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 low-income countries. Chapter members learn about healthcare 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. If you are starting a new Chapter, or even if you are an active Chapter, carefully read the guidelines below, as this document should provide you with the necessary information you need to start and run a successful EWH Chapter.

EWH Chapter Activities Guide Overview

We've included a brief guide for you to see typical Chapter Activities. Upon registering or renewing your Chapter with EWH, we will provide you with our Chapter Resource folder, which includes a detailed Activity Guide to help you plan your EWH Chapter operations.

Meetings

Routine meetings are key to running a successful Chapter. Meetings are the best opportunity to engage new members, plan projects, hold elections, and make other decisions essential to Chapter operations.

Below is a sample annual meeting schedule. This is only meant to be a guide - you can decide how often to meet as a Chapter, but we recommend meeting two times each month. The activities listed for each month below could be spread across multiple meetings.
*Note- this calendar is based on a US academic semester calendar. Adjust as needed.

September: Gathering of existing members, open to new members. Introduction to EWH, if necessary (EWH staff members are happy to virtually join meetings to discuss EWH). Discuss and plan overall operations and goals. Order Kits for a Kit Build, invite a guest speaker, decide the main activity focus for the fall.
October: Introduce [Summer Institute programs](#) and discuss/plan for Chapter member involvement. Host a Kit Build.
November: Discuss [Design Competition](#) (objectives in equipment design and why those objectives are important). Host a guest speaker.
December: Semester wrap-up. Design Competition update, plan for spring semester.
January: Welcome back. Finalize activity plan for spring semester, last chance to apply to Summer Institute, discuss and plan [Chapter outreach](#) opportunities.
February: Early submission deadline for Design Competition. Summer Institute fundraising plan if Chapter members are attending SI. Complete outreach or plan to create an equipment teardown video.
March: Summer Institute education night if Chapter members are attending SI (themed night surrounding participant's SI Program country; food served from program country, discussion of culture, history, need for equipment repair). If no members are attending SI, equipment focus. Review [Design Challenges](#), complete equipment teardown video, discuss local equipment repair opportunities.
April: Chapter operations. Hold elections for officers, plan to finalize any Chapter activities.
May: Wrap up. Final deadline for Design Competition, [Chapter of the Year](#) submissions. Finalize any remaining Chapter activities, plan for next year.

Overview of Chapter Activities

Below is a brief overview of activities for EWH Chapters. A more detailed activity guide will be included in the Chapter Resource folder.

- **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.
- **Summer Institute**: Involvement in EWH's Summer Institute is a great way to contribute to global healthcare and can create a myriad of activities for a Chapter.
- **Kit Builds:** Bring the Chapter together to learn hands-on skills and introductory instrumentation using EWH Kits.
- **K-12 STEM Outreach:** Use completed Kits and TeachBME resources to introduce the next generation to biomedical engineering and global health.
- **Competitions:** Each year EWH holds a Design Competition and Chapter of the Year competition. The Design Competition is an opportunity to research and develop new technologies through contributing to concepts generated by EWH Institute programs or developing new innovations. Chapter of the Year allows you to submit a report to EWH detailing Chapter Activities from the year.
- **Medical Equipment Activities**: Organize hackathons, work with local Medical Surplus nonprofits to prepare donations, or create teardown videos and contribute other resources to EWH's BMET library.

EWH Chapter Affiliation

We now have only one affiliation level. All EWH Chapters pay **$400 in dues** and will receive the following benefits and resources:

- A Renewal Package that includes:
    - 3 free Kits, plus discounts on additional purchases ($195+ value)
    - EWH T-Shirt Package ($220 value)
    - EWH Materials, including pens, post-its, and EWH stickers, plus posters and brochures detailing EWH opportunities
- Eligibility for the EWH Design Competition
    - $25 for first entry, $50 for each subsequent entry
- EWH input and support on operations and design projects, including a global network of engineers and Institute participants
- Email notification of jobs, internships, and other opportunities with EWH and other organizations
- Special consideration for our Summer Institute programs
- Summer Institute application fee waiver for up to 5 Chapter members ($125 value)

We've also added the benefit that if **two** Chapter members attend a Summer Institute program, we will credit your dues back to the Chapter (to be used for next year's Chapter renewal, on kits, etc).

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

Starting a Chapter is fairly simple: you need core members, a faculty advisor, and to officially register your Chapter with EWH. Below is a detailed guide to help you get things started.

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. Reaching out to students within your major is a good starting point. 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. 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 their 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 leads fundraising efforts to support Chapter activities.

The Chapter may have additional officers: some Chapters have appointed secretaries, webmasters, fundraisers, or co-presidents. 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.

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. We will mail the shirts and sample Kits once the roster has been submitted. https://forms.gle/KuBR7VpJ4jbi5KwQ8

Pay your affiliation dues to EWH
You can pay Chapter Fees online (https://ewh.org/pay-chapter-fees/). Dues should be renewed annually. We will notify you when it is time to renew. If you do not pay your dues within 1 year of your initial enrollment, you will be ineligible for EWH Chapter benefits and activities. Dues are intended to be paid by your university- most schools provide student clubs with an annual budget or stipend. Please reach out to us if you need assistance locating funding.

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 provides detailed activity guides with Chapter registrations and renewals. We are happy to help you plan activities throughout the year.

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/

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, 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, treasurer, and any other officer roles 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. We recommend submitting the Chapter Roster and dues for the following academic year in the spring. 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.

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/
- LinkedIn: https://www.linkedin.com/company/engineering-world-health/

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 to request approval.