



## EWH Chapter Guidelines

Engineering World Health Chapters enable students to contribute to EWH’s mission to inspire, educate, and empower the biomedical engineering community to improve health care delivery in the developing world. Chapter members learn about health care challenges unique to low-resource settings and apply their skills to support awareness, innovation, and technical knowledge.

Running a successful EWH Chapter requires the leadership and motivation to engage the campus, local, and global communities. Chapters choose which activities to do based on input from chapter members, collaborators, and EWH leadership. EWH provides resources for many different activities, but a new chapter should choose to focus on only a few. If you are starting a new chapter, carefully read the guidelines below and contact EWH for more advice on starting and operating your chapter: [chapters@ewh.org](mailto:chapters@ewh.org)

TABLE OF CONTENTS	
Activities Overview	pg 2
Affiliation Types	pg 3
How to Start and Operate an EWH Chapter	Pg 4
EWH Chapter Fundraising	pg 7
Impact Activities	pg 9
Sample By-Laws	pg 14
EWH Chapter Agreement	Pg 16

# EWH Chapter Activities Overview

**General Meetings:** Routine meetings are the best opportunity to engage new members, plan projects, hold elections, and make other decisions that maintain a healthy and active chapter. These meetings can include invited speakers, professional development events, and other activities.

**Fundraising:** An important activity to support chapter development, EWH Chapters raise funds to support activities for their members and engage with the global biomedical community.

**Impact Activities** – Overview, see below for more details and guidance

## Education

- Kit Builds - Bring the chapter together to learn hands-on skills and introductory instrumentation.
- K-12 Outreach - Use completed Kits and TeachBME resources to introduce the next generation to biomedical engineering and global health

## Engineering and Innovation

- Design Competition - Research and develop new technologies to enter the EWH design competition. Contribute to concepts generated by EWH Institute programs or develop new innovations to submit.
- Kit Projects - Use EWH Kits to create new activities and educational resources.
- Library.ewh.org Projects - Organize hackathons, create teardown videos and contribute other resources to EWH's BMET library.

## Global Service

- Medical Equipment Donation - Work with local charities to prepare donations.
- Equipment Repair and Training - Form a Summer Institute scholarship fund or work with EWH and your university to start a new Campus to Country Program.
- Needs Finding and Site Visits - Organize independent travel to a low-resource setting with your university.

## EWH Chapter Affiliation Types

EWH Chapters may be organized in one of two ways: as a university-funded Chapter or as a student-funded Chapter. The cost and benefits of each are described below.

### Student-Funded Chapter: \$150/year

Student-funded Chapter benefits

- EWH support, advice, and community to help establish and operate a chapter
- Discounted Kits and eligibility for Kit Financial Aid
- Eligibility for the EWH Design Competition
- EWH input and support on design projects, including a global network of engineers and Institute participants.
- Email notification of jobs, internships, and other opportunities with EWH and other organizations
- Recognition on the EWH website with dedicated chapter page
- Chapter participation is noted in applications for the Institute programs
- EWH Meeting Poster and three EWH stickers for Chapter officers

### University-Funded Chapter: \$600/year

All Student-funded Chapter benefits apply, plus:

- \$20/entry for EWH's Design Competition registration, a \$180 discount
- Additional EWH input and support on design projects, including access to over 100 Institute participants for limited field research
- 3 EWH Kits, a \$145 value
- Additional consideration when awarding Kit Financial Aid
- 20 EWH stickers
- 3 EWH Meeting Posters
- T-shirts for the faculty advisor and 10 affiliates, limited to 11 free t-shirts in any one year (additional shirts available for purchase)
- Travel funding for Chapter members to present at a conference or other event on behalf of EWH or the Chapter (restrictions apply, see agreement for details)

To start or renew an EWH Chapter, visit:

<https://ewh.org/chapters/start-or-renew-a-chapter/>

# How to Start and Operate an EWH Chapter

## Find core members

The first step is to find a core group of people to become members of the EWH Chapter – people who are interested in starting something new, exploring the impact of engineering in global health, and working on technical projects that impact the local and global community.

EWH can help organize an on-campus visit or webinar to help generate interest; email [chapters@ewh.org](mailto:chapters@ewh.org) for details.

You can also begin by researching projects on campus that are related to EWH's mission, asking professors if they will announce an organizing meeting in their classes and to the leaders of other engineering student organizations like BMES and IEEE. Many EWH Chapters have grown from other established campus organizations or research groups.

## Find a faculty advisor

You must have a faculty advisor to be recognized as an official EWH Chapter. They can help you secure space for meetings and activities, solve problems, and interact with your school's administration. They can also help you raise funds from your department or university. Ideally, try to select an advisor that is working in an area connected to EWH's mission.

## Appoint Chapter Officers

Your EWH Chapter must have a minimum of three officers: President, Vice President, and Treasurer. Here's a sample summary of the duties of each officer:

- **President** - interacts with the school administration, EWH headquarters, and any outside organizations the Chapter may wish to work with. Plans and organizes Chapter meetings and events with help from the other Chapter members.
- **Vice President** - assists the president in his or her duties and acts as the leader of the Chapter in situations where the president is unavailable.
- **Treasurer** - keeps track of the Chapter's finances and raises funds to support Chapter activities. The treasurer works closely with the fundraising committee.

The chapter may have additional officers: some chapters have appointed secretaries, webmasters, or fundraisers. In some chapters certain roles may be divided, with co-presidents for example, so certain tasks receive more focus. With a new chapter, it is often easier for the core group of EWH affiliates to decide among themselves who will fulfill each role. If you have a larger membership forming, you may decide to hold elections for each officer position, establish committees, or find other ways to further expand organization to improve how the chapter operates. The [Chapter of the Year](#) reports include each chapter's operational structure and could be a good reference to help guide chapter growth.

## **Submit Chapter Forms**

The two forms you need to fill out to become officially recognized as a Chapter by EWH are available [on the website](#).

- 1) **The Chapter Agreement** spells out the relationship between your Chapter and EWH headquarters, lists the benefits provided to Chapters in good standing, and outlines the actions a Chapter must take to remain in good standing. This agreement can be submitted online by a Chapter officer or advisor.

<https://ewh.org/chapters/chapter-agreement/>

- 2) **The Chapter Roster** lists the Chapter members including at minimum, the president, vice president, and treasurer. We also request contact information for the faculty advisor and each EWH affiliate in your Chapter. If you are a university-funded Chapter, list the t-shirt sizes for 10 members and the advisor; also, include the mailing address for the Chapter. We will mail the shirts and sample Kits once the roster has been submitted.

[https://ewh.org/images/docs/Chaptersforms/EWH\\_Chapter\\_Roster.xls](https://ewh.org/images/docs/Chaptersforms/EWH_Chapter_Roster.xls)

## **Pay your fees to EWH**

You can pay Chapter Fees online (<https://ewh.org/pay-chapter-fees/>) or we can send you an invoice. Once you fill out the Chapter Agreement, we will contact you to send an invoice if we have not received a payment.

## **EWH Affiliation fees due dates: Spring and Fall enrollment**

For students and universities affiliating with EWH for the first time, fees may be paid any time during the year, and benefits begin immediately. However, to be eligible for benefits with registration deadlines (for example, the Summer Institute or Design Competition), affiliation fees must be paid prior to those deadlines. For students and universities who have been affiliated with EWH in the present year or previously, benefits renew on an annual basis, with Spring and Fall enrollment periods based on the following schedule:

- Fall enrollment period: Renew November 1 (fees may be paid November 1-February 28)
- Spring enrollment period: Renew March 1 (fees may be paid March 1-October 30)

## **Plan activities**

The activities you choose will depend on the interests of your members and the opportunities available at your school or in your town. EWH offers many interesting activities for chapter members, and you may be able to think of your own activities that help your members reach their goals of helping people, both in developing countries and in your local community. Read the [Chapter Activities](#) overview, and check the details about each activity given in these guidelines.

To keep your EWH Chapter vibrant and productive, plan and conduct at least two activities each academic year. EWH is available to advise and help with technical issues that may arise.

## **Register as a student organization**

We recommend that your chapter register with the Office of Student Organizations (or similar) at your school. Becoming a student organization will typically give you benefits at your school, including an annual budget, a bank account, and opportunities to advertise and recruit Chapter members.

## **Leadership elections and changes**

EWH recommends that chapters hold elections at the end of the academic year for the president, vice-president and treasurer who will take over during the break. This allows the new leaders to prepare to take charge in the new academic year.

Once the leadership change occurs, please notify EWH headquarters. You may even consider submitting the Chapter Roster and fees for the following academic year in the spring to avoid the crunch at the beginning of the following school year. If there are changes in the officers or in the faculty advisor at any time of the year, please communicate the change to EWH headquarters as soon as possible and provide the full contact information of the new officer(s) or faculty advisor.

## **Leadership and Continuity**

A consistent challenge for student organizations is maintaining engagement through the transition to new semesters and academic years. This can be solved through good leadership and planning to keep chapter members engaged in projects and repeat activities. Keeping chapter administration, communication, and documentation centralized through a chapter gmail or dropbox account can also help. This enables new chapter leaders to easily take over after a transition. Chapters should also put some thought into creating a lineage of engaged members from different graduation years. This ensures the chapter stays active even after founding members have graduated.

## **Chapter of the Year reports**

The Chapter of the Year Competition recognizes the work and progress of the most outstanding EWH Chapter during each school year. These reports can be an excellent resource for new Chapters and for Chapters that are looking for guidance on creating new activities or improving the Chapters leadership structure. <https://ewh.org/chapters/chapter-of-the-year/>

## **Communicating with EWH**

We expect EWH Chapters to stay in touch with us about their activities throughout the year. Your chapter may have new and exciting ideas that may be useful to us and to other chapters. We will highlight chapter activities in our newsletter, blog, and social media. Send your photos and stories!

We also encourage chapter members to follow our social media in order to stay current on global health news and EWH programs

- Twitter: @EngrWorldHealth, <https://twitter.com/engrworldhealth>
- Facebook: <https://www.facebook.com/engineeringworldhealth>
- Instagram: <https://www.instagram.com/engrworldhealth/>

## **Chapter share.ewh.org Webpage**

EWH hosts a small webpage for each chapter where current chapter leadership and other information is shared. Updates, reports, and photos that are sent to EWH are posted on the page to generate more interest in your chapter. EWH can provide access to your chapter's page if you'd like to make your own additions. You can view all EWH Chapter pages by following this link: <https://share.ewh.org/forum/chapter-specific-forums>

# EWH Chapter Fundraising

EWH Chapters will need to raise funds to cover affiliation fees, supply purchases, travel, and other expenses. We recommend that chapters attempt to secure funding from sources within their school to cover annual chapter fees so these costs will not fall to the individual members. Other costs could include travel, purchasing Kits, food for meetings or speakers, or tools and parts for technology design or equipment evaluation. There are also fees for special EWH programs such as the Design Competition. If your chapter is interested in multiple design projects, note that University Affiliation will significantly reduce these fees for your chapter. In the past, chapters have had success securing funding in the following ways:

## Academic Departments or School of Engineering

Most academic departments and schools have a budget for student programs and activities. Talk to your faculty advisor about the best way to request funding from these sources and try to secure university funding for your Chapter's annual affiliation. Be sure to point out the benefits available to the chapter, especially the design competition. Capstone design and other courses may be interested in working with the chapter to enter the competition. The opportunity to work with EWH Institute participants to improve designs may also benefit other projects in the department.

## Student Organizations

Once your organization is registered with your Student Organizations office, it will typically be eligible for an annual stipend from the university.

## Corporate Sponsorship

Many engineering companies give donations to raise their profile and promote goodwill in their communities. In the past, local companies have given significant grants to support EWH Chapters and support members' participation in the EWH Institute programs.

## Fundraising Events

You can also host an event on or near your campus to raise funds for your chapter. Planning an event can be hard work, but it can be a good way for chapters to make money. Fundraising events can have the additional benefit of raising awareness about your chapter at your school and providing a platform for finding new chapter members. See fundraising ideas [here](#).

## Branding your Chapter

As Engineering World Health grows and gains new chapters around the world, it becomes increasingly important for us to present a consistent, recognizable brand. At the same time, we appreciate the individuality and creativity we've seen displayed in chapter-designed logos. Keeping both EWH's global brand and individual chapters' enthusiasm in mind, we have our chapter branding policy below:

*While EWH Chapters are free to design and display their own logos, EWH asks that they also display the standard EWH logo and web address (<https://ewh.org>) alongside any individualized chapter logos on any printed or public materials (banners, posters, fliers, etc.), as well as on chapter websites. Chapter use of EWH's logo needs to be approved by EWH headquarters, and a Chapter must be in good standing in order to receive approval. Email designs to [chapters@ewh.org](mailto:chapters@ewh.org) to request approval.*