by NACCHO staff within two weeks of submission based on the above criteria.*

2. Requests for funding will be considered on a first-come, first-served basis and **funds are limited**. NACCHO membership staff will review funding requests, and forward recommendations to the NACCHO President and CEO for approval.

3. Once approved, students should conduct the event while paying special attention to documenting expenses.

4. Requested funds must be used to cover actual costs incurred.

5. Within 30 days after the chapter activity occurs, the chapter must:

- Submit a 200-word summary of the activity, including a description, the number of students participating, and any lessons learned. Event photos are encouraged.
- Submit receipt(s) to staff to receive reimbursement.



## Section 4: Student Chapter Operations & Procedures

### Start a Student Chapter

#### Qualifications

- An organized group of public health students at an accredited institution that offers a public health curriculum can participate in the NACCHO Student Chapter Program by starting a NACCHO Student Chapter;
- Institution has at least one (1) full-time public health faculty member who agrees to serve as faculty advisor;
- Organized group of public health students is composed of a minimum of 10 undergraduate and/or graduate students (at least half-time) following a public health-related curriculum. For academic programs with fewer than 20 students, a student chapter may be formed with less than 10 students.

#### Requirements

- Submit an initial chapter application to NACCHO's Membership Department.
- Submit a brief annual report and membership roster to NACCHO's Membership Department. The annual report should cover a summary of chapter meetings and activities, list of chapter officers, and a plan of activities for the coming academic year.
- Prepare and maintain bylaws (and subsequent amendments) to be reviewed and approved, in advance, by NACCHO's Membership Department. Bylaws should be generally consistent with the model bylaws provided by NACCHO.
- All chapters are strongly encouraged to seek recognition from the college or university as a registered student organization
- Prepare a brief plan of activities (monthly or quarterly) for the next academic year. The plan of activities should be submitted with the chapter's annual report.
- In addition to the aforementioned requirements, chapters are strongly encouraged to:
  - Elect a slate of at least two officers annually.
  - Meet at least twice each academic term (semester).

## Student Chapter Model Bylaws (Template)

### Article I. Name

The name of this Organization/Club shall be the \_\_\_\_\_ (college/university) NACCHO Student Chapter.

### Article II. Purpose

The NACCHO Student Chapter, serving \_\_\_\_\_ (college/university), is committed to evaluating and promoting best practices in public health, while fostering an appreciation for the work of local health officials. The organization accomplishes its mission through engagement with local health departments and community health organizations, and the NACCHO organization.

### Article III. Membership

#### A. Members:

1. The members of this organization shall be currently enrolled public health students, maintaining at least part-time status.
2. Students are eligible for membership if they are members of a public health program or pursuing a degree in the public health field.

#### B. Privileges and Responsibilities of Membership:

1. Voting: Each member is entitled to one vote.
2. Privileges: Each member shall be entitled to all services of the organization, including NACCHO resources and member benefits.
3. Participation: Each member shall be entitled to participate in all organizational events.
4. Responsibilities: Each member shall maintain good standing within the bylaws of their respective chapters.

### Article IV. Membership Meetings

- A. The meetings of the membership will be held at least twice a semester.
- B. Notification of this meeting shall be made seven days prior to said meeting.
- C. The President of the organization may call other meetings if deemed necessary.
- D. Quorum: At all meetings of the organization where votes are held, a quorum shall consist of the members. (quorum = one half + 1).

## **Article V. Officers**

- A. Titles: The NACCHO Student Chapter shall have the following officers elected from the current membership:
  - 1. President
  - 2. Vice-President
- B. Qualifications:
  - 1. The President and Vice-President shall serve one academic year.
  - 2. Any officer must be a current member of the organization.
- C. Duties of Officers:
  - 1. The President shall preside at all meetings and be responsible for appointing all committees and shall perform such other duties as usually required of this office.
  - 2. The Vice-President shall act in the absence of the President in all capacities as listed above and shall assist in conducting the business of the organization.
- D. Terms of Office:
  - 1. Officers shall be elected annually, at the conclusion of the academic year, by the members at the last regular meeting. Elections shall be by ballot and a majority of the votes cast shall elect.
  - 2. Each officer shall take office immediately following the vote and serve a one-year term.
- E. Vacancies and Removal:
  - 1. A vacancy in the office of the President shall be filled by the Vice-President unless he or she is unable to serve, at which time the vacancy shall be filled by election of the members by a plurality of votes cast. A vacancy in the office of the Vice-President shall be filled by election of the members by a plurality of votes cast.
  - 2. Any member, including the President or Vice-President, may be removed from or suspended from the organization by a vote of two-thirds of the members at a regular meeting. Removal or suspension must be with cause. The person under consideration shall be given an opportunity to be heard at the meeting with sufficient notice of the proposed removal or suspension. Upon a vote of removal or suspension of the President, the Vice-President shall preside at the meeting.

## **Article VI. Committees and Councils**

- A. The President, subject to the approval of the organization, may appoint such standing, special, or ad hoc committees as may be required by the bylaws, as he or she finds necessary. Committee Presidents may be appointed by the President.
- B. The Faculty Advisor, Chapter President, and Chapter Vice President from each university will each sit on the Student Chapter Official Council.

## **Article VII. Faculty Advisor**

The Faculty Advisor shall be an instructor within the public health faculty and serve as a liaison between the students and the university, providing assistance with research, local outreach, and other necessary duties.

## **Article VIII. External Policies**

This organization shall abide by all applicable policies instituted by their respective University and NACCHO.

## **Article IX. Events**

This organization shall plan at least one educational or service event per academic semester.

## **Article X. Grants**

This organization shall be eligible for up to two grants, provided by NACCHO, each academic year. The grants shall not exceed \$200 and must be applied to chapter activities and events.

## **Article XI. Dues**

This organization shall pay annual membership dues to NACCHO each year. The annual membership fee of \$775 covers the faculty advisor and 10 student memberships. An additional \$35 will be paid for each additional student member.

## **Article XII. Annual Report**

This organization shall, in conjunction with the faculty advisor, create and submit an annual report to the NACCHO membership department at the conclusion of the academic year. The annual report shall detail the groups educational and service activities.

## **Article XIII. Amendments**

These bylaws may be amended by a vote of two-thirds of the members of the organization present at any regular meeting or at a special meeting called for that purpose, subject to approval by NACCHO. The membership shall be notified of adopted bylaw amendments by the most feasible means.