ARTICLE 1- Name
The name of this organization shall be the Student Advocate Association to the A.T. Still University Missouri Campus.

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 Missouri Campus. 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 organization shall function as an affiliate of the Advocates 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 Missouri Campus does not deny membership on the basis of race, color, religion, national origin, gender, age, disability, citizenship, veteran status, sexual orientation, gender identity, or gender expression, except that a) an organization created primarily for religious purposes may restrict the right to vote or hold office to persons who subscribe to the organization’s statement of ??father??, and b) an organization may restrict membership based on the provisions of the Title IX of the Educational Amendments of 1972.

ARTICLE IV- Membership
1. A regular member of this organization shall be the significant other of a currently enrolled student of the A.T. Still University Missouri Campus and shall have paid full dues for the current year (Refer to Article V #1). 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 on the executive board and may be a delegate or alternate to the national and state conventions.

2. A supporting member of this organization shall be alumni of A.T. Still University Missouri Campus 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 A.T. Still University Missouri Campus 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 on the executive board nor be a delegate or alternate to the national or state conventions.

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 hold an officer position (i.e. cooking club, project night, exercise group, project night, SAA socials…), 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 Director). 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 A.T. Still University Missouri Campus 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 $10 annually. Supporting members who come to A.T. Still University Missouri Campus 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 executive officers shall be the President, First Vice President, Second Vice President, Treasurer, Recording Secretary, Communications Director, and Historian.

2. The elected first year representatives shall be the Masters of Biomedical Science Class representative (Biomed), Missouri School of Dentistry and Oral Health (MOSDOH) representative and Kirksville College of Osteopathic Medicine (KCOM) representative. Only a regular member in the first year of the representing program who has paid their dues by the September 25th deadline or otherwise been approved by the elections committee is eligible to hold the office as a first year representative and may be a delegate or alternate to the national and state conventions.

3. The officers shall perform the duties prescribed in the A.T. Still University Missouri Campus Student Advocate Association 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
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, coordinate the details for the AMAOPS and AAOA Conventions and continue relations with both organizations, 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 each First Year Representatives (Biomed, MOSDOH and KCOM) to represent their 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 executive board 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 supporting 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. It shall be the duty of the executive board and parliamentarian to:

   **A.** In March, distribute a letter to the general membership outlining the offices to be filled. The executive board and parliamentarian shall also distribute a letter of intent form. A member who is interested in running for an office must submit the form to the parliamentarian prior to the April meeting (exact deadline to be decided by parliamentarian). The executive board and parliamentarian will review the letters of intent to determine if the candidate(s) meet the eligibility requirements as set forth in the bylaws. A person can run for more than one office with a maximum of 3 offices.

   **B.** At the April meeting, the parliamentarian will present a slate of all eligible members who have submitted a letter of intent form. 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. Ballots will be counted by a non-partisan party and an advisor to the SAA. 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, and Communication Director 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 executive 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 executive officer from duty.

**ARTICLE IX- Meetings/Annual Events**

1. The regular meetings shall be held monthly with the months of June and July being optional.

2. A majority of 15 regular and/or supporting members present and voting shall constitute a quorum.

3. The Student Advocate Association may be represented in the Missouri Auxiliary House of Delegates by the SAA president if the have a significant other currently enrolled in the represent program, or an appointed alternate, who shall be a spouse/significant other, as approved by the Student Advocate Association.

4. A regular SAA member chosen to represent the Student Advocate Association at conventions (ie: AMAOPS and AAOA conventions…) must have a significant other currently enrolled at A.T. Still University Missouri campus to the represented program.

5. 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 A.T. Still University Missouri Campus Student Advocate Association. A quorum of fifteen regular and supporting voting members must be present at this special meeting in order to hold any vote.
6. 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.

7. 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 A.T. Still University Missouri Campus advisor and/or physician spouse advisor shall advise and support SAA each year by attending all board and regular meetings. The role of the advisors is to know the policies of A.T. Still University Missouri Campus, the AAOA, the AMAOPS, and SAA. It is the role of the advisor to share past SAA success and failures as needed, proved professional feedback and resolutions to the SAA president regarding issues which might be derogatory and would negatively reflect on the SAA, and A.T. Still University Missouri Campus.

2. The A.T. Still University Missouri Campus SAA advisor must have ATSU status in order for SAA to be sanctioned as a campus organization. The physician advisor shall be appointed by the A.T. Still University Missouri Campus SAA advisor and can maintain status for consecutive years or as deemed appropriate by the A.T. Still University Missouri Campus SAA advisor.

3. The SAA physician advisor sits on the AMAOPS board representing the A.T. Still University Missouri Campus Student Advocate Association and will represent as a delegate at the AMAOPS and AAOA meetings.

**ARTICLE XII- Risk Management Policy**

**Alcohol and Illegal Drugs:**
No member of the student advocate association shall take part in acts that are illegal and/or abusive as it relates to alcohol and drugs and/or activities that violate the rules of ATSU. If any member is found participating in such acts, we, the members, reserve the right to take all necessary actions to correct this behavior for the betterment of the organization.
The possession, use, and/or consumption of alcoholic beverages during any organization event, any event that an observer would associate with the University, or in any situation sponsored or endorsed by the SAA, must be in compliance with any and all applicable laws, policies, and regulations of the state, county, city, and ATSU. The unlawful possession, sale and/or use of any illegal drugs or controlled substances at any organization-sponsored event, or at any event that an observer would associate with the SAA, is strictly prohibited. The SAA shall not use or condone the use of alcoholic beverages/illegal drugs as part of their membership intake recruitment or education programs.

**Hazing:**
No member of the SAA shall take part in hazing activities, and if any member is found participating in such acts, we, the members, reserve the right to take all necessary actions to correct this behavior for the betterment of the organization.

Hazing activities are defined as (but not limited to): any action taken or situation created, intentionally, whether on or off organization premises or during organization functions, to produce mental or physical discomfort, embarrassment, harassment, or ridicule.

**Transportation and Travel:**
Members of the SAA shall strictly obey all applicable motor vehicle laws and rules of ATSU as it relates to transportation. Operators will ensure that vehicles are not overloaded and are driven in a safe manner. Rental vehicles shall be operated in accordance with rental contracts.

**Sexual Harassment and Abuse:**
The act of sexual harassment/abuse discrimination, in any form, is strictly prohibited by members of the SAA. No member shall take part in activities deemed sexual harassment and/or abuse discrimination, and if any member is found participating in such acts, we, the members, reserve the right to take all necessary actions to correct this behavior for the betterment of the SAA.

The SAA will not tolerate or condone any form of abusive or discriminatory behavior on the part of its members, whether physical, mental, or emotional in respect to sex, race, ethnicity, physical or emotional handicap, age, marital status, or sexual orientation. This includes any actions not limited to sexual assault, verbal harassment, or deemed demeaning to all.

Adapted, in part, from West Texas A&M University.
Any member who witnesses discriminatory behavior, or is informed of incidents of discrimination, sexual harassment, and/or related retaliation involving faculty, staff, or students should contact Lori Haxton, Vice President of Student Affairs, on the Missouri.

The following policy must be adhered to at all SAA sponsored and cosponsored events.

1. Alcohol Policy
   A. No SAA funds will be allotted for the purchase of alcohol at SAA sponsored or co-sponsored events.
   B. 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 university and civil laws. Members are responsible for their personal actions and must assume an obligation for their conduct. Should university or civil laws be broken, judicial action will be taken by the university and/or civil law enforcement agencies. When members violate the law of the community, the university will not protect them nor ask for special privileges because they are a student significant other. Misconduct would include but not be limited to:
   A. Theft, misappropriation of money, gambling, malicious destruction, damage or misuse of university or private property.
   B. Possession, use of, or trafficking in any narcotic or dangerous or unlawful drug.
   C. Intentional disruption of teaching or other university programs or activities whether conducted on or off campus.
   D. Emotional or physical abuse of anyone within or without the university.

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:
   A. Contact person.
   B. The components of the proposed event
   C. 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 given 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 SAA 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 ten percent of money fund raised for non-charitable purposes must be put into the existing endowment fund, The Student Advocate Association (SAA) Student Family Emergency Endowment or towards a new endowment.