



BYLAWS of the
STUDENT ASSOCIATION of the
AMERICAN COLLEGE OF OSTEOPATHIC FAMILY PHYSICIANS
(Student Association of the ACOFP)

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 (NSEB). The authority of the Student Association of the ACOFP 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 ACOFP may become members of the National Student Executive Board. The National Student Executive Board shall consist of: President, Vice-President, Secretary, Chapter Outreach Director, 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, a professional headshot photograph 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 Student Association of the ACOFP chapter delegates.
- B. At the ACOFP Annual Convention and Scientific Seminars, the officers of the National Student Executive Board shall be elected from the student membership of the ACOFP by the chapter delegates from each Student Association of the ACOFP chapters. Each Student Association of the ACOFP chapter will be given up to two (2) votes.
- C. The officers hereinbefore designated shall be elected by secret ballot.
- D. A majority of all delegates present at the ACOFP Annual Convention and Scientific Seminars 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 National Student Executive Board.
- E. The order of elections shall be President, Vice President, Secretary, Chapter Outreach Director 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 ACOFP Annual Convention and Scientific Seminars.

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 ACOFP.
- B. To formulate rules and regulations, projects, ideas, and concepts for approval by the student membership consistent with the Constitution and Bylaws of the ACOFP for the guidance of the national student officers and student members of the Student Association of the ACOFP.

Section 7 – Duties

The duties of the National Student Executive Board are:

- A. To oversee the proper performance of those constitutive duties of all Student Association of the ACOFP chapter officers and committees.
- B. To present to the Board of Governors of the ACOFP any unresolved problems arising within the Student Association of the ACOFP pertinent to the welfare of said Association or the American College of Osteopathic Family Physicians.
- C. To consider all recommendations from all local Student Association of the ACOFP chapters.
- D. To present to the Board of Governors of the ACOFP a quarterly summary of its activities, so prepared by the 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 virtual.
 - 2. Not less than thirty (30) days prior to said meeting when the desired meeting requires physical attendance.
- B. Meetings of the National Student Executive Board shall be confined to matters pertaining to the Student Association of the ACOFP 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 ACOFP shall be: President, Vice-President, Secretary, Chapter Outreach Director 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 Annual Convention of the American College of Osteopathic Family Physicians at which they are elected). The Chapter Outreach Director and Parliamentarian shall be a member of the second-year class (as defined by the academic year following the ACOFP Annual Convention and Scientific Seminars at which they were elected).

Section 2 – Term and Tenure

The officers of the National Student Executive Board shall be elected by the delegates from each Student Association of the ACOFP 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 ACOFP Annual Convention and Scientific Seminars and shall end at the next ACOFP Annual Convention and Scientific Seminars, at which time, new officers will be elected.

Section 3 – Delegates to the Congress of Delegates of Student Association of the ACOFP

The delegates from each local Student Association of the ACOFP chapter shall be the outgoing chapter President and the President-Elect or their designees. Each Student Association of the ACOFP chapter shall have up to two (2) 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 ACOFP.
- 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 ACOFP subject to the approval of the National Student Executive Board and Board of Governors of the ACOFP.
- C. To cause a permanent record of his/her official acts to be recorded in the minute book of the Student Association of the ACOFP and shall be subject to the right of inspection by any member of the Student Association of the ACOFP and Board of Governors of the ACOFP.
- D. To have charge of and general management of the affairs and business matters of the Student Association of the ACOFP, subject to the advice and authority of the National Student Executive Board.
- E. To discharge all other duties as may be required of them by the National Student Executive Board of the Student Association of the ACOFP.
- F. May serve as a student representative on a national committee, task force or work group of the ACOFP, as appointed by the President of ACOFP.
- G. Oversee the student committees and ensure communication between the appropriate ACOFP national committees for any shared goals or activities.
- H. Prepares a report to be given to the Student Delegates of Student Association of the ACOFP at the Annual Meeting of the Student Association 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 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 until such time as the President is able to resume their duties.
- B. To perform all duties which pertain to this office, and which are required by the National Student Executive Board.
- C. May serve as a student representative on a national committee, task force or work group of the ACOFP, as appointed by the President of ACOFP.
- D. Participate as the NSEB liaison for assigned student committee and provide monthly reports to the NSEB.
- E. To participate in planning the National Service Project to be conducted during the ACOFP Annual Convention and Scientific Seminars.

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 Student Association of the ACOFP chapter executive boards.
- C. To take and maintain minutes of the proceedings of the National Student Executive Board and the Annual Meeting of the Student Association of the ACOFP.
- 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 ACOFP subject to the approval of the National Student Executive Board and Board of Governors of the ACOFP.
- G. May serve as a student representative on a national committee, task force or work group of the ACOFP, as appointed by the President of ACOFP.
- H. Participate as the NSEB liaison for assigned student committee and provide monthly reports to the NSEB.

Section 7 – Powers and Duties of the Chapter Outreach Director shall be:

- A. Acts as the point of contact for forming new chapters and revitalizing inactive chapters.
- B. Collaborate with the appropriate national committees to oversee the student membership engagement and recruitment.
- C. Assists the National Secretary with keeping and up-to-date record of all Local Chapter Presidents and respective officers.
- D. Participate as the NSEB liaison for assigned student committee and provide monthly reports to the NSEB.

- E. May serve as a student representative on a national committee, task force or work group of the ACOFP, as appointed by the President of ACOFP.

Section 8 – Powers and Duties of the National Parliamentarian shall be:

- F. To maintain order at any of the meetings of the Student Association of the ACOFP in accordance with the most current edition of Robert's Rules of Order (newly revised).
- G. To perform those duties required by the by the National Student Executive Board.
- H. If at any time, the National President, National Vice-President, National Secretary, or Chapter Outreach Director 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.
- I. May serve as a student representative on a national committee, task force or work group of the ACOFP, as appointed by the President of ACOFP.
- J. Participate as the NSEB liaison for assigned student committee and provide monthly reports to the NSEB.

ARTICLE III

National Committees of the Student Association of the ACOFP

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 charges of their respective committees, and the committees shall keep a record of their activities and the Student Board Liaison shall report these activities to the National President on a monthly basis.

ARTICLE IV

Local Chapters of the Student Association of the ACOFP

Section 1 – Composition of the Board

Only members of the Student Association of the ACOFP may become officers on the Local Chapters of the Student Association of the ACOFP Executive Board. The Local Chapter Executive Board shall consist of: President, Vice-President, Secretary, Treasurer, and officers elect.

Section 2 – Elections

The Local Chapter 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 A ACOFP Annual Convention and Scientific Seminars. Local Chapters must notify the National ACOFP office of the newly elected President-elect no later than February 15. The President-elect should make all efforts possible to attend the ACOFP Annual Convention and Scientific Seminars so they may attend Student Association of the ACOFP meetings, educational, and leadership seminars. The president-elect shall be installed to office at the ACOFP Annual Convention and Scientific Seminars, at which time their term of office shall commence.
- C. Vice-President, Secretary, and Treasurer shall be elected by the end of February prior to the ACOFP Annual Convention and Scientific Seminars. Local Chapters must notify the National ACOFP office of the newly elected vice-president and secretary/treasurer no later than February 15. The officers-elect should make all efforts possible to attend the ACOFP Annual Convention and Scientific Seminars to attend Student Association of the ACOFP meetings, educational and leadership seminars. The officers-elect shall be installed to office at the ACOFP Annual Convention and Scientific Seminars, at which time their term of office shall commence.
- D. The Local Chapters of the Student Association of the ACOFP membership shall elect their Local Chapter Executive Board by a majority vote.
- E. A majority vote of all Local Chapter Student Association of the ACOFP 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 Chapter Student Association of the ACOFP must prepare monthly and annual reports of local chapter activities, which shall be submitted to the ACOFP Staff Liaison.

Section 4 – Local Chapter Student Association of the ACOFP shall be subject to the Constitution and Bylaws of the Student Association of the ACOFP as well as those of the ACOFP.

ARTICLE V

Dues

Section 1 – Local Chapters of the Student Association of the ACOFP shall not charge dues for membership in the Student Association of the ACOFP.

Section 2 – Local Chapters of the Student Association of the ACOFP may charge members a participation fee per event, if deemed necessary. The participation fee shall be determined by individual chapters.

ARTICLE VI

Meetings

Section 1 – The order of business of all meetings shall conform in accordance with the most current edition of to Robert’s Rules of Order (newly revised) unless otherwise provided by the Constitution and Bylaws of the Student Association of the ACOFP.

ARTICLE VII

Anti-Discrimination

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

ARTICLE VIII

Amendments

Section 1 – The Student Association of the ACOFP 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 ACOFP and are approved by the Board of Governors of the ACOFP.

Section 2 – Written notice of the proposed amendments must be submitted to the National President and National Secretary of Student Association of the ACOFP sixty (60) days prior to the ACOFP Annual Convention and Scientific Seminars. These Amendments will then be disbursed to all Student Association of the ACOFP chapters and submitted to Board of Governors of the ACOFP.

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

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