Student
American Osteopathic Academy of Orthopedics
A.T. Still University, Kirksville
College of Osteopathic Medicine

Constitution
&
By-Laws
ATSU KCOM- Student American Osteopathic Academy of Orthopedics

Mission

The Mission of the ATSU KCOM-SAOAO is to form a bridge between Osteopathic Medicine and Orthopedic Surgery, in order to create a holistic functioning system to provide all the members with the opportunity to change the future of Osteopathic Orthopedic medicine by being well educated and experienced health care practitioners.
Constitution & By-Laws
of the
Student American Osteopathic Academy of Orthopedics
A.T. Still University
Kirkville College of Osteopathic Medicine

Article I – Name
The name of this association shall be the Student American Osteopathic Academy of Orthopedics, A.T. Still University, Kirkville College of Osteopathic Medicine.

This name shall officially be abbreviated “SAOAO ATSU-KCOM”.

A non-practicing affiliate member of the American Osteopathic Academy of Orthopedics.

Article II – Objectives

A. Objectives – The objectives of ATSU KCOM- SAOAO shall be:
1. promote and advance interest in the specialty of Orthopedic Surgery;
2. improve the quality of health care delivery to the American people and the world;
3. provide opportunities and stimulation for research and publication;
4. contribute to the interest, knowledge, welfare, and education of osteopathic medical students in the specialty of Orthopedic Surgery;
5. familiarize its members with the purpose and ideals of osteopathic medicine and orthopedic surgery;
6. aid in residency application procedures;
7. encourage voluntary community service;
8. establish lines of communication with other health science students and organizations; and
9. prepare members to meet the social, moral, and ethical obligations of the osteopathic medical profession.

B. Legislative Assistance – The National SAOAO shall assist each chapter in its efforts to educate its state governor and legislators concerning the osteopathic medical profession by writing letters, paying visits, and making phone calls to key officials. The National SAOAO shall come to the aid of any of the colleges of osteopathic medicine facing political attack in their own state.

C. Policy Determination – Responsibility for determining the policies of the National SAOAO shall be vested solely in the Board of Directors of the National SAOAO.

Article III – Membership

A. Membership Classes – Membership in the National SAOAO shall be through local chapters of the AOA accredited osteopathic medical schools. Membership in the National SAOAO shall be classified into two groups:
1. Active Membership – Only Active Members shall have voting privileges

2. Honorary Membership

B. Active Membership – To be admitted to Active Membership in ATSU KCOM-SAOAO, an applicant must be enrolled at an AOA accredited osteopathic medical school, have paid the appropriate dues, and be a member in good standing of their local chapter of the ATSU KCOM-SAOAO. Active Membership is limited to students through their date of graduation. Any student who is dismissed from their osteopathic medical school of record shall have their Active Membership in the Association summarily terminated. No appeal process is available in this action.

C. Dues – A one time membership fee of $60 will be required by all first time students who wish to be a member of the club for the four-year Active Membership. Of which $40 shall be paid to the National SAOAO for national membership. The dues will be used to help fund lunch meetings, materials, workshops, service projects, conferences, and any other activity which is in accordance with the overall mission of the club. The dues may be adjusted as deemed necessary in the future by approval of the executive branch.

D. Honorary Membership – Honorary Membership may be granted to individuals or organizations making outstanding contributions to the success and perpetuation of ATSU KCOM-SAOAO. They can be awarded on a yearly basis by the Executive Committee and/or on a lifetime basis in a closed session of the Executive committee. Honorary members shall not be required to pay dues. Honorary members shall have none of the lifetime obligations of membership in the SAOAO, but shall be entitled to all of the privileges except those of making or seconding motions or voting in the Executive Committee, or of holding office.

E. Suspension of Membership

1. Process of Suspension – The Executive Committee reserves the right to terminate membership, of any member if circumstances justify such an action. The Executive Committee, by a two-thirds majority vote in a Quorum session, may take this action after due consideration.

2. Appeal of Suspension – An appeal may be made if the ex-member alleges that the sanction was given arbitrarily, capriciously, in bad faith, or in violation of the law. In such cases the burden of proof for these allegations shall rest with the ex-member. The Executive Committee shall deliberate on the validity of the appeal and, by a two-thirds majority vote of a Quorum session, take such appropriate action as:
   a. To accept the appeal, reopen the issue, and then vote again on the suspension or,
   b. Deny the appeal and allow the sanction to officially stand

Article IV – Officers

A. Executive Committee – The Executive Committee shall consist of:

1. President
2. Vice President
3. Treasurer
4. Secretary
5. Parliamentarian  
6. Historian  
7. First Year Representative  

B. Terms of Office – With the exception of the Faculty Advisor and the Physician Sponsor, all other positions will have a term of office of one year but are eligible for re-election. The Faculty Advisor and the Physician Sponsor will have a term of five years to provide stability to the SAOAO.  

C. Election Process – Where there is no contest among nominees, the candidate shall be asked to leave the room and a simply majority vote without ballot shall elect the office. All other elections shall be by secret ballot.  

D. Required Votes – the candidate receiving at least 50% + 1 of possible votes shall be declared the winner. If no candidate received 50% + 1 of the votes, a runoff of the candidates with the two highest vote totals shall be held. If neither candidate receives a winning number of votes, additional run-offs will be held until a winner is declared.  

E. Transition of Officers – It shall be emphasized that the outgoing Officers work closely with the newly elected officers to ensure a smooth transition of both the knowledge and workings of the SAOAO for a period mutually agreed upon by the incoming and outgoing Officers.  

F. Vacancies – When a vacancy on the Executive Committee exists, the Secretary may receive nominations for new members of the present Executive Committee two weeks in advance of an Executive Committee meeting. These nominations shall be sent out to the Executive Committee members with the regular Executive Committee meeting announcements, to be voted upon at the next Executive Committee meeting. These vacancies will be filled only to the end of the particular Executive Committee member’s term.  

G. Resignation, Termination and Absences – Resignation from the Executive Committee must be in writing and received by the Secretary. An Executive Committee member shall be dropped for excess absences from the Executive Committee if she / he has three unexcused absences from Executive Committee meetings in a year. A Executive Committee member may be removed for other reasons by a three-fourths vote of the remaining Executive Committee members.  

H. Duty of Officers  
President (elected) - The President of the club will be the official representative of the club and liaison to the faculty, administration, and community. This person shall oversee the coordination and direction of all activities and proceedings of the club. He/She should work closely with the other members of the Executive branch. Special Powers held with this office include:  
1. The Right to veto power over all resolutions.  
2. The Right to postpone vote on any resolution for one and only one meeting.  
3. Appointment of heads of all committees.  
4. Appointment of members to offices left unfilled after election proceedings.
**Vice President (elected)** - The Vice President of the club has the duty to assist the president by also acting as liaisons to the faculty, administration, and community. The Vice President(s) should assist the president in the coordination and direction of activities and proceedings of the club. The Vice President shall be given all powers special to the presidential office with permission of the president if the president cannot attend a meeting, become sick and feel incapable of fulfilling responsibilities, or for any other reason to be determined by the President.

**The Secretary (elected)** - The Secretary is the official record keeper of the proceedings of officer meetings and club meetings. He/She will keep comprehensive minutes of executive meetings, report on the previous meeting and work with the president to set the agenda for official meetings. He/She will be in charge of the official scheduling and publicity of upcoming meetings. The Secretary will also be responsible for logging attendance at each meeting and service project.

**Treasurer (elected)** - The Treasurer will be directly in charge of overseeing the finances of the club. He/She will verify that all members have paid their dues. The Treasurer will also work with the executive branch in the planning and budgeting for activities or meetings that have monetary cost.

**Historian (1st year, appointed)** - The Historian will be responsible for taking photographs and writing a history of the major proceedings of the club, which will include documentation of successful activities as well as aspects that could be improved. He/she will also assist the secretary in his/her duties.

**1st Year Representative (elected)** - The 1st year representative will be responsible for helping to organize the group’s activities and contribute to decisions made by the executive branch. He/She will serve as a lesion to the first year class, and He/She will also be responsible for assisting the other officers in their roles.

**Faculty Advisor** - The Faculty Advisor will assist the students in the activities of the club. He/She will represent the faculty of A.T. Still University.

**Physician Sponsor** - The Physician Sponsor will provide direction and Guidance to the Executive Committee. He/She will also focus on the education of the club as a whole.

**Parliamentarian (appointed)** - The Parliamentarian will verify that the club has on file a Risk Management statement. He/She will also evaluate any significant risks that may be involved with club activities or proceedings and make the executive branch fully aware of such risks. The Parliamentarian will also enforce the chapters Bylaws enforcing Roberts Rules of Order and the chapters meeting attendance policy for Executive Committee members. He/She will also oversee the altering of any club documents due to changes in legislation.

**Other Officers and Advisors** - Roles of officers and advisors may be adjusted as needed by the club. Also, other or more advisors and sponsors may be used and other offices may be established if deemed necessary by the executive branch.
Article V – Requirements for Voting

A. Quorum for the Executive Committee – A Quorum shall be required for the Executive Committee to conduct any business. A Quorum shall be defined as 50% +1 of all occupied seats of the Executive Committee.

B. Required Votes – All business, unless otherwise specified in the Constitution and Bylaws, shall be transacted by a simple majority of votes cast.

Article VI – Discrimination

Neither the National SAOAO nor its constituent chapters may refuse membership on the basis of race, religion, color, gender, sexual orientation, national origin or creed. Chapters shall otherwise determine the qualifications of their own members where not inconsistent with the Constitution and Bylaws of the Local SAOAO.

Article VII – Code of Ethics

The Code of Ethics of the Local SAOAO shall be a version of the AOA’s Code of Ethics modified to reflect the student physician’s role in today’s medical practice environment. The Code of Ethics shall govern the professional conduct of the members of the SAOAO. The SAOAO shall amend the Code of Ethics, as may be needed from time to time, following the protocol for amendments to the SAOAO’s Constitution and Bylaws.

Article VIII – Rules of Order

Robert’s Rules of Order Newly Revised shall govern the parliamentary procedures of the SAOAO in all cases where applicable and where not inconsistent with the Constitution and Bylaws of the SAOAO.

Article XIV – Amendments to the Constitution and Bylaws

A. Amendment Consideration – Proposed amendments to the Constitution and Bylaws shall be considered by the Executive Committee.

B. Amendment Submission – Any single member of the SAOAO may propose an amendment to the Constitution and Bylaws by submitting the resolution with a brief explanation to the Executive Committee prior to the next meeting.

C. Amendment Approval – A vote of at least two-thirds of the Executive Committee quorum required shall be required for passage of any new amendment.
Article XV - Risk Management

The A.T. Still University KCOM SAOAO risk management goals are to have the highest concern for the safety of all students, faculty, and staff.

1. All workshops involving demonstrations with patient interaction will be conducted under the supervision of a faculty member.
2. No club funds will be used for the purchase of alcohol at SAOAO events or cosponsored events.
3. Any alcohol will be served by a contracted proprietor or third party.
4. The sponsor will also provide food throughout the event.
5. Sponsors or cosponsors shall provide alternative beverages throughout the event.
6. Alcohol service will be discontinued one hour prior the end of an event. Alcohol service will be denied to any individual who is intoxicated or otherwise displaying aggressive behavior.
7. No alcohol may be brought into the event from the outside by anyone attending the event. Doing so will result in expulsion from the event.