BY-LAWS

ARTICLE I - NAME

This organization shall be known as the Student Osteopathic Surgical Association (S.O.S.A.). It is an affiliate of the American College of Osteopathic Surgeons (A.C.O.S.).

ARTICLE II - SOURCE AND LIMITS OF AUTHORITY

The S.O.S.A. shall associate with and hold itself out as an affiliate of A.C.O.S. by the authority of the A.C.O.S. Board of Governors and shall derive all of its powers, responsibilities and authority as an affiliate exclusively from A.C.O.S., subject to applicable provisions of law.

Neither S.O.S.A. nor any member thereof shall have the power or authority to act on behalf of, or commit, or obligate A.C.O.S. in any manner or for any reason unless given express prior written authority by A.C.O.S..

ARTICLE III - PURPOSE

The purpose of this organization is to represent and educate future osteopathic surgeons through local chapters of S.O.S.A.. This includes:

1. stressing the understanding of osteopathic principles in relationship to disease in the practice of surgery;
2. helping promote education in the field of surgery, including gowning and gloving, scrubbing, sterile technique, suturing and tying techniques, operating room behavior, instrumentation, universal precautions, osteopathic manipulative management of the surgical patient, pre and post operative management of surgical patients, and surgical documentation; and
3. providing a forum for discussion amongst students and surgeons.

ARTICLE IV - MEMBERSHIP

1. To become an individual member of this S.O.S.A. organization, one must be in good standing with the local S.O.S.A. chapter.
2. In the event that the political climate of a school does not allow a S.O.S.A. chapter to be established at that school, individuals shall be allowed to join National S.O.S.A. without a local chapter and will receive all privileges of a National S.O.S.A. member. Individuals must provide written proof that their school will not allow a local chapter to be established.
3. Written proof will be sent by certified mail to the National President and will be approved on a case by case basis at the upcoming national convention by the National Board.
4. Each local S.O.S.A. chapter must become a member of national S.O.S.A. upon submission and subsequent approval of names, addresses and dues of its local members each year. Dues must be submitted by November 1 or the delinquent chapter will be assessed $20.00 for late dues. Local chapters can request extensions through the S.O.S.A. National Treasurer if mitigating circumstances exist.
ARTICLE IV - FUNDING

1. The S.O.S.A. Treasurer will bill each chapter. The chapter will send the dues to the A.C.O.S. office. The fee will be $10.00 for each member for the freshman and sophomore year.

2. Funding shall include solicitation of sources in addition to that from local chapters, i.e. through the fundraising committee.

ARTICLE VI - GOVERNING STRUCTURE

Section 1. Executive Board

Officers will consist of a President, Vice-President, Secretary, Treasurer and Fundraising Chairperson.

Section 2. House of Delegates

Each local chapter will designate two people from their college to act as a member of the House of Delegates: their chapter President; and their National Liaison. If these representatives cannot attend the convention, a substitute member may be provided as an alternate upon prior notification of an Executive Board member.

Section 3. National Board

The National Board will consist of the Executive Board plus the House of Delegates. This National Board will be the governing body of the Student Osteopathic Surgical Association. All members of the board shall be eligible to vote.

ARTICLE VII

DUTIES OF THE NATIONAL OFFICERS AND CHAIRPERSONS

The following officers will be elected during the Spring convention. The term of office will begin at the end of the Spring convention.

Section 1. President

1. The President shall oversee the duties performed by the other National Board members and will provide leadership for the National organization.

2. The President has authority to appoint the Chairperson and members of Ad Hoc committees as needed from the membership of the National Board.

3. The President will act as the primary liaison between the A.C.O.S. and S.O.S.A.

4. The President can appoint a replacement from the National Board to fill vacancies within the Executive Board.
Section 2. Vice-President

1. The Vice-President will assist the President in his/her duties.
2. The Vice-President will automatically succeed the President, if the President’s office becomes vacant for any reason. This term would be for the remainder of the normal term of office. If the Vice-President assumes the position of President, he/she may appoint a substitute Vice-President to fill his/her vacancy until the next election. At that time the position will be up for vote.
3. The Vice-President will oversee any Presidential Duties in the President’s absence.
4. The Vice-President will be the Primary liaison between National S.O.S.A. and the local chapters.
5. The Vice-President will serve as a S.O.M.A. liaison officer.

Section 3. Secretary

1. The duties of the Secretary will consist of helping the Executive Board with decision making and completing planned objectives.
2. The Secretary shall take minutes at all national conventions and submit these to each local chapter National Liaison, the Newsletter Coordinator, and the A.C.O.S. office.
3. The Secretary will compile a list of members and addresses and update that list with new members by December 31. This list will be sent to the A.C.O.S. Monthly additions will be filed with the A.C.O.S. as required.
4. The Secretary may ask other National Board members for assistance in obtaining information from the local student chapters.

Section 4. Treasurer

1. The Treasurer shall oversee procurement and management of funds and shall be accountable to the National Board.
2. The Treasurer shall put together an annual budget and report to the National Board at both the Spring and Fall conventions.
3. The Treasurer shall function as a liaison between the A.C.O.S. and S.O.S.A. financial affairs.
4. The Treasurer shall oversee the disbursements of funds.
5. The Treasurer shall at all times comply with the S.O.S.A./A.C.O.S. Financial Policies and Procedures.

Section 5. Fundraising Chairperson

1. The Fundraising Chairperson will oversee fundraising for National S.O.S.A.
2. The Fundraising Chairperson will coordinate fundraising activities with each chapter.
3. The Fundraising Chairperson will address funding for S.O.S.A. preceptorships, scholarships, and aid for convention expenses.
Section 6. National Liaison

1. The National Liaison will be an officer representing the local chapter and sits in the House of Delegates.
2. The National Liaison can not be a local chapter President.
3. The National Liaison has a vote in the House of Delegates.
4. The National Liaison will be the contact person of the local chapter of S.O.S.A.

Section 7. Convention Coordinator

1. The Convention Coordinator will be responsible for any convention events and developing the agenda including educational, A.C.O.S. student booth arrangements, meeting rooms and student case presentations at the Spring convention.
2. The Convention Coordinator will be responsible for obtaining and making available lodging information to local chapter liaisons and the Newsletter Coordinator for National conventions.
3. The Convention Coordinator is not responsible for obtaining transportation information, individual travel arrangements, or securing lodging for local chapters.

Section 8. Newsletter Coordinator

1. The Newsletter Coordinator will issue the S.O.S.A. Newsletter quarterly each year.
2. The Newsletter Coordinator will attempt to gather information quarterly from each chapter and the Executive Board.

Section 9. Senior S.O.S.A. Advisor

1. There will be up to three Senior S.O.S.A. Advisors per term.
2. The Senior Advisor must be a previous member of S.O.S.A. who is presently an intern, a surgical resident in training or who has successfully completed a surgical residency.
3. The Senior Advisor’s duties will be to advise S.O.S.A. on a National level.

Section 10. AIDS Chairperson

1. The AIDS Chairperson is responsible for gathering of information for AIDS awareness and development of a program suitable for dealing with students infected with the AIDS virus. This information shall be presented to the general membership at annual meetings.
2. The AIDS Chairperson shall participate in the S.O.M.A. committee on AIDS.

Section 11. Scholarship Program Chairperson

1. The Scholarship Program Chairperson will be responsible for raising monies for S.O.S.A. scholarships.
2. The Scholarship Program Chairperson will develop and publish scholarship brochures and applications.
3. The Scholarship Program Chairperson will present applicants to the S.O.S.A. Executive Board.

4. The Scholarship Program Chairperson will report directly to the Fundraising Chairperson.

Section 12. Preceptorship Program Chairperson

1. The Preceptorship Program Chairperson will oversee the preceptorship program.
2. The Preceptorship Program Chairperson will collect and compile evaluations relative to the preceptor and preceptee at the end of the preceptorship period.
3. The Preceptorship Program Chairperson will be responsible for writing up a program directed at acquiring monies for stipends to be paid to participants.
4. The Preceptorship Program Chairperson shall report directly to the Fundraising Chairperson.

ARTICLE VIII - MEETINGS

There will be two conventions per year. A fall convention will be held in conjunction with the Annual Clinical Assembly of Osteopathic Specialists. A spring convention will be held between March 1 and May 15 if possible. The Convention Coordinator must notify each local chapter National Liaison of the date and location of the upcoming convention at least 45 days prior to the meeting.

ARTICLE IX - ELECTIONS AND VOTING

1. At least three student chapters must be represented for voting to occur, plus a minimum of two executive officers.
2. All National Board members are eligible to vote, which includes the individual chapter delegates and all Executive Board members. Voting for officers will be by closed ballot. Other voting issues will be decided by a simple majority hand vote with the exception of amendments to the by-laws.
3. By-law amendments may be made by two-thirds majority vote of the voting members present at the national convention.
4. Elections shall be conducted annually at the national spring convention. Open nominations from the floor shall take place for all executive offices. Simple majority vote, via closed ballot, by the national board is required to elect all officers. Positions will be assumed the close of that same convention.
5. A vote by proxy may occur if physical representation is not possible for individual National Board members. It will be the local chapters responsibility to provide communication, information, and access in order to secure their National Board vote. A proxy should be given to and may be cast by a National Liaison, chapter president, or if neither are present, an Executive Board member, according to the directions of the local chapter.
6. Persons wishing to run for a given office by proxy, may run for other offices in the event that their first choice is not attained.
7. The order of elections shall follow the order of officers and chairpersons as they appear in ARTICLE VIII.
8. Persons wishing to run for office may or may not be present, to present themselves to the general membership. These individuals must make an attempt to contact local chapter presidents, National Liaisons and Executive Board members to present their individual goals so that their agenda may be known. A letter of intent must be submitted to the President of S.O.S.A. prior to the election. A curriculum vitae may optimally be submitted with this letter, and/or they may choose an individual to speak on their behalf at the election.

ARTICLE X - COMPENSATION

1. The National Board members shall receive no compensation for their services. The funding for attending conventions will be the responsibility of each chapter representative. Individual Executive Board members may be reimbursed for appropriate travel and hotel room expenses if funds are available through the Fundraising Committee.

2. Reimbursement will occur at national conventions and throughout the year for budgeted expenses of national business after approval by the National President and Treasurer upon proof of receipt. The Treasurer will submit the receipts to the A.C.O.S. office for reimbursement from S.O.S.A. funds.

ARTICLE XI - RESIGNATION

1. Any member of the National Board may resign by giving written notification to the President by certified mail. This will take place immediately. Each local chapter is responsible for finding a replacement for vacant delegate positions.

2. The President may appoint a replacement from the National Board for a member who has resigned from the Executive Board. This will be for the remainder of the current term.

3. Resignation of the President requires written notification to the Executive Board by certified mail.

ARTICLE XII - IMPEACHMENT

1. Any National Board member may be impeached for justifiable reasons by three quarter majority vote of the National Board during a convention, provided at least three schools are represented plus two executive officers.

2. Any member being considered for impeachment shall have thirty days prior notification to said proceedings to prepare defense of their position.

ARTICLE XIII - RULES OF ORDER

The meetings at the national conventions will follow Robert’s Rules of Order Newly Revised when business is conducted.

ARTICLE XIV - SEAL

The official seal of National S.O.S.A. is depicted here. Each chapter has the right to maintain their own chapter seal.
ARTICLE XV - COMMITTEES

Standing committees may be established by two-thirds majority vote of the National Board members. The President will oversee the functioning of each committee.

1. Each committee must select a chairperson.
2. Each committee chairperson is responsible for reporting to the Executive Board of any progress made and must make a report at each convention.
3. Ad Hoc committees may be formed at the discretion of the President.

ARTICLE XVI - CODE OF ETHICS

S.O.S.A. subscribes to and adopts the code of ethics of the American Osteopathic Association and requires members to adhere to its provisions as so set forth and revised, amended and/or interpreted.

ARTICLE XVII - AMENDMENTS

Amendments must be in conformance with S.O.S.A. and A.C.O.S. by-laws and do not become effective until after ratification by the S.O.S.A. Executive Board and the A.C.O.S. Board of Governors.

ARTICLE XVIII - DISSOLUTION

The Student Osteopathic Surgical Association must return any remaining funds, by contributed percentile, paid by each local chapter. That percentile as reflected by the total monies at that time of dissolution of the association are to be paid to the respective chapters.