

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 high standards of education and 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.

A Member-at-Large purpose shall be to provide guidance and support in the form of council to the leadership of the AAAOM-SO.

There shall be a minimum of 1 Member-at-Large position.

Section 2 – Application

Application for membership to the AAAOM-SO shall be made via application forms online and mail-in.

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 elected Officer positions shall be: (1) President, (1) Vice-President, (1) Treasurer and (1) Secretary; and (3) Directors: Director of Communications, Director of Events, and Director of Membership. There may also be (2) appointed Alternate SOC Officer positions. Additionally, the President who served immediately prior to the current President shall be known as President Emeritus. The total number of elected SOC positions, thus is 7. The maximum number of SOC Officer positions, elected and appointed, is 10, which includes 7 elected Officers, 1 President Emeritus, and 2 Appointed Members

(ii) Officers shall be nominated from among the general student membership of the AAAOM-SO. Eligible candidates must be an 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.

(iii) SOC Officers are expected to spend an average of 5 hours per week on AAAOM-SO-related activities. Activities and responsibilities include but are not limited to: frequent email, committee work (which may involve conference calls, creation of documents and articles, organizing events, etc.), monthly (and possibly weekly) conference calls, contact and communication with AOM schools to increase membership and inform of AAAOM-SO/AAAOM-related events and opportunities, and two in-person SOC board meetings per term. The AAAOM-SO will offer a stipend for travel costs related to in-person meetings; however, the amount may or may not cover all expenses. SOC members are responsible for their individual travel costs. Officers shall be elected by the General Membership of the AAAOM-SO as described in ARTICLE VI (Voting). Self-nomination is allowed.

(iv) 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. Should the AAAOM discontinue or change the format of their Annual Exposition and Conference, the AAAOM-SO will move elections to electronic format as 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) Should an officer choose to resign, they must give the AAAOM-SO Executive Committee 30 days notice of vacating the position, and remain in that position those 30 days while aiding the President in finding their replacement.

(vi) 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 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.
- (x) Assist the SOC to contact AOM colleges and Student Representatives to establish and maintain communication, increase membership, provide guidance for school chapters and inform of AAAOM/AAAOM-SO events and opportunities as needed.

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 Directors and report back to President on their activities.
- (vi) Contact AOM colleges and Student Representatives to establish and maintain communication, increase membership, provide guidance for school chapters and inform of AAAOM/AAAOM-SO events and opportunities as needed.
- (vii) Work collaboratively with other SOC members on projects/events/committees as needed.

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, reporting to the Director of Events on this project
- (vi) Contact AOM colleges and Student Representatives to establish and maintain communication, increase membership, provide guidance for school chapters and inform of AAAOM/AAAOM-SO events and opportunities as needed.
- (vii) Work collaboratively with other SOC members on projects/events/committees as needed.
- (viii) Serve as a voting member of the AAAOM-SO Executive Committee.
- (ix) Serve as the AAAOM-SOC Representative on the AAAOM National Government Affairs (NGA) Committee, as approved by the NGA Chairperson.

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.

(xii) Contact AOM colleges and Student Representatives to establish and maintain communication, increase membership, provide guidance for school chapters, and inform of AAAOM/AAAOM-SO events and opportunities as needed.

(xiii) Work collaboratively with other SOC members on projects/events/committees as needed.

Section 6 – Director of Membership

The Director of Membership shall:

(i) Be in charge of assisting and coordinating SOC members in their efforts to communicate with AOM colleges and Student Representatives to establish and maintain communication, increase membership, provide guidance for school chapters, and inform of AAAOM/AAAOM-SO events and opportunities as needed.

(ii) Maintain the master documents of college contacts list for each region.

(iii) Serve as a liaison between AAAOM-SO Membership Committee, AAAOM Membership Committee and the AAAOM-SOC Executive Committee.

(iv) Serve as the AAAOM-SO Membership Committee Chairperson. Duties include coordinating all activities necessary for the AAAOM-SO Annual Half-Price Membership Campaign.

(v) Serve as the AAAOM-SOC Student Representative on the AAAOM Membership Committee.

(vi) Report to the AAAOM-SO Vice-President.

Section 7 – Directors of Communications

The Director 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, and editing SOC documents as needed

(ii) Serve as the AAAOM-SOC Student Representative on the AAAOM Media Publications Committee (MPC), as approved by the AAAOM MPC Chairperson.

(iii) Report to the AAAOM-SO Vice-President.

(iv) Contact AOM colleges and Student Representatives to establish and maintain communication, increase membership, provide guidance for school chapters and inform of AAAOM/AAAOM-SO events and opportunities as needed.

(v) Work collaboratively with other SOC members on projects/events/committees as needed.

Section 8 - Director of Events

The Director 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, providing guidance to Treasurer in Silent Auction activities

(ii) Serve as the AAAOM-SOC Student Representative on the AAAOM Conference Committee, as approved by the AAAOM Conference Committee Chairperson.

(iii) Report to the AAAOM-SO Vice-President.

(iv) Contact AOM colleges and Student Representatives to establish and maintain communication, increase membership, provide guidance for school chapters and inform of AAAOM/AAAOM-SO events and opportunities as needed.

(v) Work collaboratively with other SOC members on projects/events/committees as needed.

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 - Appointed Officer(s)

The Appointed Officer(s) shall:

(i) Be appointed at any time by the President, with approval by SOC vote.

(ii) Be limited to a maximum of two appointed officers at any time.

(iii) Should all officer positions already be filled, an appointed officer does not carry voting rights.

(iv) Shall share the duties and responsibilities of the SOC, as set forth in Article II, Section 2B (ii)

(iv) If an officer position is vacant at any time an appointed officer may be appointed to fill that position, except the office of president, for the remainder of the term, with all rights and privileges of that position.

Section 12 - 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 – Director of Membership; Media Publications Committee – Director of Communications; Conference Committee – Director of Events; ; 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 committee Chairperson.

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) Carry out AAAOM-SO business as directed by the SOC.
- (iv) Hold monthly meetings via conference call.
- (v) Invite Directors to EC meetings as needed, but they shall not have voting rights.
- (vi) Invite the President Emeritus to all EC meetings, but he/she 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 election, 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-SO President Emeritus or any other SOC member that is not running for re-election shall oversee 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.
3. 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 4-6 weeks. Meetings of the AAAOM-SO EC shall be held 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 to facilitate the purpose of the AAAOM-SO, as described in ARTICLE II. 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. 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 as a separate class in AAAOM financial management system. The current AAAOM-SO President is responsible for authorization and management of reimbursements. All reimbursements and expenses that are not budgeted need to be voted on the AAAOM-SO EC. All monetary requests are to be addressed to the AAAOM Operations Manager who will disburse checks, or seek further approval, if deemed appropriate.

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 Bylaws.