ARTICLE I: NAME

The organization shall be known as the Student Osteopathic Medical Association (hereafter referred to as SOMA) at the Kirksville College of Osteopathic Medicine (hereafter referred to as KCOM). KCOM-SOMA shall abide by the standards set forth in the National SOMA Constitution.

ARTICLE II: AFFILIATION

Section I
KCOM-SOMA is a chapter of the National SOMA, which is headquartered at:
142 Ontario St. East
Chicago, IL, 60610
1-800-237-SOMA (7662)

ARTICLE III: OBJECTIVES

Section I
The objective of KCOM-SOMA shall be:

• To offer students a legitimate voice in shaping the future of osteopathic medicine and their respective specialty

• To improve the quality of health care delivery to the American people and the world

• To contribute to the welfare and education of osteopathic medical students

• To familiarize its members with the purpose and ideals of osteopathic medicine

• To establish lines of communication with other health science students and organizations

• To prepare its members to meet social, moral, and ethical obligations of the osteopathic profession

ARTICLE IV: MEMBERSHIP

Section I
Any current student at KCOM shall be eligible to become a member of KCOM-SOMA.

Section II
Any member may be run for an office or be positioned on a committee.
Section III
Dues shall be paid one time upon becoming a member of KCOM-SOMA. No further annual dues shall be required of a student during their tenure at KCOM.

Section IV
Any officer of KCOM-SOMA may be a voting member of the National House of Delegates during the spring and/or fall conventions of National SOMA. Only members who have paid dues may attend the national conventions and/or run for a national office.

ARTICLE V: OFFICERS

Section I
KCOM-SOMA executive offices shall consist of a President, Vice President, Secretary, Treasurer, and National Liaison Officer (NLO). These offices shall be collectively referred to as the Executive Board.

Section II
The members of KCOM-SOMA shall elect the Executive Board to execute the aforementioned objectives (Article III, Section I).

Section III
The KCOM-SOMA cabinet shall consist of one first year representative and one pre-SOMA representative held by two first year medical student KCOM-SOMA members. Each office of the cabinet shall be under the direction of and report to the KCOM-SOMA president. These members shall be collectively referred to as the Cabinet.

Section IV
The Executive Board shall oversee the Cabinet. The Cabinet will assist the Executive Board in executing the aforementioned objectives (Article III, Section I).

Section V
The Executive Board and Cabinet of KCOM-SOMA shall be responsible for all activities of KCOM-SOMA, ensuring that the Constitution and Bylaws are followed, and making any decisions that are needed to carry out operations of the organization.

ARTICLE VI: EXECUTIVE BOARD ELECTIONS

Section I
Any current KCOM-SOMA member shall be allowed to run for an Executive Board office. Members running for the Executive Board will be required to have completed at least first semester at KCOM-SOMA.

Section II
Elections for First Year Representative and Pre-SOMA Representative will be carried out during the fall semester before November 1st. The election for the positions of President, National Liaison
Section III
The President shall accept letters of intent via electronic copy from all candidates. The letters of intent will be presented to the KCOM-SOMA membership before the elections. Candidates may choose the content they would like to include for the letter, ensuring to include the candidates interest in running and applicable qualifications. Candidates will be encouraged to limit the document to one page maximum. Due date shall be posted upon the Executive Board’s discretion.

Section IV
The executive board will then announce the elections and present the letters of intent to the SOMA membership approximately one week before the elections.

Section V
The election of officers shall be held in an emailed confidential ballot at a time deemed most appropriate by the KCOM-SOMA executive board, but shall not be earlier than the start of the calendar year and shall be before the National SOMA Spring Convention.

Section VI
For each office, the candidate with the greatest number of votes and with >50% of the total votes shall be elected to that office. If no candidate receives >50% of the total votes, then a run-off election shall be held between the two candidates with the highest number of votes. The candidate with the highest number of votes after the run-off election shall be elected to the respective office. All members shall be permitted to vote, except the president.

Section VIII
A KCOM-SOMA member may be allowed to run for only one executive board position during the given elections.

Section IX
Newly elected executive board members shall be referred to as an Elect position, ex. President-Elect.

Section X
In the event of a tie, the president shall be allowed to vote to determine the winner of the election.

Section XI
The new executive board will represent KCOM-SOMA at the National SOMA Spring Convention. The President and NLO are highly recommended to attend and sit as two out of the four required voting members at the House of Delegates, National Spring Convention. The other voting members may be any of the other members of the executive board.

ARTICLE VII: CABINET ELECTIONS

Section I
Any current first year KCOM-SOMA member shall be allowed to run for the positions of First Year Representative and Pre-SOMA Representative.

Section II
Elections for the positions of First Year Representatives will be carried out at a time to be determined by the executive board during the Fall Semester. Instructions for running for office, including the duties of each office, will be made available to all KCOM-SOMA students before the election season begins.

Section III
The President shall accept letters of intent via electronic copy from all candidates. The letters of intent will be provided to the KCOM-SOMA Executive Board. Candidates may choose the content they would like to include for the letter, ensuring to include the candidates interest in running and applicable qualifications. Candidates will be encouraged to limit the document to one page maximum. Due dates shall be decided by the Executive Board.

Section IV
The election of the Cabinet shall be held during an Executive Bard meeting at a time deemed most appropriate by the KCOM-SOMA executive board during the fall semester but no later than November 1st.

Section V
Candidates will be chosen based on an open ballot by the Executive Board. Candidates must receive three out of five votes to be elected for the position. In the event of three or more candidates for a position are obtained and no candidates receives a majority vote, the candidates with least amount of votes will removed from the election. Voting will continue until a 3/5th majority is met.

Section VI
A KCOM-SOMA member may be allowed to run for only one cabinet position during the given elections.

Section IX
Newly elected cabinet members shall immediately take up their positions and all the given responsibilities pertaining to said positions.

ARTICLE VIII: DUTIES OF EXECUTIVE BOARD OFFICERS

Section I
The President shall

• Represent KCOM-SOMA at all administration and student group meetings and official functions of KCOM.

• Preside over meetings – Executive/Cabinet, General

• Prepare an agenda for meetings – Executive/Cabinet, General
• Prepare a general calendar for the academic year and delegate responsibilities to Executive Council and Cabinet members for specific events and activities

• Council with all KCOM-SOMA Executive Board officers and Cabinet members in direction of their duties and activities in carrying out the objectives of SOMA

• Keep records of activities and all correspondence

• Work with affiliated organizations, ex. SGA, AMSA, UAAO, AMA, etc.

• Keep KCOM administration up-to-date on SOMA activities and corresponds with all persons involved in assisting SOMA

• Offer insight to all other job requirements herein

• Act as a voting delegate at the National House of Delegates

• Keep abreast of national activities, maintains communication with presidents and NLOs from other chapters, and advocates convention and SOMA participation

Section II
The National Liaison Officer (NLO) shall

• Be responsible for all communications with National SOMA

• Organize and lead the events to take place during National Osteopathic Medicine (NOM) Month

• Ensure that the National SOMA convention reports are turned in to the Regional Trustee

• Keep abreast of national activities to inform the KCOM-SOMA chapter

• Work directly with the President in informing members of scholarships, preceptorships, and benefits

• Act as a Voting Delegate to the House of Delegates, and shall report a summary of activities to the membership at General meetings

• Assist with all meetings – Executive Board/Cabinet, General

• Offer assistance for all SOMA sponsored campus and community activities as needed

Section III
The Vice President shall

• In the absence of the President, act as President
• Work directly with the President to maintain the efficient functioning of the organization
• Oversee all committees and preside over all committee meetings
• Assist the President and other members of the Executive Board in completing their duties
• Assist with all meetings – Executive Board/Cabinet, General
• Keeps the general membership abreast of all current committee activities
• Offer assistance for all SOMA sponsored campus and community activities as needed

Section IV
The Treasurer shall
• Collect and mail dues to National SOMA
• Make all deposits and keep current a record of all KCOM-SOMA expenditures
• Give a financial report at the KCOM-SOMA Executive Board meeting
• Distribute reimbursements
• Attend SGA Presidents’ meetings with the President
• Compile all financial reports at the conclusion of each academic year
• Be in charge of organizing National Convention travel and accommodations
• Maintain contact with the National SOMA Treasurer
• Assist with all meetings – Executive Board/Cabinet, General
• Offer assistance for all SOMA sponsored campus and community activities as needed

Section V
The Secretary shall
• Keep records of activities and all correspondence
• Take minutes and attendance at all meetings – Executive/Cabinet, General
• Notify students of general meetings through email or announcements.
• Maintain membership lists on an excel file (Article VIII, Section I)
• Insure that the general membership is aware of all KCOM-SOMA business by making the minutes accessible to all members

• Work with the NLO and President to report membership statistics to the national office

• Head up any grant proposal or writing tasks

• Assist with all meetings – Executive Board/Cabinet, General

• Offer assistance for all SOMA sponsored campus and community activities as needed

ARTICLE IX: DUTIES OF CABINET MEMBERS

Section I
The First Year Representative shall

• Serve as the lead coordinator for the SOMA region III service project

• Offer assistance for all SOMA sponsored campus and community activities as needed

Section II
The Pre-SOMA Representative shall

• Serve as the liaison between the SOMA chapter and the pre-SOMA chapter at Truman State University

• Will coordinate at least one activity between the chapters to foster a relationship between medical and pre-medical students

• Offer assistance for all SOMA sponsored campus and community activities as needed

ARTICLE X: TENURE OF OFFICE

Section I
The term of office for any of the Executive Board officers shall be a period of one year. The term will commence at the start of the National SOMA Spring Convention and end at the start of the National SOMA Convention the following spring.

Section II
The term of office for any of the Cabinet officers shall be a period of one academic year. The term for a student holding the office will commence at the time of election to the office during the fall semester at KCOM and end upon election of the new cabinet members the following year.

Section III
In case the President will be off campus for any particular time, the Vice President will take over the aforementioned responsibilities (Article VII, Section I)
Section IV
In case any Executive Board officer is not meeting their responsibilities aforementioned they will need to be reported to the Regional Trustee III, National SOMA. In case any Cabinet member is not meeting their responsibilities aforementioned the Executive Board will need to confirm this by a vote and proceed with appropriate re-appointing procedures.

ARTICLE XI: TIME AND PLACE OF MEETING

Section I
The Executive Board shall designate the time and place of all meetings of KCOM-SOMA. There shall be at least one general meeting per quarter in addition to an annual elections meeting.

Section II
The President or any other Executive Board officer can call a meeting whenever he/she deems it necessary.

Section III
General meetings cannot be scheduled at times when SGA meetings are held.

Section IV
The president shall be in charge of delegating responsibilities for all meetings to the executive board officers or cabinet officers. The president shall be in charge of overseeing all meetings.

ARTICLE XII: PROCEDURES OF GENERAL MEETINGS

Section I
The order of business and agenda for all KCOM-SOMA general meetings shall be determined in advance by the executive board.

Section II
All decisions made by the general membership shall require the approval of the majority of those members present.

ARTICLE XIII: AMENDMENTS AND BYLAWS

Section I
Any member of KCOM-SOMA may propose amendments to these bylaws.

Section II
All amendments to the bylaws must be written by the proposing member and introduced to the executive board.

Section III
The executive board shall distribute the proposed amendment to the membership at least two weeks prior to a vote of its ratification.

Section IV
All pending amendments shall be voted upon by the body of KCOM-SOMA during a quarterly meeting or as deemed appropriate by the executive board.

Section V
The president shall not vote on any amendments, but may vote for an amendment in the event of a tie.

**ARTICLE XIV: NATIONAL LIAISONS, COMMITTEES, AND COMMITTEE CHAIRS**

Section I
The Executive Board of KCOM-SOMA, by a simple majority vote, shall create all necessary committees and appoint and remove their respective chairpersons as deemed necessary.

Section II
The Executive Board of KCOM-SOMA, by a simple majority vote, shall create and appoint any necessary National Liaisons as deemed necessary.

Sections III
National Liaisons and Committee Chairs shall communicate directly with corresponding National SOMA Board Positions.

Section IV
Committee Chairs shall report directly to the Vice President. National Liaisons shall report directly to the National Liaison Officer.

**ARTICLE XV: FACULTY ADVISOR**

Section I
KCOM-SOMA shall select a faculty advisor who shall serve as a liaison between the members, National SOMA, the faculty, and the administration. The faculty advisor shall be a member of the faculty and/or administration.

**ARTICLE XVI: FUNDING**

Section I
The Executive Board, at the onset of their tenure in office, shall create an annual budget.

Section II
Any expenditure needs the approval of the Treasurer.

Section III
All expenditures made must help in accomplishing the objectives of KCOM-SOMA as stated in Article III, Section I.

Section IV
The executive board shall be responsible for organizing all fundraisers and events in order to accrue funds for KCOM-SOMA events and activities.
Section V
Distribution of aid to help offset the costs of membership attendance to conventions shall be determined by the Executive Board based upon the following criteria in order of importance:

• Availability of funding

• Person is an Executive Board officer

• Person is a Cabinet officer

• Person is interested in running for a National Office

• Person is a member in good standing of KCOM-SOMA

Section VI
Final decisions regarding distribution of aid for SOMA members wishing to attend national conferences and events shall be determined by the executive board after considering the criteria set forth in Article XV, Section III. The decision shall be made by a simple majority vote.

ARTICLE XVII: COMMUNICATION

Section I
All Executive Board officers need to CC: all communications within the Executive Board to the entire Executive Board.

Section II
The President will relay all communications upon his/her discretion to the KCOM-SOMA Advisor and Assistant Dean of Student Affairs.

Section III
The National Liaison Officer and President will CC: to each other all communications to National Board members.

Section IV
The Cabinet shall CC: all communications to the President.

Approved on 05/03/2013 by

Traci Kristofik, President
Katy Modlin, National Liaison Officer
Trevor Taylor, Vice President
Mark Joseph Lanuza, Treasurer
Chelsie Cain, Secretary