BYLAWS

STUDENT ADVOCATE ASSOCIATION
A.T. STILL UNIVERSITY-KIRKSVILLE COLLEGE OF
OSTEOPATHIC MEDICINE
KIRKSVILLE, MISSOURI
Updated March 2009

ARTICLE I- Name

The name of this organization shall be the Student Advocate Association to the A.T. Still University-Kirksville College of Osteopathic Medicine (ATSU-KCOM).

ARTICLE II- Purpose

The purpose of this non-profit organization shall be to support and educate the significant others and supporting members of the A.T. Still University-Kirksville College of Osteopathic Medicine. A further aim is to provide for the cultural needs of the significant others and supporting members through varied programs. The organization shall also endeavor to promote worthy causes within the profession and the community. This auxiliary shall function as an affiliate of the Auxiliary to the American Osteopathic Association and the Auxiliary to the Missouri Association of Osteopathic Physicians and Surgeons.

ARTICLE III- Non-Discrimination Clause

The Student Advocate Association of the A.T. Still University-Kirksville College of Osteopathic Medicine does not discriminate on the basis of: race, color, national origin, sex, age, religion or handicap.

ARTICLE IV- Membership

1. A regular member of this organization shall be the significant other of a student of the A.T. Still University-Kirksville College of Osteopathic Medicine and shall have paid full dues for the current year (Refer to Article
Only a regular member who has paid their dues by the September 25th deadline or otherwise been approved by the elections committee is eligible to hold the office of president, first or second vice president, and may be a delegate or alternate to the national and state conventions. Only a regular member may hold the office of AAOA-AMAOPS Liaison.

2. A supporting member of this organization shall be any person affiliated with ATSU, who shares our beliefs and has our association’s best interest at heart. Supporting members shall have paid dues by the 25th of September. Supporting members who come to ATSU-KCOM after the September dues deadline are eligible for supporting membership once full dues have been paid for the current year. Supporting members shall not serve as president, first or second vice president, AAOA-AMAOPS Liaison nor be a delegate or alternate to the national or state conventions nor be a member of those organizations.

3. A regular member may serve on the Executive Board (refer to article IV #1) or may be appointed to chair or serve on standing or special committees, shall have the privilege of voting, and full membership rights.

4. A supporting member may serve on the Executive Board in the offices of treasurer, recording secretary, communications director, or historian, or may hold an officer position, chair or serve on standing or special committees, and shall have the privilege of voting. Refer to Article IV #2.

5. Termination of Membership: Membership terminates if dues are not paid by the 25th of September (unless special arrangements are made with the Membership Chair). Regular membership terminates when student graduates or leaves the college.

ARTICLE V- Dues

1. Dues for Regular Members: Dues for regular members shall be $30 dollars annually for the first two years of membership. Dues shall be $30 dollars for third and fourth years combined. Dues for members with an extension in schooling (i.e. fellowships, masters’ degrees, and 5th years) shall be $15 dollars for each additional year. If the SAA member pays for the first and second year before the 25th of September, the fee shall be reduced to $50, for the first two years of membership. Regular membership will cover the local, state, and national association dues that may exist and
entitles each regular member to the stated privileges of the aforementioned organization. Significant others who come to ATSU-KCOM after the September dues deadline are required to pay full dues. Dues are non-refundable. Continuing members must pay dues by the 25th of September. New membership dues may be paid after the September deadline and will be applied for the remainder of the year.

2. Dues for Supporting Members: Dues for supporting members shall be $15.00 annually. Renewing alumni members shall pay $10 per year. Supporting membership will cover the local Student Advocate Association. Change in status from supporting to regular members will be prorated. Supporting members who come to ATSU-KCOM after the September dues deadline are required to pay full dues. Dues are non-refundable.

3. The fiscal year shall be July 1, to June 30, inclusive.

**ARTICLE VI- Officers**

1. The elected officers shall be the President, First Vice President, Second Vice President, Treasurer, Recording Secretary, Communications Director, Historian, AAOA-AMAOPS Liaison and First Year Representative.

2. The appointed officers may be: Philanthropy Chair, Osteopathic Run Coordinator, Membership Director, Ambassador Chair, Outreach Secretary, Parliamentarian Secretary, Education Chair, Sofa Talk Coordinator, Club Coordinator, Children’s Social Chair, Hospitality Coordinator, Webmaster, Date Night Coordinator, Refreshment Coordinator, and any other Chairs of committees that are needed for the year. It shall be the duty of these appointed officers to plan and conduct activities that will benefit the college and community and other duties as outlined in the SAA procedures manual.

3. The officers shall perform the duties prescribed in the ATSU-KCOM SAA Procedures Manual and by the adopted parliamentary authority.

4. All offices must be held by eligible members who will be present to fulfill their responsibilities throughout their entire tenure of duty.

**ARTICLE VII- Duties of Elected Officers**

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1. It shall be the duty of the President to preside at all meetings of the organization and the Executive Board, name all appointed officers and all standing committees, plan and organize prospective member orientation and new officer installation/appreciation banquet, plan Opening Social with Social Committee, and other duties as outlined in the SAA Procedures Manual. Only a regular member who has paid their dues by the September 25th deadline or otherwise been approved by the elections committee is eligible to hold this office.

2. It shall be the duty of the First vice-president to preside in the absence of the President, oversee all fundraising for the 2nd half of the year, serve as Chairperson of an Annual Philanthropy project, and other duties as outlined in the SAA Procedure Manual. Only a regular member who has paid their dues by the September 25th deadline or otherwise been approved by the elections committee is eligible to hold this office.

3. It shall be the duty of the Second-vice president to preside in the absence of the President and First vice-president, serve as chairperson of the Senior Banquet, oversee fundraising for the 1st half of the year, and other duties as outlined in the SAA Procedures Manual. Only a regular member who has paid their dues by the September 25th deadline or otherwise been approved by the elections committee is eligible to hold this office.

4. It shall be the duty of the Treasurer to receive and disburse all funds of the organization, forward AAOA dues to the Executive Director of the Auxiliary to the American Osteopathic Association prior to January 1, file tax for #990 with the IRS, and other duties as outlined in the SAA Procedures Manual.

5. It shall be the duty of the Recording Secretary to record the proceedings of each Executive Board meeting, regular or called special meetings of the organization; create, disseminate, and collect the end-of-year membership survey; send all SAA correspondences such as thank you letters, get well, and congratulations cards; and other duties as outlined in the SAA Procedures Manual.

6. It shall be the duty of the Communications Director to gather and prepare all materials to be published in the SAA online newsletter, The Communicator, maintain a SAA working calendar, help to coordinate all
public relation needs of SAA, oversee all SAA business and promotional materials, and other duties as outlined in the SAA Procedures Manual.

7. It shall be the duty of the Historian to document events and activities for the organization by recording photos in digital or other medium, work with Multimedia to produce any media projects required for SAA meetings or other events, and other duties as outlined in the SAA Procedures Manual.

8. It shall be the duty of the AAOA-AMAOPS Liaison coordinate the details for SAA delegation to each of the conventions (AMAOPS and AAOA), put together our fund-raiser table for each of the conventions (AMAOPS and AAOA), oversee donation to the AAOA, compile and submit activity updates each month, oversee the submission of the dues and membership lists to each of the organizations, serve as a first contact for both organizations for SAA, oversee a specific fundraiser aimed at raising the funds to send executive board members to the AMAOPS and AAOA convention. Only a regular member is eligible to hold this office.

9. It shall be the duty of the First Year Representative to represent the first year class and plan events as per the request of the executive board or general membership, including the annual couple events and other duties as outlined in the SAA Procedures Manual.

ARTICLE VIII- Election and Nominations

1. The officers shall be elected at the called meeting in April and shall serve one year, beginning at the installation ceremony and ending at the installation ceremony of the following year.

2. A majority of 15 regular and supportive members present and voting shall constitute a quorum. Only regular and supportive members paid in full are eligible to vote or to be nominated for an office.

3. At a regular meeting, in February, an elections committee of three members, one from each class and a member at large, shall be selected. The members of the election committee may not run for an office. It shall be the duty of the elections committee to:

A. In March, distribute a letter to the general membership outlining the offices to be filled. The committee shall also distribute a letter
of intent form. A member who is interested in running for an office must have the form to the elections committee prior to the April meeting (exact deadline to be decided by the elections committee). The elections committee will review the letters of intent to determine if the candidate(s) meet the eligibility requirements as set forth in the by-laws. The president, first and second vice president shall be a spouse/significant other. A person can run for more than one office with a maximum of 3 offices.

B. At the April meeting, the elections committee will present a slate of all eligible members who have submitted a letter of intent. The voting process will precede one office at a time. Prior to the vote for each office the floor will be open to nominate additional candidates for the office. All candidates will be given the opportunity to introduce his or her self and explain why he or she would like to serve in the position. Voting will take place by silent ballot if more than one person is nominated for a position. If only one person is nominated for a position, voting may be done by a show of hands.

C. In the case of a replacement or vacancies, prior to the Installation Ceremony, in the office of President, First vice-president, Second vice-president, Treasurer, Recording Secretary, Historian, Communication Director and AAOA-AMAOPS Liaison shall be filled by ballot vote of the Executive Board, subject to approval of the membership.

D. The May meeting will be a joint transitional meeting between the old and newly elected officers. New officers will take over at the installation ceremony/joint transitional meeting.

E. In the event that an officer shows negligence or inability to fulfill the duties and responsibilities of their position, the Executive Board may serve as a Review Committee. The Executive Board shall review complaints and present information to the general membership. A 2/3 vote is required to remove an officer from duty.

**ARTICLE IX- Meetings/Annual Events**
1. The regular meetings shall be held monthly with the months of June, July, and August being optional.

2. Fifteen present and voting members shall constitute a quorum.

3. The Student Advocate Association may be represented in the Missouri Auxiliary House of Delegates by its President, AAOA/AMAOPS Liaison, or an appointed alternate, who shall be a spouse/significant other, as approved by the Student Advocate Association.

4. A special meeting of the general membership may be called by ¾ of the executive board. Members shall be given two weeks notification, and the meeting shall be open to all paid members of the Kirksville SAA. A quorum of fifteen present and voting members must be present at this special meeting in order to hold any vote.

5. If an event should require an invocation the President shall decide the type of invocation e.g. prayer, poem, moment of silence, etc. For example, the Senior Banquet.

6. Annual Events may include: Miscellaneous Fundraising Events, a variety of social events for members, Orientation Activities, Transition Meeting, Installation Dinner/Brunch, and Senior Banquet.

ARTICLE XI- Advisors

1. An ATSU-KCOM faculty advisor shall advise and support SAA each year by attending all board and regular meetings. The role of the faculty advisor is to know the policies of ATSU-KCOM, the AAOA, the AMAOPS, and SAA. A faculty advisor will not necessarily make decisions but shall point out anything which might be derogatory and would poorly reflect on SAA, ATSU-KCOM or the Osteopathic profession.

2. The ATSU-KCOM faculty advisor must have faculty status in order for SAA to be sanctioned as a campus organization.

3. An optional position of Physician significant other Advisor shall be appointed by the state executive board. It is preferable the physician significant other advisor be an active member of the National AAOA and AMAOPS and be informed of State and National policies. The physician
significant other advisor shall advise and support SAA each year by
attending all board and regular meetings. The physician significant other
advisor will not necessarily make decisions but shall point out anything
which might be derogatory and would poorly reflect on SAA, ATSU-KCOM
or the Osteopathic profession.

ARTICLE XII- Risk Management Policy
The following policy must be adhered to at all SAA sponsored and cosponsored
events.

1. Alcohol Policy
=> No SAA funds will be allotted for the purchase of alcohol at SAA
   sponsored or co-sponsored events.
=> Excessive, disruptive, or irresponsible consumption of alcohol will not be
tolerated. Violation of this clause will result in expulsion from the
event.

2. Student significant other Rights, Responsibilities, and Freedoms
All members of SAA are expected to obey college and civil laws. Members are
responsible for their personal actions and must assume an obligation for their
conduct. Should college or civil laws be broken, judicial action will be taken
by the College and/or civil law enforcement agencies. When members violate
the law of the community, the College will not protect them nor ask for special
privileges because they are a student significant other. Misconduct would
include but not be limited to:
=>Theft, misappropriation of money, gambling, malicious destruction,
damage or misuse of college or private property.
=>Possession, use of, or trafficking in any narcotic or dangerous or
unlawful drug.
=>Intentional disruption of teaching or other college programs or
activities whether conducted on or off campus.
=>Emotional or physical abuse of anyone within or without the college.

3. The Student Advocate Association will inform, educate and take all
precautionary measures to ensure that its’ members are free from harm or
accident. For all SAA sponsored events the following list will be provided
and posted:
=>Contact person.
=>The components of the proposed event
=>Provide information on needs for parking, sanitary provision, concession, safety & security.

4. At all SAA sponsored events the members of SAA are responsible for their own actions and participate at their own risk.

ARTICLE XIII- Parliamentary Authority

Roberts Rules of Order, Newly Revised shall govern all proceedings of this organization not provided for in these Bylaws.

ARTICLE XIV- Amendments

1. All Bylaw Amendments shall be submitted to the AAOA Bylaws Committee for approval (a copy will be sent to the AMAOPS Bylaw Chairman). They become effective automatically upon receipt of the AAOA approval. After approval is granted and the Bylaws are amended, an up-to-date copy shall be forwarded to the AAOA Executive Director in triplicate as soon as possible. This procedure shall be followed each time the Bylaws are amended.

2. These Bylaws may be amended at a regular meeting provided 30 days notice is given to the membership. A 2/3 vote shall be required for adoption. Proposed amendments shall be submitted in writing and shall be signed by two members.

ARTICLE XV – Treasury

1. All officers are accountable for monies in their account and must stay within their allotted budget.

2. If extra money is left at the end of the year in an account, that money must be passed on to the following year’s budget. The exception is any extra money remaining in the President’s account at the end of the year. This money may be used for any activity the President deems appropriate.

3. When raising funds for charitable purposes, at least 10% of those monies raised must first be reinvested into the SAA budget for operating purposes before being donated.
ARTICLE XVI- Endowment Funds

1. All SAA endowment funds will be governed by the guidelines set forth for the specific endowment.

2. A minimum of twenty percent of money fund raised for non-charitable purposes must be put into an existing endowment fund or towards a new endowment.

Janae’ Squires
SAA President 2008-2009

Jenny Crellin
1st Vice President 2008-2009