

AAAOM-SO BYLAWS

ARTICLE I - GENERAL/CHARTER

Section 1 – Name

The name of this organization shall be the “American Association of Acupuncture and Oriental Medicine - Student Organization,” hereafter referred to as "AAAOM-SO.”

The governing body of the AAAOM-SO will be an elected group of Officers that represents the General Membership. This governing body is called the “American Association of Acupuncture and Oriental Medicine - Student Organization Council,” hereafter referred to as “AAAOM-SOC,” or “SOC.”

Section 2 - Establishment/Charter by AAAOM

Provisions for establishment, formal organization, and operation of the AAAOM-SO and AAAOM-SOC are under an official charter granted by the AAAOM. The charter requires the AAAOM-SO / AAAOM-SOC to adopt by-laws approved by the AAAOM, which can be amended only with the approval of the AAAOM.

ARTICLE II - PURPOSE

The Purpose of the AAAOM-SO shall be as follows:

To promote and support the high standards of education and the research in the medical art and science of Oriental Medicine.

To promote intercollegiate functions, share solutions to mutual problems, and support legislation promoting Oriental Medicine.

To provide a platform for students to have a voice in local, regional, and national issues that affect the practice of Oriental Medicine.

To represent students and their interests at Regional AAAOM-SO Conferences and at the National Conference of the AAAOM.

To serve as a liaison between Oriental Medicine students, student associations, governmental, and private groups, to inform students and the AAAOM of significant happenings within these groups.

To promote cooperation between Oriental Medical students and licensed Acupuncture and Oriental Medicine professionals, cooperation between Oriental Medicine associations, and cooperation relating to Oriental Medicine research in the field and within the U.S. Acupuncture and Oriental Medicine Colleges, hereafter referred to as “Colleges.”

To track legislation that directly or indirectly affects Oriental Medicine in a specific state, in which the AAAOM-SO has membership affiliations and/or interests.

To collaborate with and support the interests of the parent organization, the AAAOM, with clear understanding that the AAAOM-BOD is the ultimate authority with regard to AAAOM-SO policies and actions.

To help guide, direct, and support local, state and national public relations efforts to increase public awareness and interest in Oriental Medicine.

ARTICLE III - MEMBERSHIP to the AAAOM-SO

Section 1 - Categories of Membership

There shall be two categories of membership: Student and Member at Large.

A. Student

- (i) A student member must be a current member of AAAOM.
- (ii) A student member must be currently registered and in good standing at the college of Acupuncture or Oriental Medicine he/she is representing within the AAAOM-SO. The college must be an ACAOM accredited institution, meeting criteria, which enables its graduates to be eligible for application, testing, and certification through the NCCAOM Examinations for Acupuncture & Oriental Medicine. Students enrolled in a DAOM, PhD, DAc, or OMD program are not eligible to be a student member, however they may serve as a member at large and act in an advisory role only.
- (iii) Student members may continue to work with the AAAOM-SO and seek election as officers for the AAAOM-SOC for up to one year following their official graduation, and, if in an elected position, remain in that elected position for the remainder of that term. If a student member takes an academic leave of absence or discontinues enrollment in an eligible AOM college the student may no longer participate in the AAAOM-SO in any capacity. If a student member returns to an ACAOM accredited or candidate college to continue their degree following an academic leave of absence, they may resume service work with AAAOM-SO and run for elected office again.

B. Member at Large (2)

- (i) A Member at Large must be a current member in good standing with the AAAOM.
- (ii) A Member at Large purpose shall be to provide guidance and support in the form of council to the leadership of the AAAOM-SO.

Section 2 – Application

Application for membership to the AAAOM-SO shall be made via application forms, and the process approved by the “AAAOM Board of Directors,” hereafter called, “AAAOM-BOD.”

Section 3 - Officers and Representatives

The AAAOM-SO shall be governed by a Council of Officers, known as the “AAAOM-Student Organization Council: or “SOC”. The duty and purpose of the SOC is to preserve the direction of the AAAOM-SO.

A. College Chapters and Representatives to the AAAOM-SO

For College Chapter rules and regulations, please refer to the document in appendix 1: "AAAOM-SOCC-Bylaws," the AAAOM-Student Organization College Chapter Bylaws.

- (i) Each college chapter having at least two members in good standing with the

AAAOM-SO may elect one member to act as their Representative with the AAAOM-SOC. It is recommended that the AAAOM-SOCC President serve as their Representative.

(ii) The term of representation shall be one year. Election of the College's Representative shall be decided within each eligible college prior to the AAAOM-SO Annual General Meeting and the Officer Elections. Student Representatives must be re-elected every year within their local college chapter; however, there are no term limits for service.

B. Officers

(i) The AAAOM-SO Officer positions shall be 1 President, 1 Vice-President, 1 Treasurer, and 1 Secretary; there will also be 3 Vice-President Directors: Vice-President of Communications, Vice-President of Events, Vice-President of Membership; and 6 Regional Director Positions. Regional Divisions will be based on time zones, and will be titled: NE Atlantic, SE Atlantic, Central, Mountain, NW Pacific, and SW Pacific. The President who served immediately prior to the current President shall be known as President Emeritus. There will also be a minimum of 2 Member at Large positions.

(ii) Officers shall be nominated from among the general student membership of the AAAOM-SO. Eligible candidates must be a AAAOM member in good standing and a currently enrolled student at an ACAOM accredited institution. In addition, to be eligible for the office of President the candidate must have served in the SOC the previous year. By accepting a nomination, nominees must accept general responsibilities of SOC officers. These include frequent email, committee work, monthly conference calls, and two in-person SOC board meetings per term. Officers shall be elected by the General Membership of the AAAOM-SO as described in ARTICLE VI (Voting). Self-nomination is allowed.

(iii) Each Officer shall hold office for a one year term, with no term limits, until his/her successor has been elected and qualified, unless the officer in question resigns or is removed. Elections will be held every year at the AAAOM-SO Annual General Meeting, which takes place at the AAAOM Annual Exposition and Conference. Election procedures are subject to change to electronic format when that method is appropriate.

(iv) If an officer position is vacant at any time and for any reason, this position may be filled by an appointment by the President of the AAAOM-SO and confirmed by a majority vote of the AAAOM-SOC.

(v) Each officer shall have one vote in matters of AAAOM-SOC which require voting, with all ballot ties to be decided by the President.

ARTICLE IV - OFFICERS' DUTIES

Section 1 – President

The President shall:

(i) Preside over all meetings of the General Membership and the SOC.

(ii) Prepare an agenda for all meetings.

(iii) Make all required appointments for Standing Committees, Special Committees, and Task Force Chairpersons, as well as have the authority to name members to these Committees.

(iv) Serve as a member ex-officio with the right to vote on all committees, including the AAAOM-SOC Executive Committee (EC).

- (v) Work with all SOC members on all matters as needed.
- (vi) Perform the duties of AAAOM-SO / AAAOM-SOC Representative with the public, the government, and other Oriental Medicine organizations.
- (vii) Keep the AAAOM-SOC updated on all AAAOM affairs.
- (viii) Upon AAAOM BOD bylaws approval, sit on the AAAOM-BOD, or appoint an approved representative, with all rights and privileges therein, including attending quarterly AAAOM-BOD meetings and voting.
- (ix) Have other such authorities and perform other such duties, as are necessary for the functioning of AAAOM-SO / AAAOM-SOC, as prescribed by these by-laws of the AAAOM-SO or by the AAAOM-BOD.

Section 2 – Vice-President

The Vice-President shall:

- (i) Assist the President in all duties.
- (ii) Serve as a voting member of the AAAOM-SOC Executive Committee.
- (iii) Preside over meetings in the absence of the President.
- (iv) Perform the duties of President, if the President is unable to serve.
- (v) Oversee the Vice-President Directors and report back to President on their activities.

Section 3 –Treasurer

The Treasurer shall:

- (i) Keep and maintain full and accurate records of all financial transactions of the AAAOM-SO / AAAOM-SOC, and report thereon to the AAAOM-SOC and the General Membership.
- (ii) Ensure that the financial policies of the AAAOM-SO / AAAOM-SOC are adhered to.
- (iii) Assist in preparing the AAAOM-SO Annual Budget, if requested.
- (iv) Be responsible for the preparation and delivery of the Annual Financial Report and Budget to the General Membership at the Annual General Meeting.
- (v) Serve as the Student Chairperson of the Joint AAAOM/AAAOM-SO Silent Auction.
- (vi) Serve as the AAAOM-SO Legislative Committee Chairperson.
- (vii) Serve as the AAAOM-SOC Student Representative on the AAAOM Legislative Committee, as approved by the AAAOM-BOD.
- (viii) Serve as a voting member of the AAAOM-SO Executive Committee.

Section 5 – Secretary

The Secretary shall:

- (i) Be in charge of all AAAOM-SO / AAAOM-SOC records, with the exception of financial records.
- (ii) Follow the proper recording of proceedings of meetings of the General Membership and the AAAOM-SOC.
- (iii) Deliver AAAOM-SO Meeting Minutes to be approved by the meeting attendees, distribute as appropriate, and archive thereafter.
- (iv) Notify the General Membership of the date, time, and location of any meeting.
- (v) Serve as the AAAOM-SO Elections Committee Chairperson.
- (vi) Moderate the on-line AAAOM-SO Forum.
- (vii) Maintain and update AAAOM-SO bylaws according to AAAOM-SOC approved amendments.
- (viii) Maintain and update AAAOM-SO Policy and Procedures Manual according to AAAOM-Soc approved amendments.
- (ix) Ensure that the AAAOM-SO, SOC, and SOCC adhere to the guidelines and rules set forth in the AAAOM-SO and AAAOM-SOCC bylaws.
- (x) Serve as a voting member of the AAAOM-SO Executive Committee.

Section 6 – Vice-President of Membership

The Vice-President of Membership Shall:

- (i) Be in charge of assisting and coordinating Regional Directors in their efforts to communicate with AOM colleges.
- (ii) Maintaining master documents of college contacts for each region.
- (iii) Serve as a liaison between Regional Directors and the AAAOM-SOC Executive Committee.
- (iv) Be responsible for bi-monthly phone conferences with the AAAOM-SO Regional Directors to motivate, provide encouragement, and manage membership building activities and communications of the Regional Directors.
- (v) Provide a monthly or bi-monthly report to the Vice-President of all efforts and activities of the Vice-President of Membership, Regional Directors, and SOCC's (as appropriate).
- (vi) Serve as the AAAOM-SO Membership Committee Chairperson. Duties include coordinating all activities necessary for the AAAOM-SO Annual Half-Price Membership Campaign.
- (vii) Serve as the AAAOM-SOC Student Representative on the AAAOM Membership Committee.
- (viii) Report to the AAAOM-SO Vice-President.

Section 7 – Vice-President of Communications

The Vice-President of Communications shall:

- (i) Serve as the AAAOM-SO Media Publications Committee Chairperson. Duties include: writing, editing and soliciting articles for the AAAOM monthly and quarterly publications.
- (ii) Serve as the AAAOM-SOC Student Representative on the AAAOM Media Publications Committee.
- (iii) Report to the AAAOM-SO Vice-President.

Section 8 - Vice-President of Events

The Vice-President of Events shall:

- (i) Serve as the AAAOM-SO Conference Committee Chairperson. Duties include coordinating all efforts necessary to promote the AAAOM Annual Conference & Exposition to students, coordinating all efforts for student volunteers at the AAAOM Annual Conference & Exposition.
- (ii) Serve as the AAAOM-SOC Student Representative on the AAAOM Conference Committee.
- (iii) Report to the AAAOM-SO Vice-President.

Section 9 – Regional Directors (NE Atlantic, SE Atlantic, Central, Mountain, NW Pacific, SW Pacific)

The Regional Directors (RD) shall:

- (i) Be in charge of communicating with and disseminating information to the Local College Representatives within their time zones and regional divisions.
- (ii) Be in charge of addressing the specific demands of students' state issues within their regions.
- (iii) Be responsible for coordinating monthly phone conferences or other electronic communications (e.g. chat rooms) with individual College Representatives, and for helping the Vice-President of Membership and AAAOM-SOC Secretary maintain updated contact information.
- (iv) Report monthly or bi-monthly to the Vice-President of Membership on all activities.

Section 10 – President Emeritus

The President Emeritus shall:

- (i) Serve as a non-voting member of the AAAOM-SO Executive Committee.
- (ii) Serve as a non-voting member of the AAAOM-SOC.
- (ii) Provide guidance and council to the leadership of the AAAOM-SO.

Section 11 - Members At Large

The Members at Large shall:

- (i) Be invited at all meetings of the AAAOM-SOC.
- (ii) Provide guidance and support in the form of council to the leadership of the AAAOM-SO. Members at Large do not have voting rights in the AAAOM-SO.

ARTICLE V - COMMITTEES AND TASK FORCES

Section 1 – Formation

General Committees and Task Forces shall be created and disbanded by the AAAOM-SOC as needed, to facilitate the Purpose of the AAAOM-SO, as described in ARTICLE II. The AAAOM-SO Executive Committee shall be a standing committee.

Section 2 - Powers, Responsibilities and Duties

A. All Committee and Task Force Chairpersons must be AAAOM-SOC members. The Committee Chairperson are as follows: Membership Committee – Vice-President of Membership; Media Publications Committee – Vice- President of Communications; Conference Committee – Vice- President of Events; Legislative Committee – Treasurer; Elections Committee – Secretary. The President, by and with the consent of a majority of the AAAOM-SOC, shall appoint Committee and Task Force Chairpersons if the designated Chairperson cannot serve for any reason. Committee Chairpersons shall serve as the AAAOM-SOC Student Representative on all applicable AAAOM Committees, as needed and approved by the AAAOM-BOD.

B. AAAOM-SOC Executive Committee (EC) - Members shall consist of President, Vice- President, Treasurer, Secretary and President Emeritus. The President shall serve as Chairperson of the EC.

The AAAOM-SOC EC Shall:

- (i) Provide editing and approval of all promotional materials that are for distribution to the AAAOM-SO General Membership.
- (ii) Provide guidance on policy and procedure issues as they arise.
- (iii) Carries out AAAOM-SO business as directed by the SOC.
- (iv) Hold monthly meetings via conference call.
- (v) Vice-President Directors shall be invited to EC meetings as needed, but shall not have voting rights.
- (vi) President Emeritus shall be invited to all EC meetings, but shall not have voting rights.
- (vi) Report to the SOC on decisions and actions of the EC, on SOC conference calls.

C. Unless otherwise provided, all Committee and Task Force Chairpersons and Members shall hold their positions until the next elections, or until their successors are appointed.

ARTICLE VI – AAAOM-SOC VOTING

A. AAAOM-SOC Officer Elections shall be by secret ballot at the AAAOM-SO Annual General Meeting, with those receiving the greatest number of votes being elected as Officers to the AAAOM-SOC. The Secretary shall be responsible for coordinating the nomination, voting, tallying, and posting of election results, unless those responsibilities are delegated to an Election Committee. The AAAOM-BOD Liaison to the AAAOM-SO shall officiate the election process. Individual AAAOM-SO members at the Annual General Meeting shall have one vote each. The election process is subject to change to electronic format when that method is appropriate.

B. For the purposes of voting on issues, a quorum shall consist of 50% of AAAOM-SOC members, one of whom shall be the President.

C. All items presented for a vote shall require a 51% majority of persons present for passage, with the exception of the following:

1. Removal of an officer: 2/3 majority vote
2. Change in the Bylaws: 2/3 majority vote. Note: Changes to bylaws are subject to approval by the AAAOM-BOD.

Officers, student members, or Members At Large of the AAAOM-SO may be removed at any time by the AAAOM-BOD or by the AAAOM-SOC, through the process of documented 2/3 vote due to "just cause." This includes, but is not limited to, indictment of criminal acts, moral turpitude, or lack of completion of their prescribed duties.

ARTICLE VII – MEETINGS

Section 1 - Meetings of the AAAOM-SOC

A. Meetings of the members of the AAAOM-SOC shall be held a minimum of four times each year, preferably at the quarter mark of the AAAOM Annual General Meeting. Meetings of the AAAOM-SOC are preferred to be held every 6 weeks. Meetings of the AAAOM-SO EC shall be held monthly. Meetings of the Vice-President of Membership and the Regional Directors shall be held a minimum of bi-monthly. Meetings may be held electronically (e.g. via internet chat room or conference call), as necessary.

B. The President shall issue the agenda for each meeting and make it available to all members at least one week in advance of any meeting.

Section 2 - Meetings of the Membership, or AAAOM-SO

There shall be an AAAOM-SO Annual General Meeting, otherwise known as "Student Caucus", involving the General Membership of the AAAOM-SO, the principal business of which is the election of the Officers to the AAAOM-SOC, unless voting moves to an electronic format, and disclosing to the General Membership of AAAOM-SO activities.

ARTICLE VIII - FINANCES/MEMBERSHIP FEES

The AAAOM-SO will claim fifty percent of every Standard Annual AAAOM Student Membership Fee, which is hereby set at \$50.00 per student, to facilitate the Purpose of the AAAOM-SO, as described in ARTICLE II (e.g. current claim will be \$25.00 per Standard Annual AAAOM Student Membership Fee). If a AAAOM-SO member continues to serve in the first or second year post graduation their AAAOM membership fee shall increase to first and second year practitioner rates, \$100 and \$150 respectively. All monies from these memberships shall go directly to the AAAOM as these members are considered professional members.

The AAAOM-SO funds will be held in an AAAOM account. The current AAAOM-SO President is responsible for authorization and management of reimbursements,

which have been approved by the AAAOM-BOD.

ARTICLE IX - RULES OF ORDER

The rules contained in, "*ROBERT'S RULES OF ORDER*," shall govern meetings of the AAAOM-SO and AAAOM-SOC in all cases which they are applicable and not inconsistent with these By-laws.

