A.T. Still University,
Kirksville College of Osteopathic Medicine

STUDENT CHAPTER
AMERICAN COLLEGE OF NEUROLOGISTS &
PSYCHIATRISTS

ACONP
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CONSTITUTION/BYLAWS
STUDENT CHAPTER of ACONP

ARTICLE I – NAME

This organization shall be known as the A.T. Still University, Kirksville College
Osteopathic Medicine Student Chapter of the American College of Osteopathic
Neurologists and Psychiatrists (ACONP). The name shall officially be abbreviated NPC
(NEuroPsych Club).

ARTICLE II – PURPOSE

It is the purpose of the Student Chapter of the ACONP to represent aspiring osteopathic
neurologists, neurorsurgeon, neuroradiologists, and psychiatrists. This is accomplished
through the following activities:

1. Providing ATSU-KCOM students with early exposure to the fields of
   neurological and psychiatric medicine;
2. Stressing the understanding of osteopathic principles in relationship to disease
   in the practice of neurological and psychiatric medicine;
3. Affiliation with the American College of Osteopathic Neurologists and
   Psychiatrists to establish and maintain the highest educational, moral and
   ethical standards in the teaching and practice of neurological and psychiatric
   medicine;
4. Serving as a liaison with the ACONP for the provision of information on
   training and career opportunities in neurological and psychiatric medicine to
   osteopathic students;
5. Keeping members informed of the latest developments in the fields of
   neurological and psychiatric medicine.

ARTICLE III – MEMBERSHIP

Section 1 – Membership Requirements

To become/remain a member of the NPC one must meet the following minimum
requirements:
1. Be an ATSU-KCOM student in good standing;
2. Be/remain in good standing with the NPC;
3. Pay membership dues annually each academic year;
4. Participate in one fundraising or community service project per academic
   year.

Section 2 – Revocation of Membership

Any member(s) may be terminated for cause. Sufficient cause for termination
shall be violation of the Bylaws, and/or any conduct contrary to the interest of the
NPC. Termination of membership shall be based on three-fourths vote of the membership, provided that a statement of charges have been sent via certified mail to the last recorded address of the member(s) at least twenty (20) days prior to final action being taken thereon. This statement shall be accompanied by a notice of time and place of the meeting of NPC at which the charges shall be considered, and the member(s) shall have the opportunity to appear in person or be represented in order to present any defense to such charges before any action is taken.

ARTICLE IV – ELECTION OF OFFICERS

Section 1 – Nomination Procedure

-Election of officers shall take place at an annual meeting in April and in the fall for the First Year Representative.
-Nominations and elections shall be made by open floor nominations.
-All candidates will have the option of a short speech not to exceed two minutes.

Section 2 – Voting Procedure

-Elections will consist of a simple majority.
-Elections will be by hand vote unless action of the chapter dictates otherwise.
-In the event of an opening, the position will be filled at the next regular meeting.

ARTICLE V – OFFICERS

Section 1 – Officers

The officers shall consist of President, Vice President, Secretary, Treasurer, and First Year Representative. The chapter shall elect the officers by a majority vote at an annual meeting.

Section 2 – Executive Committee

Elected officers shall constitute an executive committee whose responsibilities are:

1. To carry out the purpose, general policies and program of this organization as efficiently as possible;
2. To organize and evaluate the yearly program of the chapter; to determine yearly the active members;
3. To evaluate and recommend the yearly dues;
4. To call the annual meeting for the election of officers and for the submitting of reports of the various activities of the year;
5. To be responsible for the continuance of this organization from year to year.

ARTICLE VI – DUTIES OF OFFICERS

Section 1 – President
1. The President shall be the principle elective officer of the organization, and shall conduct and preside at all meetings.
2. It shall be the President’s duty to call all meetings of the general membership and Executive Committee as to time and place.
3. He/she shall be the official spokesperson for the NPC.
4. He/she shall oversee all activities of the NPC.
5. Other duties as listed in the body of this document.

Section 2 – Vice President

1. The Vice President shall execute all duties assigned to him/her by the President.
2. He/she shall preside over meetings in the absence of the President.
3. He/she shall serve as an ex-officio member of all committees.
4. He/she shall recommend dismissal of a member or officer for not fulfilling all of his/her duties upon the approval of the Executive Committee.
5. Other duties as listed in the body of this document.

Section 3 – Secretary

1. The Secretary shall keep accurate and proper minutes of the meetings of the NPC, and give notice of all the meetings.
2. He/she shall be responsible for all correspondence.
3. He/she shall be responsible for tracking involvement in fundraising/service projects.

Section 4 – Treasurer

1. The Treasurer shall keep adequate and proper accounts of the funds and records of the NPC.
2. He/she shall cause to be deposited all monies and other valuables in the name and to the credit of the NPC with such depositories as may be designed by the Executive Committee.
3. He/she shall cause all disbursements to be made as authorized by the membership or Executive Committee.
4. He/she shall be responsible for collecting dues from the members of the NPC in the fall of each academic year.

Section 5 – First Year Representative

1. The First Year Representative shall attend all NPC meetings and make announcements to the first year class as necessary.
2. He/she shall act as the liaison between the first year class and the NPC.

ARTICLE VII – COMMITTEES

Committees of NPC shall be created/eliminated by the Executive Committee. It shall be the responsibility of the President to appoint the Chairperson and committee members
with approval of the Executive Committee. The committees shall be under the direction and supervision of the President. Committees that may be appointed include: programing, fundraising, and community service.

ARTICLE VIII – DUES

Dues will be set by majority of the membership and adjustments made when deemed necessary.

ARTICLE IX – MEETINGS

Section 1 – NPC Meetings

Meetings shall be held at a site and time as determined by the Executive Committee.

Section 2 – Quorum

50% of active members shall constitute a quorum.

Section 3 – Voting Privileges

Only members of the NPC in good standing shall have the privilege to vote. The Revised Roberts Rules of Parliamentary Procedure shall be followed as closely as the Executive Committee deems appropriate.

Section 4 – Order of Business

The order of business at the meeting of members shall be:
1. Call to order by President
2. President’s report
3. Vice President’s report
4. Secretary’s report
5. Treasurer’s report
6. Committee reports
7. Unfinished business
8. New business
9. Announcements
10. Educational Program
11. Adjournment can occur at any time upon a set time and place to reconvene

ARTICLE X – ADVISORS

The NPC shall have at least one advisor who is a KCOM faculty member and can serve as a liaison between the organization and the school administration. The advisor must be able to fulfill advisor duties as laid out in the KCOM Catalog.

ARTICLE XI – RISK MANAGEMENT
Section 1 – Alcohol Policy

The following policy must be adhered to at all NPC sponsored events:

1. No NPC funds will be allotted for the purchase of alcohol at NPC sponsored events.
2. Only beer and wine will be served by a contracted proprietor.
3. The sponsors will provide alternate beverages and food to be available throughout the event.
4. No outside alcohol may be brought into the event by anyone attending the event. Violation of this clause will result in expulsion from the event.
5. Alcohol service will be discontinued:
   a. One hour prior to the end of the event.
   b. To any individual who is obviously intoxicated.
   c. To any individual displaying either anti-social or aggressive behavior.
   d. At the discretion of the contracted proprietor.

Section 2 – Clinical Experiences

Any NPC member participating in a clinical experience through the NPC shall abide by all HIPAA privacy standards. He/she shall refrain from actively participating in the care of patients due to liability issues, but shall act solely as an observer in order to learn more about the fields of neurology and psychiatry.

ARTICLE XII – NON DISCRIMINATION

The NPC does not discriminate on the basis of race, color, religion, national origin, sex, gender, age, sexual preference, or disability.

ARTICLE XIII – AMENDMENTS

It is recognized that the needs of the NPC will change over time and this document may need to be amended. In the event that adjustments need to be made, they must be addressed at a meeting and brought to a vote by the chapter. A 2/3 majority shall be needed to ratify the document. Upon amending the document, the new statement shall be entered into record by the secretary and a copy shall be made available to the advisor and with the Student Affairs office.