



Administering a DOCARE University Chapter

DOCARE asks every university chapter to carry out three administrative tasks each year: appointing chapter leaders, creating chapter bylaws, and paying membership dues.

DOCARE Chapter Leadership

Chapter leaders should be appointed early in the fall term, after the chapter has been established but before significant chapter activities have happened. DOCARE recommends nomination or self-nomination of prospective leaders, followed by a vote by all members. We suggest all chapters fill the following positions:

- President: Acts as a liaison between the chapter and DOCARE.
- Vice President: Manages meetings and arranges logistics for events.
- Secretary-Treasurer: Manages chapter roster and membership dues.

Faculty Advising

In addition, we recognize that many universities require a faculty advisor for each student group. Chapters should find this faculty member early on in the process of starting a chapter. (See ["A Guide to DOCARE University Chapters for Faculty of Colleges of Osteopathic Medicine"](#) [PDF].)

DOCARE Chapter Bylaws

DOCARE requires each chapter complete bylaws. These are a document outlining the chapter's goals, objectives, membership eligibility and requirements, decision-making structure, student officers, election procedures, and financial details. DOCARE offers a draft document for your chapter to discuss and complete together. Elected leaders should submit this to DOCARE each fall term for the DOCARE board's review. Visit [our website](#) to download draft bylaws. [Click here to access our bylaws submission portal.](#)

Paying Dues

It is required that all student members pay dues. Membership dues are a vital source of support to DOCARE, as they help support clinics in Nicaragua and Guatemala, purchase medications and supplies for short-term global health trips, and ensure the safety of all who travel with us. Dues also make members eligible to travel with DOCARE and to rotate at all of our clinics.

The cost is \$50 for a student's entire medical education. There are two possible payment methods:

- Chapters can collect all dues in cash or check, deposit them in a student leader or school bank account, and then send in a single payment to DOCARE along with a list of names and contact information for all members, using a spreadsheet available on our website. OR
- Chapters can meet together and invite students to submit a payment on their own behalf using the web-based DOCARE membership form. This approach allows each student to enter his or her own contact information (including chapter membership information) into DOCARE's database directly, and to pay instantly with his or her own Paypal account or credit card.

DOCARE suggests the second, but understands that the first option might fit well with collective fundraising or the financial participation of your university.

If you're part of an existing DOCARE chapter

DOCARE is pleased to have some chapters that continue year after year. If yours is one of these, we recommend carrying out the leadership election at the same time each year, then allowing student leaders to maintain their positions briefly after successors are elected to ensure activities and administration run smoothly. We are also happy to send your group your existing bylaws for quick revision at the start of each new school year, plus your list of existing members to help streamline dues collection.

Questions? Contact us at docare@osteopathic.org or 312 202 8163.