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

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 available 24 hours prior to the elections for review by the SAACOFP 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 chapter delegates from each SAACOFP chapter. Each SAACOFP chapter will be given two votes.

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

D. A majority of all delegates present at the Spring National Convention of the American College of Osteopathic Family Physicians shall be required for election of a National officer. In 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 that office. Provisions will be
made in extenuating circumstances as determined by the Executive Board.

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

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

Section 4 – Quorum

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

Section 5 – Vacancies

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

Section 6 – Powers

The powers of the National Student Executive Board are:

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

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

Section 7 – Duties

The duties of the National Student Executive Board are:

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

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

C. To consider all recommendations from all local SAACOFP chapters.
D. To present to the Board of Governors of the American College of Osteopathic Family Physicians a quarterly summary of its activities, so prepared by the Secretary and approved by the National Student Executive Board.

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

Section 8 – Meetings

A. The President or any two (2) other members of the National Student Executive Board may call a meeting of the National Student Executive Board and written notice of such meeting shall be sent to all members of the National Student Executive Board by the President or the Secretary.

1. Not less than two (2) days prior to said meeting, when such meeting is a phone conference call meeting.

2. Not less than thirty (30) days prior to said meeting when the desired meeting requires physical attendance at either the central ACOFP office at the Membership Committee meeting or ACOFP Annual Convention.

B. Meetings of the National Student Executive Board shall be confined to matters pertaining to the Student Association of the American College of Osteopathic Family Physicians and the Secretary shall keep minutes of these meetings.

ARTICLE II

National Officers

Section 1 – Officers

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

Section 2 – Term and Tenure

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

Section 3 – Delegates to the Congress of Delegates of SAACOFP

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

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

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

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

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

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

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

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

G. To prepare a report to be given to the Student Delegates of SAACOFP to be given at the student breakfast at the annual meeting of the ACOFP.

Section 5 – Powers and Duties of the National Vice-President shall be:
A. To perform all duties of the National President if at any time the National President-Elect shall be unable to act, the National Vice-President shall take the President’s place and be vested with the powers and perform all the duties of the National President.

B. To perform all duties which pertain to this office and which are required by the National Student Executive Board.

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

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

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

B. To maintain complete rosters of all local SAACOFP chapter executive boards.

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

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

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

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

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

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

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

B. To perform those duties required by him/her by the National Student Executive Board.
C. If at any time, the National President, National Vice-President or National Secretary shall be unable to act, the Parliamentarian shall take the place of the National President and be vested with the powers and perform all the duties of National President.

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

ARTICLE III

National Committees

Section 1 – Composition

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

Section 2 – Duties

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

ARTICLE IV

Local SAACOFP 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 SAACOFP Executive Board. The local Executive Board shall consist of: President, Vice-President, Secretary, Treasurer, and officers elect.

Section 2 – Elections

The local officers hereinafter 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 31st. The President-elect should make all efforts possible to attend the Spring National Convention of the ACOFP so they may attend SAACOFP 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 31st. The officers-elect should make all efforts possible to attend the Spring National Convention of the ACOFP to attend SAACOFP 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 SAACOFP membership shall elect their local SAACOFP Executive Board by a show of hands or by secret ballot as desired by the membership.

E. A majority vote of all local SAACOFP 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.

Section 3 – Duties

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

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

ARTICLE V

Dues

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

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

ARTICLE VI
Meetings

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

ARTICLE VII

Anti-Discrimination

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

ARTICLE VIII

Amendments

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

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

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

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