

1 BYLAWS  
2 of the  
3 STUDENT ASSOCIATION  
4 Of the  
5 AMERICAN COLLEGE OF OSTEOPATHIC FAMILY PHYSICIANS  
6 (SAACOFPP)  
7

8 ARTICLE I  
9

10 National Student Executive Board  
11

12 Section 1 – Creation and Authority  
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14 The duly elected officers of the Student Association of the American College of Osteopathic  
15 Family Physicians shall constitute the National Student Executive Board. The authority of the  
16 Student Association of the American College of Osteopathic Family Physicians shall be vested  
17 in, exercised, conducted and controlled by the National Student Executive Board, which shall be  
18 subject to the Constitution and Bylaws of the American College of Osteopathic Family  
19 Physicians and the Bylaws contained herein.  
20

21 Section 2 – Composition of the National Student Executive Board  
22

23 Only members of the Student Association of the American College of Osteopathic Family  
24 Physicians may become members of the National Student Executive Board. The National  
25 Student Executive Board shall consist of: President, Vice-President, Secretary, and  
26 Parliamentarian.  
27

28 Section 3 – Elections  
29

30 A. Any student wishing to run for a national officer position may nominate themselves for one  
31 position by submitting their Curriculum Vitae and a letter of intent for the desired office a  
32 minimum of 24 hours prior to the national officer elections. These materials will be available 24  
33 hours prior to the elections for review by the SAACOFPP chapter delegates.  
34

35 B. At the annual Spring National Convention of the American College of Osteopathic Family  
36 Physicians, the officers of the National Student Executive Board shall be elected from the  
37 student membership of the American College of Osteopathic Family Physicians by the  
38 chapter delegates from each SAACOFPP chapter. Each SAACOFPP chapter will be given two  
39 votes.  
40

41 C. The officers hereinbefore designated shall be elected by secret ballot.  
42

43 D. A majority of all delegates present at the Spring National Convention of the American  
44 College of Osteopathic Family Physicians shall be required for election of a National officer. In  
45 case of the absence of any candidate receiving a majority vote, a run-off election shall be held

46 between the two (2) candidates with the most votes for that office. Provisions will be made in  
47 extenuating circumstances as determined by the Executive Board.

48  
49 E. The order of elections shall be president, vice president, secretary, and parliamentarian.

50  
51 F. Unelected candidates may not run for subsequent offices in the same election.

52  
53 Section 4 – Quorum

54  
55 A simple majority of the duly elected members of the National Student Executive Board shall  
56 constitute a quorum.

57  
58 Section 5 – Vacancies

59  
60 Vacancies occurring in the National Student Executive Board shall be filled by a majority vote of  
61 the remaining members of the National Student Executive Board, and the person so appointed  
62 shall hold office until a successor is elected at the Spring National Convention of the American  
63 College of Osteopathic Family Physicians.

64  
65 Section 6 – Powers

66  
67 The powers of the National Student Executive Board are:

68  
69 A. To conduct, manage and oversee the business and affairs of the Student Association of  
70 the American College of Osteopathic Family Physicians.

71  
72 B. To formulate rules and regulations, projects, ideas and concepts for approval by the  
73 student membership consistent with the Constitution and Bylaws of the American  
74 College of Osteopathic Family Physicians for the guidance of the National student  
75 officers and student members of the Student Association of the American College of  
76 Osteopathic Family Physicians.

77  
78 Section 7 – Duties

79  
80 The duties of the National Student Executive Board are:

81  
82 A. To oversee the proper performance of those constitutive duties of all SAACOFPP chapter  
83 officers and committees.

84  
85 B. To present to the Board of Governors of the American College of Osteopathic Family  
86 Physicians any unresolved problems arising within the Student Association of the  
87 American College of Osteopathic Family Physicians pertinent to the welfare of said  
88 Association or the American College of Osteopathic Family Physicians.

89  
90 C. To consider all recommendations from all local SAACOFPP chapters.

91

- 92 D. To present to the Board of Governors of the American College of Osteopathic Family  
93 Physicians a quarterly summary of its activities, so prepared by the Secretary and  
94 approved by the National Student Executive Board.  
95
- 96 E. To prepare a quarterly report for submission to the American College of Osteopathic  
97 Family Physicians Journal, so prepared by the National Secretary and approved by the  
98 National Student Executive Board.  
99

100 Section 8 – Meetings  
101

- 102 A. The President or any two (2) other members of the National Student Executive Board  
103 may call a meeting of the National Student Executive Board and written notice of such  
104 meeting shall be sent to all members of the National Student Executive Board by the  
105 President or the Secretary.  
106
- 107 1. Not less than two (2) days prior to said meeting, when such meeting is a phone  
108 conference call meeting.  
109
- 110 2. Not less than thirty (30) days prior to said meeting when the desired meeting  
111 requires physical attendance at either the central ACOFP office at the  
112 Membership Committee meeting or ACOFP Annual Convention.  
113
- 114 B. Meetings of the National Student Executive Board shall be confined to matters pertaining  
115 to the Student Association of the American College of Osteopathic Family Physicians  
116 and the Secretary shall keep minutes of these meetings.  
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120 ARTICLE II  
121

122 National Officers  
123

124 Section 1 – Officers  
125

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

138 Section 2 – Term and Tenure

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

146

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

148

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

152

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

154

155 A. To preside at all meetings of the National Student Executive Board and of the general  
156 membership of the Student Association of the American College of Osteopathic Family  
157 Physicians.

158

159 B. Together with the National Secretary, to execute all documents and instruments in the  
160 name of, and on behalf of, the Student Association of the American College of  
161 Osteopathic Family Physicians subject to the approval of the National Student Executive  
162 Board and Board of Governors of the American College of Osteopathic Family  
163 Physicians.

164

165 C. To cause a permanent record of his/her official acts to be recorded in the minute book of  
166 the Student Association of the American College of Osteopathic Family Physicians and  
167 shall be subject to the right of inspection by any member of the Student Association of  
168 the American College of Osteopathic Family Physicians and Board of Governors of the  
169 American College of Osteopathic Family Physicians.

170

171 D. To have charge of and general management of the affairs and business matters of the  
172 Student Association of the American College of Osteopathic Family Physicians, subject  
173 to the advice and authority of the National Student Executive Board.

174

175 E. To discharge all other duties as may be required of him/her by the National Student  
176 Executive Board of the Student Association of the American College of Osteopathic  
177 Family Physicians.

178

179 F. To serve on a National Committee of ACOFP, as appointed by the President of ACOFP,  
180 participating in all committee meetings, and presenting quarterly reports to the National  
181 Student Executive Board.

182

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

243 D. To serve on a National Committee of ACOFP as appointed by the President of ACOFP,  
244 participating in all committee meetings, and presenting quarterly reports to the National  
245 Student Executive Board.  
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251  
252 ARTICLE III  
253

254 National Committees  
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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 Section 2 – Duties  
262

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

Local SAACOFPP Chapters

Section 1 – Composition of the Board

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

Section 2 – Elections

The local officers hereinbefore designated shall be elected as follows:

- A. Nominating Committee: Local Chapters shall have a nominating committee composed of the outgoing chapter officers, unless an outgoing officer is nominated for a chapter office. Applications for nomination shall be delivered to the nominating committee no less than two weeks prior to elections. Applications shall be posted for review by the chapter membership no less than one week prior to elections.
- B. President-Elect shall be elected by the last week of January prior to the Spring National Convention of the American College of Osteopathic Family Physicians. Local Chapters must notify the National ACOFP office of the newly elected President-elect no later than January 31<sup>st</sup>. The President-elect should make all efforts possible to attend the Spring National Convention of the ACOFP so they may attend SAACOFPP meetings, educational, and leadership seminars. The president-elect shall be installed to office at the Spring National Convention of ACOFP, at which time his or her term of office shall commence.
- C. Vice-President, Secretary, and Treasurer shall be elected by the last week of January prior to the Spring National Convention of the American College of Osteopathic Family Physicians. Local Chapters must notify the National ACOFP office of the newly elected vice-president and secretary/treasurer no later than January 31<sup>st</sup>. The officers-elect should make all efforts possible to attend the Spring National Convention of the ACOFP to attend SAACOFPP meetings, educational and leadership seminars. The officers-elect shall be installed to office at the Spring National Convention of ACOFP, at which time his or her term of office shall commence.
- D. The local SAACOFPP membership shall elect their local SAACOFPP Executive Board by a show of hands or by secret ballot as desired by the membership.
- E. A majority vote of all local SAACOFPP members present shall be required for election of any officer. In the case of the absence of any candidate receiving a majority vote, a run-off election shall be held between the two (2) candidates with the most votes for any office.

319 Section 3 – Duties

320

321 The local SAACOFPP chapter must prepare monthly and an annual report of local chapter  
322 activities, which shall be sent to the chapter’s liaison..

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

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## 328 ARTICLE V

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### 330 Dues

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

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335 Section 2 – The individual SAACOFPP chapters may charge members a participation fee per  
336 event. The participation fee shall be determined by individual SAACOFPP chapters.

337

## 338 ARTICLE VI

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### 340 Meetings

341

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

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## 346 ARTICLE VII

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### 348 Anti-Discrimination

349

350 Section 1 – The National Student Executive Board or the SAACOFPP chapters shall not refuse  
351 membership on the basis of race, religion, color, sex, sexual preference, disability, national  
352 origin or creed.

353

## 354 ARTICLE VIII

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### 356 Amendments

357

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

363

364 Section 2 – Written notice of the proposed amendments must be submitted to the National  
President and National Secretary of SAACOFPP sixty (60) days prior to the spring national

365 convention of the American College of Osteopathic Family Physicians. These Amendments will  
366 then be disbursed to all SAACOFPP chapters and submitted to ACOFP Board of Governors.

367

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

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