

Bylaws of OHDSI India Chapter

ARTICLE I - NAME, AIMS & OBJECTIVES

Section 1: The name of the organization shall be the OHDSI India Chapter.

Section 2: Aims & Objectives of the OHDSI India chapter are -

- Promotes open science to generate new avenues in India which will help the population in
 - Low economic strata
 - Rural areas
 - Most prevalent communicable and non-communicable diseases in India.
- Inspires health institutions to be involved in data-based research by establishing consistent methodologies and best practices for data protection and privacy preservation.
- Expand awareness about real-world evidence and create a value for real-world patient data (RWD) in India to ensure benefit to data owners and better health outcomes.
- Expand access to patient data in India and form a collaborating unit to translate the suitable datasets to OMOP (Observational Medical Outcomes Partnership) standards.
- Conduct observational studies across multiple real-world OMOP datasets and support clinicians, researchers, and regulatory authorities to provide evidence-based healthcare in India.
- Performs secondary research using OHDSI tools and to promote high-quality, reproducible, transparent evidence generation that addresses the healthcare needs in India (There is so much emphasis on diversity and inclusion. This data may potentially benefit other countries)

ARTICLE II – MEMBERSHIP

Section 1: Application for membership will be open to all who wish to participate.

Section 2: Committee members of the OHDSI India Chapter can propose and vote on motions.

Section 3: The Chapter's Board shall have the authority to establish and define non-voting categories of membership.

ARTICLE III - MEETINGS OF MEMBERS

Section 1: The primary form of communication will be via email however; meetings of the Chapter will be via Zoom/Teams or a similar platform.

Section 2: Meeting agendas and minutes will be posted to the GitHub repository meetings of the Chapter's account **OHDSI-India**.

Section 3: It was also decided that the Chapter should strive to organize a symposium at least once every two years.

ARTICLE IV - BOARD OF DIRECTORS

Section 1: Board Role - The Board is responsible for the overall policy and direction of the Chapter and delegates responsibility for day-to-day operations.

Section 2: Communication - The Board shall meet at least quarterly, at an agreed upon time and place (physically/virtually). An official Board meeting requires that each Board member has intimated with emails at least five days in advance. Notices of special meetings shall be sent out by the Secretary to each board member postmarked two weeks in advance.

Section 3: Board elections - Board members shall be elected for at least a 5-year term by the voting representatives of the chapter.

Section 4: Officers and Duties - The following roles ('the committee') are considered to facilitate the governance of the Chapter:

President - the chair of meetings and compiles each meeting's agenda.

Vice president – Assist the president in all duties.

Secretary - the first point of contact for the Chapter, maintains the Chapter membership and mailing list as well as recording meeting minutes.

Honorary secretary - Key role to oversee the governance of the Chapter and its strategic aims and mission

Treasurer - while no funding is presently available, will be in charge of financial matters when they arise.

Honorary treasurer – Helping the treasurer to set financial and investment policies.

Committee members - can propose and vote on motions

Section 5: Election procedure – Above mentioned roles will be filled by popular vote. The roles will be re-contested in the first occurring meeting after a five-year term of the chapter.

Section 6: Governance rules - New roles and governance rules may be created with a majority vote of a quorum of committee members.

Section 7: Chapter development - The board members are responsible for working towards the intended objectives of the OHDSI India Chapter to-

- Adopt OHDSI's vision, mission, and values
- Find data partners & new collaborations
- Find funding opportunities
- Conduct meetings & Symposiums
- Maintain Indian chapter website & Github repository
- Annual report to the OHDSI coordinating center

Section 8: Vacancies - When a vacancy on the Board exists, nominations for new members may be received from present Board members and member organizations of the chapter by the Secretary two weeks in advance of a quarterly meeting. These nominations shall be sent out to Board members with the regular Board meeting announcement, to be voted upon at the next Board meeting.

Section 9: Resignation, Termination, and Absences - Resignation from the Board must be in writing and received by the Secretary. If a member of the organization notifies the Board that their representative who serves on the Board no longer represents the member organization, the person is no longer eligible to be one of the Chapter Board members. A Board member shall be dropped for excess absences from the Board if he or she has three unexcused absences from Board meetings in a year. A Board member may be removed for other reasons by a three-fourths vote of the remaining directors.

ARTICLE V – COMMITTEES

Section 1: The Board may create committees as needed, such as working groups, OHDSI trainings, conduct events, etc.

Section 2: The president shall have all the powers and authority of the Board of Directors to review the performance of the committees and in the intervals between meetings of the Board of Directors, subject to the direction and control of the Board of Directors.

The Vice-president will perform the duty of the president in the event of the latter's inability to serve. President over meetings in the absence of the president. Act as liaison between the committee chairpersons and the Board of Directors.

Section 4: The Secretary has the role of disseminating information to all members and stakeholders, giving proper notice of any meetings, and timely distribution of materials such as agendas and meeting minutes.

The honorary secretary assists the chapter's secretary by helping to ensure that the board members have the right information to enable them to make informed decisions and fulfill their responsibilities.

Section 5: The Treasurer is chair of the Finance Committee and is responsible for developing and reviewing fiscal procedures, a fundraising plan, and an annual budget with staff and other Board members. The Board must approve the budget, and all expenditures must be within the budget.

Quarterly reports are required to be submitted to the Board showing the chapter's income, expenditures, and pending income. The financial records of the chapter are public information and shall be made available to the membership, Board members, and the public.

The Honorary Treasurer will assist the treasurer in all the above activities and will perform his duties in his absence.

ARTICLE VI – AMENDMENTS

Section 1: These Bylaws may be amended, when necessary, by a two-thirds majority of the Board of Directors. Proposed amendments must be submitted to the President/Secretary to be sent out with regular Board announcements.