

Medical First Aid for Youth

Medical First Aid for Youth

Chapter Bylaws

Article I: Name and Purpose

Section 1: Name

The name of this organization shall be Medical First Aid for Youth (MFAFY).

Section 2: Mission

MFAFY is a youth-led registered 501(c)(3) nonprofit organization dedicated to providing free, hands-on CPR and first aid training, as well as comprehensive medical education, to middle and high school students. The mission is to equip the community better to respond effectively to first aid emergencies.

Section 3: Purpose

The organization is organized exclusively for charitable, educational, and scientific purposes under section 501(c)(3) of the Internal Revenue Code. Specific objectives include:

- Offering free CPR and first aid training.
- Promoting health education among youth.
- Enhancing community preparedness for medical emergencies.

Article II: Membership

Section 1: Eligibility

Membership is open to all middle and high school students interested in learning and promoting first aid and CPR skills.

Section 2: Rights and Responsibilities

Members are expected to:

- Actively participate in chapter activities.
- Adhere to the organization's mission and values.
- Maintain proper conduct during meetings and events.

Article III: Governance Structure

Section 1: Board of Directors

The Board of Directors shall oversee the governance of MFAFY Chapters. The chapter officers shall consist of:

- President
- Vice President
- Secretary
- Treasurer
- Public Relations Officer

Section 2: Duties of Officers

1. **President:** Oversees all chapter operations, ensures compliance with bylaws, and represents the organization.
2. **Vice President:** Assists the President and assumes their duties in their absence.
3. **Secretary:** Maintains records, sends meeting reminders, and prepares meeting minutes.
4. **Treasurer:** Manages finances, ensures monthly financial reports are submitted by the 3rd of the following month, and oversees fundraising efforts.
5. **PR Officer:** Manages social media accounts, posts meeting reminders at least three days ahead, and ensures branding consistency.

Article IV: Meetings

Section 1: Chapter Meetings

- Chapter meetings shall occur weekly/bi-weekly.
- Meeting agendas and minutes are required for every meeting, including officer meetings.
- Attendance must be recorded with a headcount.

Section 2: Officer Meetings

- Chapter officers must meet weekly to discuss operations.
- Chapter President and one other officer, up to the Chapter Officers' discretion, are required to meet with MFAFY's Board of Directors monthly.

Article V: Financial Management

Section 1: Fundraising Requirements

Chapters must raise \$500 annually through bake sales, fundraisers, or other activities:

- \$200 for consumables and expendables (e.g., snacks, gauze).
- \$300 for workshops or pop-up events (e.g., first aid kit creation, health fairs).
- Budget allocation changes can be proposed to the Board of Directors.

Section 2: Financial Oversight

The Treasurer must:

- Submit financial documents monthly by the 3rd of the following month.

- Maintain accurate records using tools such as a Bake Sale Sheet, Fundraiser Tracker, and Inventory Tracker.
- A new Treasurer is required to meet with the Board of Directors' Finance Team to ensure proper usage of trackers.

Article VI: Operational Policies

Section 1: Use of Materials

Chapter materials must be kept clean and returned in proper condition, accounting for normal wear and tear.

Section 2: Curriculum Support

MFAFY will provide essential class materials, such as curriculum and equipment. Chapters must independently fundraise for food, snacks, or other basic needs.

Article VII: Public Relations

Section 1: Social Media Presence

Each Chapter must create an Instagram account (e.g., @mfafy_sota). If an account already exists, chapters should contact MFAFY for login details.

Section 2: Posting Guidelines

The PR Officer must post on Instagram at least three days before meetings or events to share reminders or curriculum updates.

Article VIII: Elections

Section 1: Officer Applications

Applications for officer positions will open in January. An informational meeting will be held to outline the responsibilities of officer positions and the semester schedule.

Section 2: Election Process

Elections will be conducted through a fair voting process among chapter members.

Article IX: Amendments

Section 1: Proposal of Amendments

Amendments to these bylaws may be proposed by any chapter officer or the Board of Directors.

Section 2: Approval Process

These bylaws may be amended by a two-thirds majority vote of the Board of Directors. Proposed amendments must be submitted in writing at least two weeks before voting occurs. Once approved, amendments will be distributed to all chapters.

Article X: Compliance

Section 1: Adherence to Bylaws

All chapters must comply with these bylaws. Failure to do so may result in suspension or revocation of chapter status.

Section 2: Code of Conduct

All officers and members are expected to uphold MFAFY's mission and values.

Article XI: Dissolution

Upon dissolution of an MFAFY Chapter, a written report must be submitted to the Board of Directors. This report shall include the following:

- Reason for dissolution
- List of assets
- Documentations as requested by the Board of Directors
- Names and signatures of all chapter officers

All remaining assets shall be returned to the Board of Directors.

Article XII: Adoption of Bylaws

These bylaws were adopted by the Board of Directors on 12/29/2024

Signatures

Executive Chairman Karen Kwong

Assistant Chairman Peter Sam

Any changes to these bylaws must be documented with the date and electronic signature of the Executive Director.

Ex:

Revised and Approved: (Date)

Revised by: (Name) , Executive Director