

Revised November 13, 2008

BYLAWS  
of the  
STUDENT ASSOCIATION  
Of the  
AMERICAN COLLEGE OF OSTEOPATHIC FAMILY PHYSICIANS  
(SAACOFPP)

ARTICLE I

National Student Executive Board

Section 1 – Creation and Authority

The duly elected officers of the Student Association of the American College of Osteopathic Family Physicians shall constitute the National Student Executive Board. The authority of the Student Association of the American College of Osteopathic Family Physicians shall be vested in, exercised, conducted and controlled by the National Student Executive Board, which shall be subject to the Constitution and Bylaws of the American College of Osteopathic Family Physicians and the Bylaws contained herein.

Section 2 – Composition of the National Student Executive Board

Only members of the Student Association of the American College of Osteopathic Family Physicians may become members of the National Student Executive Board. The National Student Executive Board shall consist of: President, Vice-President, Secretary, and Parliamentarian.

Section 3 – Elections

A. Any student wishing to run for a national officer position may nominate themselves for one position by submitting their Curriculum Vitae and a letter of intent for the desired office a minimum of 24 hours prior to the national officer elections. These materials will be posted 24 hours prior to the elections for review by the SAACOFPP chapter delegates.

B. At the annual Spring National Convention of the American College of Osteopathic Family Physicians, the officers of the National Student Executive Board shall be elected from the student membership of the American College of Osteopathic Family Physicians by the delegates from each local SAACOFPP chapter seated in the Congress of Delegates.

C. The officers hereinbefore designated shall be elected by secret ballot or by show of hands (if desired by the delegates).

47 E. A majority of all delegates present at the Spring National Convention of the American  
48 College of Osteopathic Family Physicians shall be required for election of a National officer. In  
49 case of the absence of any candidate receiving a majority vote, a run-off election shall be held  
50 between the two (2) candidates with the most votes for that office. Provisions will be made in  
51 extenuating circumstances as determined by the Executive Board.

52

53 F. The order of elections shall be president, vice president, secretary, and parliamentarian.

54

55 G. Unelected candidates may not run for subsequent offices.

56

#### 57 Section 4 – Quorum

58

59 A simple majority of the duly elected members of the National Student Executive Board shall  
60 constitute a quorum.

61

#### 62 Section 5 – Vacancies

63

64 Vacancies occurring in the National Student Executive Board shall be filled by a majority vote of  
65 the remaining members of the National Student Executive Board, and the person so appointed  
66 shall hold office until a successor is elected at the Spring National Convention of the American  
67 College of Osteopathic Family Physicians.

68

#### 69 Section 6 – Powers

70

71 The powers of the National Student Executive Board are:

72

73 A. To conduct, manage and oversee the business and affairs of the Student Association of  
74 the American College of Osteopathic Family Physicians.

75

76 B. To formulate rules and regulations, projects, ideas and concepts for approval by the  
77 student membership consistent with the Constitution and Bylaws of the American  
78 College of Osteopathic Family Physicians for the guidance of the National student  
79 officers and student members of the Student Association of the American College of  
80 Osteopathic Family Physicians.

81

#### 82 Section 7 – Duties

83

84 The duties of the National Student Executive Board are:

85

86 A. To oversee the proper performance of those constitutive duties of all SAACOFB chapter  
87 officers and committees.

88

89 B. To present to the Board of Governors of the American College of Osteopathic Family  
90 Physicians any unresolved problems arising within the Student Association of the  
91 American College of Osteopathic Family Physicians pertinent to the welfare of said  
92 Association or the American College of Osteopathic Family Physicians.

- 93  
94 C. To consider all recommendations from all local SAACOFPP chapters.  
95  
96 D. To present to the Board of Governors of the American College of Osteopathic Family  
97 Physicians a quarterly summary of its activities, so prepared by the Secretary and  
98 approved by the National Student Executive Board.  
99  
100 E. To prepare a quarterly report for submission to the American College of Osteopathic  
101 Family Physicians Journal, so prepared by the National Secretary and approved by the  
102 National Student Executive Board.

103  
104 Section 8 – Meetings

- 105  
106 A. The President or any two (2) other members of the National Student Executive Board  
107 may call a meeting of the National Student Executive Board and written notice of such  
108 meeting shall be sent to all members of the National Student Executive Board by the  
109 President or the Secretary.  
110  
111 1. Not less than two (2) days prior to said meeting, when such meeting is a phone  
112 conference call meeting.  
113  
114 2. Not less than thirty (30) days prior to said meeting when the desired meeting  
115 requires physical attendance at either the central ACOFP office at the  
116 Membership Committee meeting or ACOFP Annual Convention.  
117  
118 B. Meetings of the National Student Executive Board shall be confined to matters pertaining  
119 to the Student Association of the American College of Osteopathic Family Physicians  
120 and the Secretary shall keep minutes of these meetings.

121  
122 ARTICLE II

123  
124 National Officers

125  
126 Section 1 – Officers

127  
128 The officers of the National Student Executive Board of the Student Association of the American  
129 College of Osteopathic Family Physicians shall be: President, Vice-President, Secretary, and  
130 Parliamentarian. The President and Secretary shall be members of the third year class or fourth  
131 year class (as defined by the academic year following the Spring National Convention of the  
132 American College of Osteopathic Family Physicians at which they are elected). The Vice-  
133 President shall be a member of the third year class (as defined by the academic year following  
134 the Spring National Convention of the American College of Osteopathic Family Physicians at  
135 which they are elected). The Parliamentarian shall be a member of the second year class (as  
136 defined by the academic year following the Spring National Convention of the American College  
137 of Osteopathic Family Physicians at which he/she was elected).  
138

139 Section 2 – Term and Tenure

140  
141 The officers of the National Student Executive Board shall be elected by the delegates from each  
142 SAACOFPP chapter seated in the Congress of Delegates and they shall hold office for a term of  
143 one (1) year. The term shall start upon officer installation at the Spring National convention of  
144 the American College of Osteopathic Family Physicians and shall end at the next Spring  
145 National Convention of the American College of Osteopathic Family Physicians, at which time,  
146 new officers will be elected.

147  
148 Section 3 – Delegates to the Congress of Delegates of SAACOFPP

149  
150 The delegates from each local SAACOFPP chapter shall be the outgoing chapter President and the  
151 President-Elect or their designees (so designated in writing). Each local SAACOFPP chapter shall  
152 have two voting delegates seated in the Congress of Delegates.

153  
154 Section 4 – Powers and Duties of the National President shall be:

- 155
- 156 A. To preside at all meetings of the National Student Executive Board and of the general  
157 membership of the Student Association of the American College of Osteopathic Family  
158 Physicians.
  - 159
  - 160 B. Together with the National Secretary, to execute all documents and instruments in the  
161 name of, and on behalf of, the Student Association of the American College of  
162 Osteopathic Family Physicians subject to the approval of the National Student Executive  
163 Board and Board of Governors of the American College of Osteopathic Family  
164 Physicians.
  - 165
  - 166 C. To cause a permanent record of his/her official acts to be recorded in the minute book of  
167 the Student Association of the American College of Osteopathic Family Physicians and  
168 shall be subject to the right of inspection by any member of the Student Association of  
169 the American College of Osteopathic Family Physicians and Board of Governors of the  
170 American College of Osteopathic Family Physicians.
  - 171
  - 172 D. To have charge of and general management of the affairs and business matters of the  
173 Student Association of the American College of Osteopathic Family Physicians, subject  
174 to the advice and authority of the National Student Executive Board.
  - 175
  - 176 E. To discharge all other duties as may be required of him/her by the National Student  
177 Executive Board of the Student Association of the American College of Osteopathic  
178 Family Physicians.
  - 179
  - 180 F. To serve on a National Committee of ACOFP, as appointed by the President of ACOFP,  
181 participating in all committee meetings, and presenting quarterly reports to the National  
182 Student Executive Board.
- 183

184 G. To prepare a report to be given to the Student Delegates of SAACOFPP to be given at the  
185 student breakfast at the annual meeting of the ACOFP.  
186

187 Section 5 – Powers and Duties of the National Vice-President shall be:  
188

189 A. To perform all duties of the National President if at any time the National President-Elect  
190 shall be unable to act, the National Vice-President shall take the President’s place and be  
191 vested with the powers and perform all the duties of the National President.  
192

193 B. To serve on a National Committee of ACOFP as appointed by the President of ACOFP,  
194 participating in all committee meetings, and presenting quarterly reports to the National  
195 Student Executive Board.  
196

197 Section 6 – Powers and Duties of the National Secretary shall be:  
198

199 A. To keep all the records required by the National Student Executive Board  
200

201 B. To maintain complete rosters of all local SAACOFPP chapter executive boards.  
202

203 C. To take and maintain minutes of the proceedings of the National Student Executive  
204 Board and the minutes of the Student Association of the American College of  
205 Osteopathic Family Physicians of the annual meeting.  
206

207 D. To perform all duties which pertain to this office and which are required by the National  
208 Student Executive Board.  
209

210 E. If at any time the National President and the National Vice-President shall be unable to  
211 act, the Secretary shall take the place of the National President and be vested with the  
212 powers and perform all the duties of the National President.  
213

214 F. Together with the National President, to execute all documents and instruments in the  
215 name of, and on behalf of, the Student Association of the American College of  
216 Osteopathic Family Physicians subject to the approval of the National Student Executive  
217 Board and Board of Governors of the American College of Osteopathic Family  
218 Physicians.  
219

220 G. To present to the Board of Governors of the American College of Osteopathic Family  
221 Physicians a quarterly summary of its activities, so prepared by the Secretary and  
222 approved by the National Student Executive Board.  
223

224 H. To prepare a quarterly report for submission to the American College of Osteopathic  
225 Family Physicians Journal, so prepared by the National Secretary and approved by the  
226 National Student Executive Board.  
227

228 I. To serve on a National Committee of ACOFP as appointed by the President of ACOFP,  
229 participating in all committee meetings, and presenting quarterly reports to the National  
230 Student Executive Board.  
231

232 Section 7 – Powers and Duties of the National Parliamentarian shall be:  
233

234 A. To maintain order at any of the meetings of the Student Association of the American  
235 College of Osteopathic Family Physicians as dictated by Robert’s Rules of Order (newly  
236 revised).  
237

238 B. To perform those duties required by him/her by the National Student Executive Board.  
239

240 C. If at any time, the National President, National Vice-President or National Secretary shall  
241 be unable to act, the Parliamentarian shall take the place of the National President and be  
242 vested with the powers and perform all the duties of National President.  
243

244 D. To serve on a National Committee of ACOFP as appointed by the President of ACOFP,  
245 participating in all committee meetings, and presenting quarterly reports to the National  
246 Student Executive Board.  
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253 ARTICLE III

254 National Committees  
255

256 Section 1 – Composition  
257

258 The Chairs and members of each committee created or authorized by these Bylaws shall be  
259 appointed by the National President with the approval of the National Student Executive Board.  
260  
261

262 Section 2 – Duties  
263

264 The members of each committee shall determine the goals and policies of their respective  
265 committees, and the committees shall keep a record of their activities and report these activities  
266 to the National President on a quarterly basis.  
267

268 ARTICLE IV

269 Local SAACOFPP Chapters  
270

271 Section 1 – Composition of the Board  
272  
273

274 Only members of the Student Association of the American College of Osteopathic Family  
275 Physicians may become officers on the local SAACOFPP Executive Board. The local Executive  
276 Board shall consist of: President, Vice-President, Secretary, Treasurer, and officers elect.  
277

278 Section 2 – Elections  
279

280 The local officers hereinbefore designated shall be elected as follows:  
281

282 A. Nominating Committee: Local Chapters shall have a nominating committee composed of  
283 the outgoing chapter officers, unless an outgoing officer is nominated for a chapter office.  
284 Applications for nomination shall be delivered to the nominating committee no less than two  
285 weeks prior to elections. Applications shall be posted for review by the chapter membership  
286 no less than one week prior to elections.  
287

288 B. President-Elect shall be elected by the last week of January prior to the Spring National  
289 Convention of the American College of Osteopathic Family Physicians. Local Chapters  
290 must notify the National ACOFP office of the newly elected President-elect no later than  
291 January 31<sup>st</sup>. The President-elect should make all efforts possible to attend the Spring  
292 National Convention of the ACOFP so they may attend SAACOFPP meetings,  
293 educational, and leadership seminars. The president-elect shall be installed to office at  
294 the Spring National Convention of ACOFP, at which time his or her term of office shall  
295 commence.  
296

297 C. Vice-President, Secretary, and Treasurer shall be elected by the last week of January prior  
298 to the Spring National Convention of the American College of Osteopathic Family  
299 Physicians. Local Chapters must notify the National ACOFP office of the newly elected  
300 vice-president and secretary/treasurer no later than January 31<sup>st</sup>. The officers-elect  
301 should make all efforts possible to attend the Spring National Convention of the ACOFP  
302 to attend SAACOFPP meetings, educational and leadership seminars. The officers-elect  
303 shall be installed to office at the Spring National Convention of ACOFP, at which time  
304 his or her term of office shall commence.  
305

306 D. The local SAACOFPP membership shall elect their local SAACOFPP Executive Board by a  
307 show of hands or by secret ballot as desired by the membership.  
308

309 E. A majority vote of all local SAACOFPP members present shall be required for election of  
310 any officer. In the case of the absence of any candidate receiving a majority vote, a run-  
311 off election shall be held between the two (2) candidates with the most votes for any  
312 office.  
313

314 Section 3 – Duties  
315

316 The local SAACOFPP chapter must prepare monthly and an annual report of local chapter  
317 activities, which shall be sent to the chapter's liaison and the National Secretary of SAACOFPP.  
318

319 Section 4 – Local SAACOFPP chapters shall be subject to the Constitution and Bylaws of the  
320 Student Association of the American College of Osteopathic Family Physicians as well as those  
321 of the American College of Osteopathic Family Physicians.

322  
323 ARTICLE V

324  
325 Dues

326  
327 Section 1 – The SAACOFPP chapters shall not charge dues for membership in the Student  
328 Association of the American College of Osteopathic Family Physicians.

329  
330 Section 2 – The individual local SAACOFPP chapters may charge a local chapter assessment fee  
331 for purposes of chapter functions. The assessment fee shall be determined by individual  
332 SAACOFPP chapters.

333  
334 ARTICLE VI

335  
336 Meetings

337  
338 Section 1 – The order of business of all meetings shall conform to Robert’s Rules of Order  
339 (newly revised) unless otherwise provided by the Constitution and Bylaws of the Student  
340 Association of the American College of Osteopathic Family Physicians.

341  
342 ARTICLE VII

343  
344 Anti-Discrimination

345  
346 Section 1 – The National Student Executive Board or the Local SAACOFPP chapters shall not  
347 refuse membership on the basis of race, religion, color, sex, sexual preference, disability,  
348 national origin or creed.

349  
350 ARTICLE VIII

351  
352 Amendments

353 Section 1 – The Student Association of the American College of Osteopathic Family Physicians  
354 shall have the right to amend its Bylaws, make additions thereto, repeal the same or adopt new  
355 Bylaws; with the provision that such Bylaws or amendments do not conflict with the  
356 Constitution and Bylaws of the American College of Osteopathic Family Physicians and are  
357 approved by the Board of Governors of the American College of Osteopathic Family Physicians.

358  
359 Section 2 – Written notice of the proposed amendments must be submitted to the National  
360 President and National Secretary of SAACOFPP sixty (60) days prior to the spring national  
361 convention of the American College of Osteopathic Family Physicians. These Amendments will  
362 then be disbursed to all local SAACOFPP chapters and submitted to ACOFP Board of Governors.

363

364 Section 3 – The Bylaws of the Student Association of the American College of Osteopathic  
365 Family Physicians shall be amended, repealed or added to only by a majority vote of the  
366 Delegates of the Congress of Delegates of SAACOF. Amendments approved by said process  
367 must receive final approval by the Board of Governors of ACOFP before they become effective.

368  
369 Revised March 19, 2004