CONSTITUTION AND BYLAWS
OF THE
A.T. STILL UNIVERSITY KCOM CHAPTER OF
THE MISSOURI OSTEOPATHIC STUDENT ASSOCIATION
(Established 2009)

ARTICLE I: NAME

The name of this organization shall be the A.T. Still University KCOM Chapter of the Missouri Osteopathic Student Association hereby referred to as MOSA.

ARTICLE II: MISSION

To increase student participation in the state and local osteopathic organizations and activities while developing future leaders of the osteopathic profession.

ARTICLE III: PURPOSE AND ACTIVITIES

1. To promote the osteopathic profession among students.
2. To provide communication between ATSU KCOM students and MAOPS.
3. To represent members to MAOPS.
4. To increase student participation in the osteopathic profession and professional organizations.
5. To increase student participation in Missouri legislation relevant to healthcare.
6. To assist in the planning and execution of the annual DO Day at Jeff City.
7. To develop future leaders in the osteopathic profession.
8. To increase awareness of the osteopathic profession and the representing state and local organizations.

ARTICLE IV: MEMBERSHIP

Any ATSU KCOM Student interested in practicing in Missouri, becoming a physician leader or becoming involved in their respective local or state level osteopathic organization.

ARTICLE V: DUES

Each member will be responsible for dues in the amount of $25/ year or a full two year membership for $40

ARTICLE VI: CHAPTER OFFICERS AND DUTIES

A. PRESIDENT

1) Oversee the daily operations of MOSA.
2) Is considered directly responsible for asserting, cultivating and continuing to develop the mission of the MOSA throughout the Kirksville and northeast Missouri area.
3) Shall establish contacts and facilitate relationships with other professional school organizations and the administration at ATSU KCOM.
4) Shall organize with other elected officials and members a tentative calendar of events and speakers for the year. This calendar should be complete and ready to disseminate to members by September 30th of the current academic year.
5) Responsible for organizing chapter meetings and preparing the meeting agenda.
6) Attend all local MAOPS meetings and annual conventions and report back to the chapter
7) Shall plan, with the assistance of MAOPS and the rest of the executive board, DO Day at Jeff City
8) Serve as the official liaison of MOSA to the local MAOPS chapter and the MAOPS executive board

B. VICE PRESIDENT
1) Assist the President in completing duties. Preside in the absence of the President.
2) Oversee chapter committees and protocols.
3) Plan and oversee chapter community service activities
4) Maintain a written/ electronic record of chapter membership.
5) Maintain a current membership roster. Coordinate membership roster with the Treasurer.

C. TREASURER
1) Maintain the integrity of the chapter bank account.
2) Organize chapter fundraiser
3) Maintain organization and familiarization with monthly financial statements from the bank. Account statements should be updated and maintained in a fashion that will facilitate comprehensible passage to the next Treasurer.
4) Sign and distribute checks
5) Prepare and maintain a balanced budget for the chapter. The budget for chapter projects should be approved by each of the executive officers prior to the issuance of checks.
6) Maintain an adequate supply of checks and deposit slips for the chapter account.
7) Develop and implement a strategy for fundraising and solicitation of funds from the community and local businesses.
8) Collect chapter dues.
9) All checks should be signed by the Chapter President and Treasurer unless prior authorization was received by Chapter President.
10) A Request for Funds Form must be submitted to the Treasurer in a timely manner and maintained on file with the receipts for all account transactions.
11) Expenses that are within the constraints of the approved chapter budget only require authorization from the Treasurer prior to issuance of a check. However, all expenses that exceed the limitations or fall outside of the scope of the direct line items in the budget must receive prior approval from the President and Treasurer.

D. SECRETARY
1) Maintain an accurate record of each chapter members’ attendance at meetings and other activities.
2) Be present to record minutes at ALL chapter general body meetings
3) Chapter minutes should be kept on file so that members in the future will have a reference of chapter activities.
4) Maintain a chapter scrapbook with achievements, photos and other interesting paraphernalia regarding the clubs activities.
5) Create a chapter phone, address and e-mail list to disseminate to members of the chapter.
6) Inform members of all chapter meetings and activities.

A. Local MAOPS Representative
1) A MAOPS Representative shall be elected per class to serve as the class representative to the local MAOPS chapter.
2) Each MAOPS Representative shall attend all local MAOPS chapter meetings.
3) The MOSA President shall serve as the MAOPS Representative for their respective class.

ARTICLE VII: ELECTIONS
Elections for all offices, except the first year MAOPS Representative, shall be held in the spring quarter. The first year MAOPS Representative shall be elected in the fall quarter of their first year. A 2/3 majority of the first and second year membership must be present for elections to take place, however; any current MOSA member's votes will be counted. Any first or second year MOSA member can be nominated and must accept or decline his or her nomination. Members must be present during the election to be nominated. Voting shall be by secret ballot only. In the event of too few members within the first or second year class to fill all executive board positions, nominations can be opened to third or fourth year MOSA members who are rotating within the Kirksville area.

ARTICLE VIII: IMPEACHMENT

A. Impeachment proceedings are in order, and may be initiated as defined in this Article.

B. Dismissal from Office

1) Any MOSA Officer who fails to execute the responsibilities of his or her office as defined in the MOSA By-Laws and/or agreed upon between the officer and the Chapter President may at any time be considered for dismissal from office by the Chapter President.

2) The Chapter President must bring forth the dismissal action for review to the MOSA Executive Board. After review, a vote for dismissal will be taken.

3) Dismissal requires seventy-five percent (75%) of the MOSA Executive Board to vote in favor of dismissal.

4) In the event that the ability of the Chapter President to execute his or her duties is in question, a motion to dismiss the Chapter President can be brought forward at a MOSA business meeting.
   i. Consideration for dismissal of the Chapter President must be formally initiated by the MOSA Executive Board via a telephone call and in writing (example: Electronic Mail, US mail). All of the chapter members must be immediately informed that the Chapter President is being considered for dismissal.
   ii. The Chapter President shall have up to a maximum of thirty days (30) from the date of formal notification to formally respond to the issue(s) that have lead to the consideration of his/her dismissal. An emergency MOSA business meeting shall be scheduled for the first weekend following the end of the thirty (30) days.
   iii. The motion for dismissal of the Chapter President requires two-thirds (2/3) of the quorum of the MOSA membership votes to pass.

ARTICLE IX: NON-DESCRIMINATION

A. The ATSU KCOM chapter of the Missouri Osteopathic Student Association shall not refuse membership on the basis of race, religion, color, sex, sexual preference, disability, national origin or creed.

ARTICLE X: RISK MANAGEMENT POLICY

A. The ATSU KCOM MOSA risk management goals are to have the highest concern for the safety of all students, faculty, and staff. It shall be the responsibility of the president to assess the risks involved with club meetings and activities and to the members and advisors of these potential risks.

ARTICLE XI: AMENDMENTS TO BYLAWS
A. Will be considered, provided the change reflects a conservative effort to keep the chapter evolving in a progressive manner.
B. The proposed amendment should be prepared using revision markings that clearly demonstrate differences from the existing version of the bylaws.
C. All amendments must be accompanied by appropriate justification.
D. Amendments must be submitted to the Chapter President and distributed to all members no later than one month prior to the meeting in which it shall be considered for adoption.
E. The amendment should be presented during one of the chapter’s regular business meetings.
F. Amendments pass into adoption by a 2/3 majority vote of a quorum of financially active first and second year members.
G. During the voting process, the wording of an amendment may be changed, but not the intent. If the intent is changed, the amendment must be withdrawn and submitted as a new amendment.
H. The bylaws should be updated immediately to reflect accepted changes and disseminated to the membership.