
CONSTITUTION OF THE STUDENT OSTEOPATHIC MEDICAL ASSOCIATION

ARTICLE I – Name

The name of this association shall be the Student Osteopathic Medical Association. This name shall officially be abbreviated “SOMA.” National SOMA may herein be referred to as the “Association.” National SOMA is listed as a not-for-profit corporation, chartered under the laws of the State of Illinois, and is a non-practice affiliate member of the American Osteopathic Association.

ARTICLE II – Objectives and Mission Statement

Section 1. SOMA Objectives. The objectives of SOMA shall be:

- a) to improve the quality of health care delivery to the American people and the world;
- b) to contribute to the welfare and education of osteopathic medical students;
- c) to familiarize its members with the purpose and ideals of osteopathic medicine;
- d) to establish lines of communication with other health science students and organizations;
- e) to prepare its members to meet the social, moral, and ethical obligations of the osteopathic medical profession; and
- f) to promote Osteopathic ideals and unity within the profession.

Section 2. Legislative Assistance. The Association shall assist each chapter in its efforts to educate its state governor and legislators concerning the osteopathic medical profession by writing letters, paying visits, and making phone calls to those key officials. The Association shall come to the aid of any of the colleges of osteopathic medicine facing political attack in their own state.

Section 3. Policy Determination. Responsibility for determining the policies of the Association shall be vested solely in the House of Delegates.

Section 4. SOMA Mission Statement. The purpose of the Student Osteopathic Medical Association, the student affiliate organization of the American Osteopathic Association, is to promote Osteopathic ideals and unity within the profession, to educate future Osteopathic Physicians, and to establish and to maintain lines of communication among healthcare professionals in an ongoing effort to improve the quality of healthcare.

ARTICLE III - Publications

Section 1. Official Publication. The Association’s official publication shall be the *Spotlight on SOMA* article in The D.O. magazine on a monthly basis.

Section 2. Newsletter. That National SOMA Officers shall make available on its website a newsletter to all constituent chapters and national officers.

ARTICLE IV - Constituent Chapters

Section 1. Chapter Petition. Any group of five or more students at an AOA-accredited osteopathic medical school may petition for a chapter within the Association. The petitioners shall sign the petition, date their signature and supply any information requested by the Board of Trustees as to its qualifications for membership.

Section 2. Number of Chapters. There shall not be more than one such chapter at any osteopathic medical school branch.

Section 3. Chapter Benefits. Each chapter shall enjoy equal rights and representation within the Association and the House of Delegates as set forth in the **Constitution and Bylaws**.

Section 4. Granting of Charter. A chapter charter shall be granted by a **simple majority** ratification of the House of Delegates at the next meeting after petition for a charter is submitted.

Section 5. Chapter Officers. Each chapter shall elect as chapter officers: a National Liaison Officer, President, Vice President, Secretary, Treasurer, and a Public Relations Chairman (who serves as a subcommittee member to the National Board's Public Relations Coordinator). Any officer may hold a position in more than one student organization as long as a conflict of interest between the two positions does not occur. If a conflict does arise, it shall be the responsibility of the Region Trustee to settle the dispute in a manner that he/she deems necessary. If further measures are deemed necessary the National Student Osteopathic Medical Association President, with consultation by his/her counsel, shall determine the final decision regarding appropriate actions.

Section 6. Chapter Elections. Each chapter shall hold its annual election prior to the annual spring meeting of the SOMA House of Delegates. The election shall be an open election of all SOMA members in good standing and should be published to the student body in any form readily available to each institution no less than fourteen days prior to the election. Nominations shall be received at an open meeting of the local SOMA chapter on a date to be specified by the present local Chapter President.

Section 7. Chapter Officer Transition. It shall be emphasized that the outgoing Chapter President, as well as other local SOMA officers, should work closely with the newly elected officers to ensure a smooth transition of both the knowledge and workings of local and National SOMA for a period mutually agreed upon by the incoming and outgoing officers.

Section 8. Chapter Membership Drive. Each chapter is required to have their Fall Membership Drive completed and a list of new members compiled and sent to the National SOMA Office and their Regional Trustee, postmarked on or before October 15th of each year. Failure to comply with this regulation shall result in the chapter being fined \$50.

Section 9. Local Chapter Attendance at National Conventions.

- A) President and NLO Attendance.** National SOMA strongly recommends that, at a minimum, the local chapter President and the National Liaison Officer (or their proxies) attend Fall Convention and that one outgoing and one incoming officer (or their proxies) attend Spring Convention. Other local officers and local chapter members are also encouraged to attend.
- B) Financial Assistance.** Should local chapters provide financial assistance to local officers for travel to conventions, National SOMA recommends that distribution of funding be determined by the local chapter President and National Liaison Officer based upon the following criteria:
- 1) participation and leadership in local SOMA activities.
 - 2) person is an elected local SOMA officer and/or is interested in interviewing or running for a National position.
 - 3) should disputes arise, the chapter's Regional Trustee will be asked for his or her advice regarding distribution of funds.
 - 4) When a local chapter provides funds for officers to attend the Spring Convention, one of those persons must be a newly-elected officer, if he or she chooses to attend.

ARTICLE V - Membership

Section 1. Membership Classes. Membership in the Association shall be through local chapters of AOA-accredited osteopathic medical schools. Membership in National SOMA shall be classified into four groups:

- a) Active Membership. Only Active Members shall have voting privileges.
- b) Honorary Membership.
- c) Associate Membership.
- d) Pre-Medical Student Membership.

Section 2. Active Membership. To be admitted to Active Membership in SOMA, an applicant must be enrolled at an AOA-accredited osteopathic medical school and have paid the appropriate dues. Active Membership is limited to students through their date of graduation. Any student who is dismissed from their osteopathic medical school of record shall have their Active Membership in the Association summarily terminated. No appeal process is available in this action.

Section 3. Honorary Membership. Honorary Membership may be granted to individuals or organizations making outstanding contributions to the success and perpetuation of SOMA. They can be awarded on a yearly basis by the Board of Trustees and/or on a lifetime basis in a closed session of the House of Delegates. Honorary members shall not be required to pay dues. Honorary members shall have none of the obligations of membership in the Association, but shall be entitled to all of the privileges except those of making or seconding motions or voting in the House of Delegates, or of holding office.

Section 4. Associate Membership. See **Article XVIII, Section 8.**

Section 5. Pre-Medical Student Membership If an applicant is enrolled in an undergraduate college or university and desires Pre-SOMA membership, it shall be granted by the Association.

Section 6. Dues Structure. Membership dues structure will be as listed in **Article XXIII**.

Section 7. Suspension of Membership.

A) Process of Suspension. The Association reserves the right to terminate the membership, including the Active Membership, of any member if circumstances justify such an action. The Board of Trustees, by a **two-thirds** majority vote in a Quorum session, may take this action after due consideration, respecting the requirements of **Article XIII, Sections 8 and 9**, if necessary.

B) Appeal of Suspension. An appeal may be made if the ex-member alleges that the sanction was given arbitrarily, capriciously, in bad faith, or in violation of the law. In such cases the burden of proof for these allegations shall rest with the ex-member. The Board of Trustees shall deliberate on the validity of the appeal and, by a **two-thirds** majority vote of a Quorum session, take such appropriate action as:

- 1) to accept the appeal, reopen the issue, and then vote again on the suspension.
- 2) to deny the appeal and allow the sanction to officially stand.

ARTICLE VI - Discrimination

Neither the Association or its constituent chapters may refuse membership on the basis of race, religion, color, gender, sexual orientation, national origin or creed. Chapters shall otherwise determine the qualifications of their own members where not inconsistent with the **Constitution and Bylaws** of this Association.

ARTICLE VII - Code of Ethics

The **Code of Ethics** of this Association shall be a version of the AOA's Code of Ethics modified to reflect the student physician's role in today's medical practice environment. The **Code of Ethics** shall govern the professional conduct of the members of the Association. The Association shall amend the **Code of Ethics**, as may be needed from time to time, by following the protocol for amendments to the Association's **Constitution and Bylaws**.

ARTICLE VIII - Elected National Officers

Section 1. National Officer Positions. The Elected National Officers shall form the Association's Board of Trustees and shall consist of:

- a) A National President who shall be the Chairman of the Board of Trustees;
- b) A National Vice President who shall also serve as the Speaker of the House of Delegates;
- c) A National Treasurer who shall also serve as the SOMA Foundation Treasurer;
- d) Foundation Chairperson;
- e) Foundation Director;

- f) Membership Coordinator;
- g) Regional Trustees (one from each region).

Section 2. National Officer Elections. These Elected National Officers shall be elected at the Annual Fall SOMA National Convention and shall assume their duties at the conclusion of the Annual Spring SOMA National Convention of that same academic year. All candidates for these positions (except the position of Region Trustee) must be nominated by the nominating committee, and have at least one year experience as a previous National Officer on the SOMA Board of Trustees or National Board.

Section 3. SOMA Foundation Board of Directors. The National President, National Vice President, and National Treasurer shall also serve as members of the SOMA Foundation Board of Directors.

ARTICLE IX - House of Delegates

Section 1. Chapter Representation.

- A) Delegates and Alternates.** The House of Delegates shall be composed of four Delegates from each constituent chapter, the Speaker of the House of Delegates (or his/her designate), and Ex-Officio Members. Each constituent chapter which has received a charter, as prescribed in Article IV, shall be entitled to four voting positions or votes in the SOMA House of Delegates. The distribution of these votes shall be at the discretion of each local chapter. At the opening of the House of Delegates, each chapter shall provide to the Speaker of the House of Delegates, a list of four Delegates with voting rights and a list of Alternates who may vote in their absence.
- B) Identification of Delegates and Alternates.** Persons shall be identified with name tags indicating their "Delegate" or "Alternate" status. Before any business is undertaken by the House of Delegates, each Delegate and Alternate shall be identified and verified by the Speaker of the House of Delegates (or his/her designate), using at least one appropriate form of identification. An Alternate can replace a voting Delegate provided they have been identified by the Speaker of the House of Delegates.
- C) Voting by Delegates.** Each chapter present shall be provided with four voting cards. It is strongly recommended that one person control one voting card; however, one person may control up to and including all four cards for his/her chapter. Proxy voting between chapters shall be prohibited. Only voting Delegates or seated Alternates may make or second motions.

Section 2. Ex-Officio Members. Ex-Officio Members of the House of Delegates shall include the members of the Board of Trustees, National Board, the Chairperson of any Standing Committee, Subcommittee or Task Force, and Association Employee(s) as stated in **Article XIV**. Ex-Officio Members shall not have the right to vote unless they are a voting Delegate from a constituent chapter.

Section 3. Addressing the House. All official members of SOMA, as described in **Article V**, shall have the right to address the House of Delegates upon recognition by the Speaker of the House of Delegates. This recognition shall not entitle him/her to make or second motions.

Section 4. Requirements for Voting.

- A) Quorum for the House.** A Quorum shall be required for the House of Delegates to conduct any business. A Quorum shall be defined as 50% + 1 of all occupied seats of the House of Delegates (this means 50% of the total delegate votes, which is two (2) times the number of constituent chapters, plus one vote).
- B) Voting by the Speaker.** The Speaker of the House of Delegates shall vote only in the event of a tie vote or whenever a ballot vote is taken; excluding officer elections. This one vote shall not count towards Quorum of the House of Delegates.

Section 5. Required Votes. All business, unless otherwise specified in the **Constitution and Bylaws**, shall be transacted by a **simple majority** of the votes cast.

Section 6. Order of Business. The order of business of the House of Delegates shall be determined by the Speaker of the House of Delegates with recommendations from the Board of Trustees and the Convention Coordinator and shall be distributed at least fifteen days prior to the commencement of the meeting. The order of business shall only be changed by a vote of at least **two-thirds** of the House of Delegates.

Section 7. Regular Meetings of the House. The House of Delegates shall meet during the Annual Fall and Spring SOMA National Conventions, and at such time as it may deem necessary. The Annual Fall convention will be held in conjunction with the American Osteopathic Association's Fall Convention and the Annual Spring Convention will be held yearly following the American Osteopathic Association's D.O. Day on the Hill.

Section 8. Special Meetings of the House. Special meetings of the House of Delegates may be called by a vote of **two-thirds** of the constituent chapters. Each chapter shall be given notice by registered mail within fifteen days of the call. The special meeting shall be held, not less than fifteen or more than sixty days, after notice has been sent to the chapters.

Section 9. Resolutions.

- A) Format.** All resolutions shall be presented, in typed form and following the format listed in the SOMA Process, to the National Vice President before presentation to the House of Delegates as stated in Article XXII, Section 2.
- B) Identification of Resolutions.** All resolutions shall be identified by their respective Reference Committee number with a preceding "RES-".
- C) Resolution Submission.** Any member(s) of the Association may author a resolution by submitting the resolution, with member co-sponsorship(s), accompanied by a brief explanation to the National Vice President at least sixty days prior to the next meeting of the House of Delegates.
- D) Late Resolutions.** Resolutions that are submitted after the sixty day deadline, but before the opening of the House of Delegates, shall require a two-thirds vote of the House of Delegates to be debatable on the floor. The Speaker of the House of Delegates shall make

recommendations to the House of Delegates on whether or not the resolution should be considered for business. Late Resolutions approved for consideration shall be referred to the House of Delegates Reference Committee and handled in the same manner as those resolutions submitted before the sixty day deadline.

- E) Emergency Resolutions.** Resolutions that are submitted after the opening of the House of Delegates shall require a **two-thirds** vote of the House of Delegates to be debatable on the floor. The Speaker of the House of Delegates shall make recommendations to the House of Delegates on whether or not the resolution should be considered for business. Emergency Resolutions approved for consideration shall be debated on the floor of the House of Delegates without referral to the House of Delegates Reference Committee.
- F) Referral to the Reference Committee.** All resolutions submitted in compliance with Paragraphs (A) and (B) of section 9 shall be referred to the House of Delegates Reference Committee and reported to the House of Delegates during the annual convention in which they were introduced.
- G) Resolutions Affecting Chapters.** Any resolution that names any specific SOMA chapter(s) will be discussed with the President(s) of such named chapter(s) prior to submission to the House of Delegates Reference Committee.
- H) Reference Committee Discussion.** All proponents and opponents of the resolution shall be given a reasonable opportunity to appear before the House of Delegates Reference Committee.
- I) Acceptance of Reference Committee Report.** The House of Delegates shall either “adopt”, “not adopt”, or “adopt and amend” resolutions based on the House of Delegates Reference Committee Report in order to proceed with determining the policy of the Association.

Section 10. Reference Committee.

- A) Members.** The House of Delegates Reference Committee shall be composed of the following Active Members of the Association: each region shall contribute two members, nominated by the Regional Trustee, who are not from the same school; and the SOMA Foundation Chairman shall nominate one Foundation officer.
- B) Chairman.** The Speaker of the House of Delegates or his/her appointee shall serve as the Chairman of the House of Delegates Reference Committee. The Chairman shall appoint all members of the House of Delegates Reference Committee from the above nomination list and any other members whom he/she feels necessary to complete the business of the Reference Committee.
- C) Duties.** The duties of the House of Delegates Reference Committee shall be to prepare a report listing their recommendations to amend and/or make corrections to the resolutions, in regards to punctuation, grammar, spelling, and citations within the Constitution and Bylaws of the Association. The report shall also declare the committee’s recommendation on each resolution submitted for that House of Delegates session; namely, that being to adopt or not to adopt the resolution as presented and/or amended.

D) Referral to the Reference Committee. All resolutions submitted in compliance with Paragraphs (A) and (B) above shall be referred to the House of Delegates Reference Committee for evaluation by members of the Committee who are not sponsors of the given resolution and reported to the House of Delegates during the annual convention in which they were introduced.

ARTICLE X - Official Meetings

Section 1. Fall and Spring Meetings. The SOMA House of Delegates, the Board of Trustees, and the National Board shall convene at least twice a year for official meetings: one time being at the Annual Fall SOMA National Convention, which will coincide with the AOA Annual Convention & Scientific Seminar; and the second time occurring at the Annual Spring SOMA National Convention.

Section 2. Mid-Year Meeting. The SOMA Board of Trustees and the National Board shall also meet at a Mid-Year Meeting to conduct the business of the Association and to observe and give input to the AOA House of Delegates on behalf of the students across the country. The meeting can be scheduled immediately before, during, or after the AOA House of Delegates as time and circumstances permit.

Section 3. OMT Tables. The Association shall be responsible for providing OMT tables at the SOMA National Conventions in order that OMT may be performed under adequate conditions so that Association representatives may perform at their fullest potentials.

Section 4. Promotion of Meetings. The Association shall encourage medical students (osteopathic, allopathic, and international), students of other health sciences, practicing physicians, related healthcare professional, and members of related healthcare organizations to attend and participate in local, regional, and National SOMA functions for the purpose of fellowship and education.

Section 5. Meeting Attendance. The constituent chapters are required to send at least one representative to either the Fall or Spring convention within a given academic year. If unable to attend either Convention, Chapters are expected to notify the National President and Region Trustee with the reason for their absence. If a chapter fails to meet the minimum attendance requirements, they will be notified of their offense by National SOMA and an appropriate course of action will be determined by the Board of Trustees. Each offense will be evaluated on an individual basis.

ARTICLE XI - Rules of Order

Robert's Rules of Order Newly Revised shall govern the parliamentary procedures of the Association in all cases where applicable and where not inconsistent with the **Constitution and Bylaws** of the Association.

ARTICLE XII - Elections

Section 1. Eligibility to Hold Office. Only Active Members, who are enrolled in an AOA-accredited osteopathic medical school during the term, shall be eligible to hold an office in SOMA.

Section 2. Chapter Elections. The election of National Liaison Officers, Chapter Presidents, and other chapter officers shall be held by the constituent chapters on an annual basis as outlined in **Article IV, Section 6.**

Section 3. National Elections. The election of the National President, the National Vice President, the National Treasurer, the Regional Trustees, the Foundation Chairperson, the Foundation Director, and the Membership Coordinator shall be held during the annual fall meeting of the House of Delegates.

Section 4. Election of Member At-Large. The election of the Member At-Large, chosen from and by the newly installed National Board, will occur during the post-spring convention transition period.

Section 5. Nominating Committee.

- A) Members.** The members of the Nomination Committee shall consist of the current National President, National Vice President, and National Convention Coordinator.
- B) Duties.** The Nominating Committee will: produce and distribute to the Association's constituent chapters an application for candidacy, determine the procedures for submitting such applications, and solicit declarations of candidacy from qualified students. The Nominating Committee will ensure that such declarations from the candidates will be printed in the Fall Convention Book, along with their curriculum vitae if possible.
- C) Report.** This committee shall present the names of the nominees during the Fall House of Delegates. Additional nominations may be made from the floor of the House of Delegates following the presentation of the Nominating Committee Report. Elections shall be held following the Nominating Committee Report and candidate speeches for each national office position.

Section 6. National Officer Elections.

- A) Candidate Speeches.** Prior to election of the officers, each candidate shall be allowed five minutes of floor time to address the House of Delegates to further his/her campaign. The answering of questions shall not be included in this time limit.
- B) Election Process.** Where there is no contest among nominees, the candidate shall be asked to leave the room and a simple majority vote without ballot shall elect the office. All other elections shall be by secret ballot.
- C) Required Votes.** The candidate receiving at least **50% + 1** of possible votes shall be declared the winner. If no candidate receives 50% + 1 of the votes, a runoff of the candidates with the **two** highest vote totals shall be held. If neither candidate receives a winning number of votes, additional run-offs will be held until a winner is declared.
- D) Eligibility to hold office of National Office.** The eligibility requirements for the position of National President include at least one year of service on the Student Osteopathic Medical Association Board of Trustees; and the eligibility requirements for the positions

of National Vice President, Treasurer, Foundation Chairperson, Foundation Director, and membership Coordinator include at least one year of service on the Student Osteopathic Medical Association National Board or Board of Trustees. The eligibility requirements for the position of Region Trustee include at least one year of service on the Student Osteopathic Medical Association National Board or at least one year of service as the president or NLO of a local Student Osteopathic Medical Association Chapter or have served as a voting delegate for two consecutive Student Osteopathic Medical Association National Conventions and be nominated by their Chapter President or NLO. The eligibility requirements for the position Member-At-Large include being an active member of the Student Osteopathic Medical Association National Board

Section 7. Regional Trustee Elections.

- A) Chapter Votes.** Regional Trustees shall be elected at the Annual Fall SOMA National Convention. Each Regional Trustee will take office at the closing of the Spring House of Delegates meeting. Each chapter from that geographic region shall have four votes toward the election of their Regional Trustee.
- B) Regional Election Committee.** All balloting shall be by secret ballot. Ballots shall be checked and counted by a committee consisting of one representative from each chapter present. The Speaker of the House of Delegates or his/her designate shall appoint the members of each Regional Election Committee based on the requirements set forth above and shall appoint one of these members to chair the committee. No nominee for Regional Trustee shall be appointed to the Regional Election Committee. Election rules shall follow **Article XII, Section 6.**

ARTICLE XIII - Duties of Officers

Section 1. National President. He/She shall act as the Chairman of the Board of Trustees and shall be expected to appoint and council with the Chairpersons of the various Standing Committees, Subcommittees, and Task Forces in carrying out the objectives of SOMA and will coordinate all national affairs between the Administrator, the Board of Trustees, and other interested parties. He/She may appoint an Advisory Cabinet as set forth in **Article XIX.**

Section 2. National Vice President. He/She shall serve as the **Speaker of the House of Delegates.** He/She shall have the authority to appoint a Vice Speaker to assist in his/her duties. He/She shall be an Ex-Officio Member of all committees and shall receive their reports at least semiannually. He/She shall coordinate all phases of Standing Committees, Subcommittees and Task Forces and report their progress to the House of Delegates. The Speaker or his/her designate (Vice Speaker) shall direct and control the floor of the House of Delegates. In the absence of the National President, he/she shall act as Interim-President to perform the duties of that office. He/She shall keep and maintain the Association's **Constitution and Bylaws**, the **SOMA Process** and the **Code of Ethics** in their most current form.

Section 3. The National Treasurer. He/She will maintain all financial records and file the required forms with the IRS and other financial institutions for National SOMA and the SOMA Foundation. He/She will chair a Finance Committee for purposes of budgetary review and approval. He/She shall work with the National SOMA officers to formulate a National Budget. The National Treasurer shall

arrange for a Blanket Fidelity Bond, for a suitable amount as determined by the Board of Trustees, to cover all individuals, particularly the National Treasurer and the Administrator, handling the Association's financial accounts. The treasurer is obligated to provide quarterly budget reports to all members of the SOMA Board of Trustees, the Administrator and any accountant that National SOMA should be utilizing to assist with preparation of tax documents and/or management of finances in a form dictated by the current Board of Trustees.

Section 4. National Liaison Officers. They shall be responsible for conducting affairs of National SOMA interest at the local constituent chapters; including acting as liaison between National SOMA, college administrations, state osteopathic medical societies, and other organizations. It shall be their responsibility to maintain an accurate membership file at the local level and to forward a monthly report to their Regional Trustee concerning local and national activities. They shall also be responsible for submitting a financial report on the local chapter to the Board of Trustees no later than February 15th of each year. They shall interact, coordinate and frequently converse with their Regional Trustee as well as the National SOMA Office.

Section 5. Regional Trustees.

A) Regions. Each Trustee shall represent his/her region on the Board of Trustees. Regions are divided as follows:

- **Region I:** Edward Via College of Osteopathic Medicine (VCOM), Lake Erie College of Osteopathic Medicine (LECOM), New York College of Osteopathic Medicine of New York Institute of Technology (NYCOM), Philadelphia College of Osteopathic Medicine (PCOM), Touro University College of Osteopathic Medicine – New York (TouroCOM-NY), University of Medicine and Dentistry of New Jersey School of Osteopathic Medicine (UMDNJ-SOM), and University of New England College of Osteopathic Medicine (UNECOM);
- **Region II:** Kentucky College of Osteopathic Medicine (KYCOM), Lake Erie College of Osteopathic Medicine -- Bradenton Campus (LECOM-Bradenton), Lincoln Memorial University DeBusk College of Osteopathic Medicine (LMU-DCOM), Nova Southeastern University College of Osteopathic Medicine (NSUCOM), Ohio University College of Osteopathic Medicine (OU-COM), Philadelphia College of Osteopathic Medicine – Georgia Campus (PCOM-GA), William Carey University College of Osteopathic Medicine (WCU-COM), and West Virginia School of Osteopathic Medicine (WVSOM);
- **Region III:** A.T. Still University of Health Sciences -- Kirksville College of Osteopathic Medicine (ATSU-KCOM), Chicago College of Osteopathic Medicine – A College of Midwestern University (CCOM), Des Moines University – College of Osteopathic Medicine (DMUCOM), Kansas City University of Medicine and Biosciences College of Osteopathic Medicine (KCUMB-COM), Michigan State University College of Osteopathic Medicine (MSUCOM), Oklahoma State University Center for Health Sciences -- College of Osteopathic Medicine (OSU-COM), University of North Texas Health Science Center -- Texas College of Osteopathic Medicine (UNTHSC/TCOM);

- **Region IV:** A.T. Still University of Health Sciences -- Arizona Campus (ATSU-SOMA), Arizona College of Osteopathic Medicine -- A College of Midwestern University (AZCOM), Pacific Northwest University of Health Sciences College of Osteopathic Medicine (PNWUHS-COM), Rocky Vista University College of Osteopathic Medicine (RVUCOM), Touro University College of Osteopathic Medicine -- California (TUCOM-CA), Touro University Nevada College of Osteopathic Medicine (TUNCOM), and Western University of Health Sciences College of Osteopathic Medicine of the Pacific (WU-COMP).
- B) Regional Conclaves.** They shall be responsible for the Regional Conclave meeting held at both the Annual Fall & Spring SOMA National Conventions. SOMA encourages regional meetings to be held between the Fall & Spring Convention and to include, but not be limited to the local chapter president and NLO of each local SOMA chapter.
- C) Chapter Assistance.** They shall assist local chapter officers in his/her region and take an active role in improving each chapter in the areas of membership, funding, and any other activities where his/her expertise may be of value.
- D) Budget.** Each Regional Trustee shall submit a proposed budget for the fiscal year to the National Treasurer within sixty days following the annual spring meeting of the House of Delegates. The proposed budget should include all funds for the Regional Conclaves, travel to all Board of Trustee meetings, travel to visit chapters in the region, and any item or project he/she feels will be needed.
- E) Guide Booklet.** They shall distribute and update the booklet, "National Guide for Local Chapter Management," to the local chapters. This booklet shall contain information that will guide the Chapter Treasurers to local funding sources.

Section 6. Member At-Large. He/She is elected from and by the National Board. He/She shall represent the Standing Committees and Task Forces comprising the National Board to the Board of Trustees and National Officers.

Section 7. Student Trustee, AOA Board of Trustees . He/She shall serve in the appointed capacity by the AOA, following nomination by SOMA; and fulfill all AOA obligations and subsequent appointments by the AOA President. The incoming SOMA BOT shall nominate the student trustee during the spring meeting, as has been the common practice. The nominated student must then present his/her plan of representation to the SOMA House of Delegates in some form. A transition shall be made, in all due diligence, with the previous COSGP and SOMA student trustees on the AOA BOT. The student trustee shall be expected to fulfill a transition in the same manner after having served his/her year to ensure the preparedness and quality of future student trustees. The AOA BOT student trustee shall be ex-officio member of the SOMA Board of Trustees in order to best represent and effectively work with SOMA and its national leadership. The AOA student trustee represents ALL Osteopathic medical students, and shall work closely with COSGP national leadership, as well as SOMA leadership. The student trustee shall encourage SOMA and COSGP to work together at the local and national levels, while maintaining an open dialogue with as many other national student association leaders as possible.

Section 8. Removal and/or Replacement of Officers.

- A) Removal of Officers.** The Board of Trustees shall be empowered to dismiss from his/her position any Officer, SOMA Foundation Chairman or Director, Regional Trustee, Membership Coordinator, Administrator, or Member At-Large who has failed to perform the duties of his/her position, providing that the person in question shall have the opportunity to answer the charges against him/her in writing or in person before a meeting of the Board of Trustees. A vote of at least **two-thirds** of the voting members of the Board of Trustees shall be necessary for such dismissal.
- B) Replacement of Officers.** Upon dismissal or resignation of any Officer, SOMA Foundation Chairman or Director, Regional Trustee, Membership Coordinator, Administrator, or Member At-Large, the Board of Trustees shall be empowered to appoint a replacement by a two-thirds vote of the Board of Trustees. The appointed replacement shall serve until the next scheduled House of Delegates session when appropriate bodies shall elect an officer for the position, as per Article XII, to serve out the remainder of the term.
- C) Removal of Chairpersons.** Any Chairperson (Coordinator or Director) of a National SOMA Standing Committee, Subcommittee, or Task Force, who has failed to perform the duties of his/her position, and having been appointed by the National President, may be dismissed or asked to resign from his/her position by the National President. The National President shall then be empowered to appoint a replacement officer.

Section 9. Removal of Member At-Large. The Member At-Large of the Board of Trustees may only be dismissed from his/her Board of Trustees position as outlined in **Section 8, Paragraph (A)**. If dismissed as the Member At-Large, he/she may still retain his/her position as Chairperson unless dismissed as a National Board member by the National President, according to **Section 8, Paragraph (C)**.

Section 10. Outgoing Officer Report. All Elected National Officers and appointed National Officers completing their term of service will complete the Outgoing Officer Report Form and return it to the national Vice President thirty days prior to the annual Spring SOMA National Convention. All outgoing officers will bring written information and other materials to pass on to the incoming officers at the Spring Convention and will meet with the incoming officer in order to complete a formal transition during the Spring Convention. If the outgoing officer is unable to attend the Spring Convention and has received proper approval from the board of trustees, a transition meeting must be arranged via phone, video chat, or other means to be completed no later than one week after the end of Spring Convention. Failure to comply with these regulations will prevent reimbursement to the offending outgoing officer of convention and any other outstanding expenses incurred while in office. Additionally, the total reimbursement amount will be decreased by 5% for each day past the deadline that any of the aforementioned requirements are not met.

Section 11. Convention Report. Each elected and appointed National Officer shall submit a type-written report, detailing the activities of their respective offices, by the required deadline for inclusion in the convention book: one for fall and one for spring.

Section 12. Liability of Officers. The personal liability of any officer or employee at the national, regional, or chapter level is eliminated from monetary damages for breach of fiduciary duty as a representative; except that such provision shall not eliminate or limit the liability of a representative to the Association for monetary damages for:

- (a) any breach of the representative's duty of loyalty to the Association or to its members;
- (b) acts or omissions not in good faith or which involve intentional misconduct or a knowing violation of the law; or
- (c) any transaction from which the representative derived an improper personal benefit.

ARTICLE XIV – Employee(s)

Section 1. Duties of the Employee(s). The job descriptions of all SOMA employees shall be written and approved by the SOMA BOT and will be outlined in the employees' contract.

Section 2. Selection of the Employee(s). All SOMA employee(s) shall be chosen by the Board of Trustees on the basis of qualifications, which best serve, the objectives of SOMA as stated in the **Constitution and Bylaws**. Remuneration shall be determined by the Board of Trustees.

ARTICLE XV - Board of Trustees

Section 1. Board of Trustees.

- A) Members.** The Board of Trustees shall be comprised of the Elected National Officers as stated in Article VIII, as well as the Member At-Large representing the National Board. Each member will have control of one vote.
- B) Chairman.** The National President of the Association shall serve as Chairman of the Board of Trustees. The President will vote only in the instance of a ballot election and in all other cases where the vote would change the result (i.e. a tie).

Section 2. Duties of the Board of Trustees. The Board of Trustees shall be responsible for conducting the affairs of the Association between meetings of the House of Delegates. The Board of Trustees shall have the power to conduct all business of an immediate nature where not inconsistent with the **Constitution and Bylaws** and the **SOMA Process**, or the directives of the House of Delegates.

Section 3. Regular Meetings of the Board of Trustees. The Board of Trustees meeting shall be held in conjunction with the Annual Fall SOMA National Convention and the Annual Spring SOMA National Convention, and the Mid-Year Meeting of the AOA House of Delegates.

Section 4. Special Meetings of the Board of Trustees. The Board of Trustees shall meet at the request of the National President or two of the members of the Board of Trustees. Notification shall be made at least seven days prior to the meeting.

Section 5. Quorum of the Board of Trustees. A Quorum shall be necessary to conduct the business of the Board of Trustees. A Quorum shall be defined as **50% + 1** of all occupied seats currently held by a Board of Trustee member or their proxy.

Section 6. Closed Meetings of the Board of Trustees. Closed meetings of the voting members are not considered contrary to the ideals of SOMA. Closed sessions may be called by a **two-thirds**

majority vote of the Board of Trustees only after consultation with the appropriate National Board member (or their proxy) having expertise on the particular issue.

Section 7. Minutes of National SOMA Meetings. Each Regional Trustee shall be responsible for recording the proceedings of the Board of Trustees and the National Board and, if necessary, for the House of Delegates. The Speaker of the House of Delegates shall be responsible for designating which officer will record each meeting. All meeting minutes shall be typed, in the manner specified in the **SOMA Process**, and mailed to the National SOMA Office Administrator within thirty days.

ARTICLE XVI - National Board

Section 1. National Board Members. The National Board will be comprised of the program Chairpersons of the Standing Committees and Task Forces of National SOMA.

Section 2. Replacement of National Board Members. National Board members may be changed at the discretion of the National President without consultation with the Board of Trustees or the House of Delegates as per **Article XIII, Section 8, Paragraph (C)**; except for the Member At-Large of the Board of Trustees who must be dismissed as outlined in **Article XIII, Section 9**.

Section 3. Funding for National Board Members. Funding for each National Board member shall be established in the budget. The budget shall include expenses that may be spent in the fiscal year.

Section 4. National Board Positions. The National Board may include the following Standing Committee Chairpersons (if a Coordinator(s) or Director(s) has been appointed):

- a) Clinical Clerkships Director
- b) Convention Coordinator
- c) Foundation Associate Liaison
- d) Foundation Associate Director of Financial Affairs
- e) Foundation Associate Director of Scholarships & Grants
- f) International Health Programs Director
- g) Minority Affairs Director
- h) Osteopathic Practice & Principles Director
- i) Political Affairs Director
- j) Pre-Soma Director
- k) Programs & Benefits Director
- l) Public Health Director
- m) Public Relations Director
- n) Research & Development Director
- o) Unity Campaign Director
- p) Website Director

Section 5. Expressed Policies by Association Officers. Findings expressed, related or conveyed by National Board members at any benefit, convention, or function, where they are officially representing the Association, shall temporarily reflect the policy of National SOMA. Policy-related reports expressed by National Board members shall be summarized and submitted as part of the convention minutes at the next House of Delegates meeting. Unless the House of Delegates rejects

the findings of the National Board member at that meeting, these policies shall be accepted as the official policies of the Association.

ARTICLE XVII - Standing Committees, Subcommittees and Task Forces

Section 1. Creation & Duties of Standing Committees. The Standing Committees of SOMA shall be created by resolutions submitted to and approved by the House of Delegates. The Chairperson(s) of each Standing Committee shall be appointed by the National President and ratified by a **simple majority** vote of the Board of Trustees. The duties of the Standing Committee shall be to organize and submit policy in their appointed area to the Board of Trustees and/or the House of Delegates and to appoint matters to their given Subcommittees. Job description and responsibilities of a Committee Chairperson is to be approved by a simple majority of the Board of Trustees.

Section 2. Chairperson Selection. For continuity of programs, the Chairperson(s) of each Standing Committee shall become an equal and integral component in the interviewing and subsequent selection of their immediate successor(s).

Section 3. Creation of Subcommittees. The Subcommittees of SOMA shall be created by approval of the Board of Trustees or the House of Delegates. The Chairman of a Subcommittee shall be appointed by the Chairperson(s) of the parent Standing Committee and ratified by a **simple majority** vote of the Board of Trustees.

Section 4. Creation of Task Forces. Task Forces shall be comprised of the new programs or committees submitted for approval that are given a temporary status. Task Forces can be established and their program Directors chosen at the discretion of the National President. Each Task Force Director shall have all the responsibilities of a National Board member, including representation at local and National SOMA meetings. If program interest and needs continue for a period of two years, the Task Force is eligible to become a Standing Committee pending approval of the House of Delegates as per **Section 1**.

Section 5. Budget of National Board Members. The Chairperson(s) of each Standing Committee and Task Force will submit a tentative budget to the Finance Committee for approval based on merit and participation.

Section 6. Expenses of National Board Members. Monies, less than \$100, allocated for committees under management of National Board members shall be controlled by the National Chairperson of each respective committee. Each National Chairperson shall be held accountable for excellence in their respective program as a result of this assumption of responsibility.

ARTICLE XVIII - Affiliated Societies

Section 1. Society Application. Any autonomous national, state, territorial, provincial, or foreign medical student organization, which may desire to become an Affiliated Society, shall apply on a prescribed form, submit that its Constitution, Bylaws and Code of Ethics generally conform to those of this Association, and maintain an organizational structure which generally conforms to that of this Association.

Section 2. Granting Charter. Upon such application, the House of Delegates shall investigate and, finding satisfactory proof of a general agreement in policy and governing rules with those of this Association, issue such a charter to any organization which does not duplicate the function or prerogatives of any presently affiliated organization.

Section 3. Convention Participation. Affiliated Societies may provide a non-voting member to the SOMA House of Delegates.

Section 4. Benefits of Affiliation. Affiliated Societies may be granted the privilege of attending the SOMA National Conventions and scheduling meetings with respective members if they do not conflict with the scheduling constraints of the SOMA conventions. Affiliated Societies shall be granted the opportunity to use the National SOMA newsletters and other membership mailings to contact their current and potential members. Affiliated Societies shall be granted the privilege of scheduling a meeting with the SOMA Board of Trustees by following the rules set forth in the **SOMA Process**.

Section 5. Financial Obligations. National SOMA will not be held responsible for any financial obligations of any Affiliated Society and shall not act as a negotiating agent for any Affiliated Society in any business transaction. National SOMA shall not charge Association members for Affiliated Society activities and shall not collect dues for any Affiliated Societies.

Section 6. Cessation of Affiliation. Affiliated Societies shall have the option of terminating their affiliation with National SOMA by submitting a letter of intent from the affiliate's President to the SOMA National President by registered mail. The termination of the affiliation shall not take effect until the SOMA Board of Trustees has an opportunity to speak with the officers of the Affiliated Society. Upon concluding that the intent is verified, the SOMA Board of Trustees shall send a letter of confirmation of the intent to terminate the affiliation to the President or acting leader of the Affiliated Society by registered mail. The termination shall not take effect until the letter has been received by the aforementioned society. Societies shall be eligible to reapply for affiliation at the next House of Delegates meeting and shall follow the procedures outlined in **Sections 1 & 2**.

Section 7. Termination of Affiliation. The SOMA House of Delegates shall have the right to terminate the Association's affiliation with any society upon finding the actions or policies of the society violate the **Constitution and Bylaws, SOMA Policies, or Code of Ethics** of the Association. Upon these findings, the SOMA Board of Trustees shall investigate such violations and upon conclusion of such investigation, make a recommendation, in resolution form, to the SOMA House of Delegates. Voting on such a resolution shall be governed by the rules set forth in the **SOMA Process**. Affiliated Societies shall be given the right to testify at the Board of Trustees and the SOMA House of Delegates Reference Committee meetings. Termination of the affiliation shall take effect at the closing of the House of Delegates. Societies will be able to reapply for affiliation at the next SOMA House of Delegates meeting and shall follow the procedures outlined in **Sections 1 & 2**.

Section 8. Associate Membership. Any student of an allied health care profession associated with one of the American Osteopathic Association recognized Colleges of Osteopathic Medicine be granted Associate Membership into the Student Osteopathic Medical Association on application to the above. The Associate Membership dues shall be a one-time fee of \$60, with the breakdown being \$22 to the local chapters and \$38 to National SOMA. The Benefits of Associate Membership shall be limited to the SOMA Health Insurance Program, and each Associate Member shall maintain a non-

voting seat on the Student Osteopathic Medical Association's House of Delegates at every national convention that the Student Osteopathic Medical Association holds.

ARTICLE XIX - President's Advisory Cabinet

Section 1. Members. The National President may at his/her discretion appoint members to an Advisory Cabinet.

Section 2. Duties. Members of the Advisory Cabinet may coordinate with and advise the National President, but shall not establish policy.

ARTICLE XX - National SOMA Budget

Section 1. National Treasurer Duties. See Article XIII, Section 3.

Section 2. Budget for Funded Positions. The National Treasurer will collect, from each National Officer, Regional Trustee, Chairperson and Task Force Director, a tentative budget within sixty days after the annual spring meeting of the SOMA House of Delegates. Subcommittees do not submit a budget. From this information he/she will submit, by July 1st, a National SOMA Budget proposal to the Board of Directors of the SOMA Foundation, who may accept, reject, or amend the budget proposal. After the budget has been accepted, it shall be distributed to each constituent chapter and published on the National SOMA webpage.

Section 3. Additional Funding Requests. Any officer's request for funds above and beyond their approved budget amount must be submitted as a written proposal to the National SOMA Office at least seven days prior to when the funds are needed.

Section 4. Fiscal Year. The fiscal year of this Association shall be from July 1st through June 30th of each year. The books of account of the Association shall be closed as of the last day of June in each year.

ARTICLE XXI - The SOMA Process

Section 1. Components of the SOMA Process. The document known as the **SOMA Process** shall be maintained and updated by the National Vice President under the supervision of the Board of Trustees. It shall contain three sections:

- a) **General information**
- b) **Procedural information:** i.e., how to write a bill, how to make a motion, rules of order in the House of Delegates, etc.
- c) **SOMA Policies:** this section shall contain an appropriately indexed listing of all resolutions that pass the House of Delegates but which do not amend the Constitution and Bylaws or the Code of Ethics.

Section 2. Use of the SOMA Process. The **SOMA Process** shall be part of the official governing legislation of the Association. In the event of a conflict in policy, the provisions of the **Constitution and Bylaws** of the Association shall have preference over any provision set by the **SOMA Process**.

ARTICLE XXII - Amendments to the Constitution and Bylaws

Section 1. Amendment Consideration. Proposed amendments to these **Constitution and Bylaws** shall be considered at the semiannual meetings of the House of Delegates.

Section 2. Amendment Submission. Any member(s) of the Association may author an amendment to these **Constitution and Bylaws** with required two member co-sponsorship(s) by submitting the amendment accompanied by a brief explanation to the National Vice President and the National SOMA Office at least sixty days prior to the next meeting of the House of Delegates.

Section 3. Amendment Distribution. Copies of proposed amendments shall be distributed to all constituent chapters at least ten days prior to the next meeting of the House of Delegates.

Section 4. Amendment Approval. A vote of at least two-thirds of the House of Delegates, Quorum required, shall be required for passage of any new amendment.

Section 5. Format. All Amendments shall be presented, in typed form and following the format listed in the SOMA Process, to the National Vice President before presentation to the House of Delegates.

Section 6. Identification of Amendments. All Amendments to the Constitution and Bylaws shall be identified by their respective Reference Committee number with a preceding "AMEND-"

ARTICLE XXIII - Finances

Section 1. Dues Structure.

A) **National Dues.** Dues paid to the Association shall be \$45 for osteopathic medical students enrolled in an AOA approved program.

Section 2. Assessment of Dues. Sole authority to add dues levels for other classes of membership and to raise the amount of dues shall be vested in the House of Delegates.

Section 3. Local Chapter Assessment Fee. Each local SOMA chapter reserves the right to charge a chapter assessment fee in addition to national dues costs. The local chapter officers shall determine the Local Chapter Assessment fee annually and will notify National SOMA of the determined fee by June 1. In addition, each chapter will notify their constituents of the purpose of the Local Chapter Assessment Fee.

Section 4. Expenses by National Officers. Any expenditure by National Officers, greater than \$100, needs to be approved by the National Treasurer or another member of the Board of Trustees and the National President.

Section 5. Finance Committee. The Finance Committee shall be composed of one member elected from each region at the Spring Regional Conclave. The National Treasurer will serve as the Chairman of the Finance Committee.

Section 6. Refunding of Dues. No part of the annual dues paid by a member shall be refunded in the event that membership in this Association is terminated, except by action of the Board of Trustees.

ARTICLE XXIV - Dissolution of the Association

In the event that the House of Delegates, by a **two-thirds** majority vote while in a Quorum session, shall choose to dissolve the Association, merge with another organization, or join in a consolidation of other organizations, the Board of Trustees shall distribute the assets of the Association (remaining after the payment, satisfaction and discharge of all outstanding liabilities and obligations) to one or more non-profit organizations qualified for tax exemption under Section 501 (c.) of the Internal Revenue Code and engaged in activities to promote osteopathic medical education. The Board of Trustees shall choose such organization(s) by a **two-thirds** vote while in a Quorum session. All actions by the House of Delegates and the Board of Trustees in this matter shall be based on consultations and advice from an attorney in order to fulfill all legal requirements.

BYLAWS OF THE STUDENT OSTEOPATHIC MEDICAL ASSOCIATION

ARTICLE I – Basic Task List for all National SOMA Officers

Section 1. Basic Functions.

- 1) To uphold the objectives and policies of SOMA.
- 2) To establish long and short-term goals that are aimed to accomplish the objectives of SOMA.
- 3) To develop and coordinate any future/present programs related to your position:
 - a. Establish and/or amend guidelines;
 - b. Submit budget needs and proposed project descriptions to the SOMA Foundation Associate Director of Scholarships & Grants who will then request funding for your program and award you with the monetary grant that is received;
 - c. Set, follow, and enforce deadlines;
 - d. Assure distribution of program material to all appropriate SOMA members and all chapters;
 - e. Establish effective advertising and promotion of your program;
 - f. Establish appropriate evaluation methods for all projects.
- 4) To establish and maintain superior communication with:
 - a. The SOMA National President; the SOMA Board of Trustees and the remainder of the SOMA National Board;
 - b. The SOMA National Administrator/Executive Director;
 - c. SOMA Chapter Presidents and local chapter officers related to individuals' positions;
 - d. Members of the American Osteopathic Association and American Osteopathic Foundation as well as other non-student supporters and advisors.
- 5) Writing of motivational updates to be published in the various SOMA publications and website.
- 6) Develop and submit any resolutions for Constitution and Bylaws changes deemed necessary for efficient job performance or for the benefit of your respective position.
- 7) Attend all SOMA conventions (Mid-Year, Fall and Spring) and any meetings scheduled therein.

Section 2. Duties and Responsibilities.

- 1) Read and understand the National SOMA Constitution and Bylaws and the SOMA Process before the SOMA Mid-Year Chicago meeting in July.
- 2) Establish contact with a communication liaison (e.g. Chapter President or Local Coordinator) for your position at each school by August 31st of your term in office.
- 3) Interact with the SOMA Region Trustees who will help facilitate communication with the local chapters.
- 4) Provide a quarterly task/idea/goals/update list directly to your Local Coordinators.

- 5) Evaluate and/or set current objectives and long-term goals for your program before the Mid-Year Chicago meeting in July.
- 6) Obtain assistance, if needed, from the National SOMA office in the enforcement of deadlines related to your program.
- 7) Submit an estimated budget to the SOMA National Treasurer before the Mid-Year Chicago meeting in July. This budget does not cover the cost of programming. Instead, it relates to costs of advertising, mailing, telephone calls and other expenses acquired in the proper execution of projects. The budget will cover costs for the entire year.
- 8) Chair a committee meeting and/or distribute educational materials about your committee's current projects at the National Conventions.
- 9) Submit a mandatory report summarizing your activities, progress, and position updates, 60 days before each National Convention.
- 10) Attend all scheduled meetings of the House of Delegates and the National Board.
- 11) Attend required events at National Conventions including, but not limited to:
 - a) SOMA Foundation Reception (Fall Convention only);
 - b) SOMA Inaugural Dinner (Spring Convention only);
 - c) Any scheduled speech by the AOA President;
 - d) SOMA annual transitional meeting (Spring Convention only).
- 12) Assist in the recruitment and training of a successor to your office. Distribute all necessary materials for the continuation of your programming to the successor at the Spring Convention annual transitional meeting.
- 13) To submit an Outgoing Officer Report 60 days before the Spring Convention describing projects implemented, accomplishments, failures and future goals of your program. Provide a copy of this report to your successor at the annual transitional meeting.
- 14) To keep a log of all contacts obtained throughout your term. Include contacts' names, phone numbers and purpose for contact. This log will be submitted to the Vice President 30 days before each convention and will be given to your successor at the annual transitional meeting.
- 15) To attend ALL SOMA meetings and conventions. If unable to attend, submit a written explanation for the absence to the National Office, the Vice President, and the Convention Coordinator 30 days before the convention (if possible). Reimbursements are subject to be decreased or eliminated for any officer in the following situations:
 - a) Missing a convention for other reasons besides family obligations, religious holidays or obligations, personal emergency, rotation conflict, or internship/residency interview;
 - b) Failure to provide a letter signed by your preceptor if she/he does not allow time off for the convention or to provide any documentation of any internship/residency interview scheduling (i.e., a copy of the letter you received from the training site);
 - c) Missing a convention without written or emergency phone/email notification to the National Administrator, President, or Vice President.

Section 3. Relationships.

- 1) Establish strong and trusting relationship with the National President, the Board of Trustees, the SOMA Foundation officers, and fellow National Board officers through the use of personal telephone calls, letters, faxes, emails, meetings and publications.
- 2) Establish and strong personal and working relationship with the Local Coordinator at each chapter for your position.

- 3) Assist SOMA members or prospective SOMA members with any information about SOMA's benefits.
- 4) Establish strong personal and working relationships with various leaders of the osteopathic medical profession and with any individuals who can potentially assist your program/committee by providing advice and guidance.

ARTICLE II – Individual Job Description and Task List for National Officers

Section 1. Board of Trustees.

A) National President. The National President needs to be a true leader in every sense of the word. He/She must lead, support, motivate, and be there for all of his/her peers whom he/she was chosen to represent. He/She must create a sense of unity built on a strong foundation of what the Association's main goals and principles are in order to create a sincere enthusiasm and dedication for them. He/She must be determined and confident in this position and how it fits into his/her personal osteopathic medical career as it requires daily time and effort in order to run the Association efficiently and successfully. The Specific Roles of the SOMA National President shall include:

- 1) Leadership and Guidance.
 - a) Lead general SOMA members according to the Constitution and Bylaws and must be well versed in this regard (Please refer to the Constitution and Bylaws for Presidential Duties as well);
 - b) Provide guidance in terms of the National Association and follow through on regional and local levels as well;
 - c) Must be in attendance representing National SOMA at osteopathic medical or health care association meetings and give presentations on SOMA's behalf. If he/she cannot attend some functions, the National Vice President or a suitable national officer replacement shall be chosen with a briefing from the President.
- 2) SOMA Foundation.
 - a) Act as a current member of the SOMA Foundation and also later as the Past-President of National SOMA;
 - b) Must perform all Foundation responsibilities determined by the Chairman and the other Directors;
 - c) Act as the communication link between National SOMA programming and the Foundation at all meetings of both boards.
- 3) Fundraising.
 - a) Must be actively involved with the pharmaceutical and corporate sponsors of SOMA in order to gain funding for the organization;
 - b) Establish new routes of fundraising and work closely with the Foundation and other national officers that participate in this area to secure means for SOMA programming, conventions, etc.
- 4) Responsibilities.
 - a) Keep in close contact with the national officers to be the communication link and the ultimate resource for general members on any SOMA concerns or topics;

- b) Review and oversee all of SOMA's undertakings by anyone within the Association and take responsibility for them;
 - c) Direct general members to appropriate contacts and officers when inquiries about SOMA are made;
 - d) Establish contacts at all meetings where he/she represents SOMA and refer them to the appropriate programming chairman.
- 5) Miscellaneous.
- a) Cover the duties and responsibilities of all of his/her officers and fill in upon failure of their efforts;
 - b) Must do this job daily and communicate with the National Office Administrator to coordinate daily activities.

B) National Vice President & Speaker of the House. The National Vice President & Speaker of the House shall:

- 1) Perform all of the duties of Vice President & Speaker of the House, and in the absence of the National President, shall act as the Interim-President and assume the duties of the President, including the duty of Chairman of the Board of Trustees.
- 2) Communicate regularly with the National President and assist the National President with any and all duties/tasks/programs he/she deems necessary.
- 3) Prepare and amend the agenda for each National Convention with recommendations from the Board of Trustees, the Convention Coordinator, and the SOMA Foundation Chairman.
- 4) Serve as Speaker of the House of Delegates.
 - a) Become very familiar with the Association's Constitution and Bylaws, and SOMA Process, as well as Robert's Rules of Order Revised;
 - b) Conduct the House of Delegates sessions according to the SOMA Process and Robert's Rules of Order Revised;
 - c) Establish the order of business (agenda) for the House of Delegates with recommendations from the Board of Trustees, the Convention Coordinator, and the SOMA Foundation;
 - d) Take roll call at each House of Delegates meeting to confirm the appropriate voting delegates, alternates, and/or proxies are represented from each chapter;
 - e) Designate a Vice Speaker of the House of Delegates, if necessary, to assist with the direction and control of the floor of the House of Delegates;
 - f) Assist the Nomination or Election Committee in conducting elections during the National Conventions and supervise all aspects of the election process;
 - g) Submit a report, within two weeks after the convention, that summarizes the results of the House of Delegates session; including all resolutions passed and defeated and all resolutions that amend the Association's Constitution and Bylaws and/or SOMA Process;
 - h) Update the Association's Constitution and Bylaws and/or SOMA Process within one month of each National Convention. Any major editorial changes or removals, excluding Policies passed in the House Of Delegates, shall be made known to the body of the House of Delegate in a

- report to be published in the convention packet. The Board of Trustees shall be responsible for vetting the report.
- 5) Act as or appoint and oversee the Chairperson of the House of Delegates Reference Committee.
 - a) Educate the committee as to the resolution writing process and election guidelines, and if necessary refer them to the appropriate sections of the Association's Constitution and Bylaws and/or SOMA Process;
 - b) Ensure that the completed resolutions get typed and printed for the House of Delegates.
 - 6) Serve as a member of the SOMA Foundation.
 - a) Attend all Foundation meetings and functions;
 - b) Assist the Foundation Chairman with any and all activities he/she deems necessary.
 - 7) Serve as a voting member of the Board of Trustees (when not acting as Interim-President).
 - 8) Serve as an Ex-Officio Member of all National SOMA committees and make every effort to attend, or send a representative to meetings that occur during the scheduled conventions.
 - 9) Attend the AOA House of Delegates meeting.
 - 10) Represent SOMA at national meetings of the AOA, Consortium of Medical Student Leaders, and any other meetings the National President deems necessary.
 - 11) Assist the National President with the development of, and communication with, any and all Affiliated Societies.
 - 12) Keep updated records of all task lists for each national position and update job descriptions/task lists as you deem necessary to be approved for revision by the Board of Trustees.

C) National Treasurer. The National Treasurer shall:

- 1) Represent National SOMA's financial interests internally and externally.
- 2) Work closely with the National President and the Foundation Chairman.
- 3) Serve as a voting member of, and attend all meetings of, the Board of Trustees and SOMA Foundation.
- 4) Formulate the National Budget for the Association and the SOMA Foundation and submit it for approval at the mid-year meeting of the Board of Trustees and SOMA Foundation Board of Directors.
- 5) Oversee the financial actions of the Association by:
 - a) Monitoring and maintaining a record of all expenses and revenues;
 - b) Handling all check writing and reimbursements;
 - c) Enforcing all fines established by the Association;
 - d) Approving all expenditures, over \$100 or over budget limits, along with two other members of the Board of Trustees;
 - e) Providing the financial statement for the Annual Report;
 - f) Choosing and working with a tax accountant, keeping SOMA IRS records, and maintaining SOMA's good tax record;
 - g) Keeping an accurate record of all contact and correspondence with the tax accountant in order to assist in a smooth transition;
- 6) Oversee and monitor the financial well being of the SOMA Foundation by:
 - a) Serving as Treasurer of the SOMA Foundation;

- b) Receiving and placing all funds into the SOMA Foundation Treasury;
 - c) Keeping and maintain accurate records of all funds deposited in, and disbursed from, the SOMA Foundation Treasury;
 - d) Working with the American Osteopathic Foundation to obtain advice and guidance on managing the funds of the SOMA Foundation.
- 7) Work directly with the Corporate Advisory Board of the SOMA Foundation.
 - 8) Work directly with the various representatives of the pharmaceutical companies that work closely with SOMA.
 - 9) Chair the Finance Committee.
 - 10) Assist local Chapter Treasurers with their budgets and treasury issues.
 - 11) Provide advice to the SOMA Foundation and the SOMA Board of Trustees on the establishment and implementation of present and future educational and philanthropic programs.

D) Foundation Chairperson. The Foundation Chairperson shall:

- 1) Uphold the objectives of the SOMA Foundation (Please refer specifically to the **Bylaws of the SOMA Foundation**).
- 2) Establish long and short-term goals that are aimed to accomplish the objectives of the SOMA Foundation and create a timeline from which to fulfill duties with the SOMA Foundation.
- 3) Raise funds for the SOMA Foundation and SOMA's affiliated programs. Contact all large donors (>\$1000) and establish a personal relationship each year.
- 4) Develop, execute and evaluate all general SOMA Foundation meeting preparations such as agendas, invitations, facilities and informational materials at least one (1) month prior to each meeting.
- 5) Establish and maintain superior communication with:
 - a) SOMA Foundation members;
 - b) Potential members of the SOMA Foundation;
 - c) The SOMA National President, the SOMA Board of Trustees and the remainder of the SOMA National Board;
 - d) The SOMA National Administrator;
 - e) Other Foundation officers;
 - f) American Osteopathic Association;
 - g) American Osteopathic Foundation;
 - h) The executive officers of osteopathic foundations, associations, hospitals and affiliated societies;
 - i) Deans and Directors of Medical Education
 - j) Pharmaceutical companies;
 - k) Corporations and other potential benefactors.
- 6) Oversee affiliated program proposal development and promotion.
- 7) Oversee the establishment and continued activity of the Corporate Advisory Board (CAB) and to relate Foundation progress to these groups. Act as a meeting chairperson for the CAB and develop, execute and evaluate all SOMA Foundation CAB meetings including agendas, invitations, facilities and informational materials at least one (1) month prior to each meeting.
- 8) Act as a voting member of the SOMA Board of Trustees.
- 9) Attend all SOMA meetings and receive all Foundation information.
- 10) Organize foundation booths for Summer and Fall conventions.

- 11) Act as official spokesperson and inspirational leader for the SOMA Foundation and take part in important monitoring and evaluation of organizational performance.
- 12) Organize and manage the Northrop Educator of The Year award.
- 13) Organize the Annual SOMA Foundation Reception with the help of the other Foundation leaders to find corporate sponsorship. Act as master of ceremonies and conduct presentation of honors and non-scholarship awards at the reception.
- 14) Oversee all foundation positions. Receive minutes of AOF meetings from Foundation Associate Liaison.
- 15) Develop, edit and distribute the SOMA Foundation newsletter (printed biannually) to the General Membership and the SOMA National Board on a timely basis.
- 16) Ascertain or develop, carry out, and evaluate a sales and marketing plan to promote the SOMA Foundation's program increase funding. Sales and marketing plans will be evaluated at each meeting by the Board of Trustees.
- 17) Pass down a complete list of supporters and potential supporters to the incoming Chair and Director.

E) Foundation Director. The Foundation Director shall:

- 1) Help the Chairperson develop and implement marketing plans.
- 2) Help the Chairperson develop agenda for the following meetings: Corporate Advisory Board (CAB) and the Board of Trustees.
- 3) Help develop and produce SOMA Foundation brochures and promotional material.
- 4) Help the Chairperson review proposals for educational and philanthropic programs.
- 5) Help the Chairperson contact larger non-healthcare corporations and foundations for donations.
- 6) Act as Foundation liaison in recruiting potential benefactors. \
- 7) Attend all SOMA Foundation meetings and receive all SOMA Foundation information.
- 8) Oversee the finances of the SOMA Foundation in conjunction with the American Osteopathic Foundation.
- 9) Work closely with the SOMA Administrator and Foundation Treasurer to regulate the Foundation budget, prepare yearly tax statements, prepare the Annual Report of the SOMA Foundation, and maintain financial records, including donor lists.
- 10) Send billing and thank you letters to Foundation members for annual dues and keep a log of all SOMA contributors to submit to the Associate Director of Membership.
- 11) Send thank you letters to all previous supporters, COMs, State/Specialty organizations thanking them for past participation and encouraging their continued support.
- 12) Send holiday cards to large donors.
- 13) Receive and submit logs of grant donors, scholarship contributors and scholarship winners, with special attention to the Medical Education Scholarship recipients.
- 14) Allocate 25% of the annual dues of each Foundation member to be invested in the SOMA Capital Campaign.
- 15) Mail *The Chronicle* as necessary.

16) Carry out all additional projects assigned by the Chairperson.

F) Membership Coordinator. The Membership Coordinator shall:

- 1) Conduct an efficient and effective SOMA membership drive nationally and at the local chapters.
- 2) Ensure that all local chapters are fully informed, equipped, and prepared to execute a successful membership program.
- 3) Prepare and distribute membership packets to each chapter president by July 1st of each year. Work closely with the Programs & Benefits Director in doing this to include information about attractive SOMA membership privileges and other recruitment ideas. Stay aware of any SOMA programs implemented by other National Board officers so that these ideas may be added to the membership packet.
- 4) Obtain a schedule of each school's membership drive and dues amount.
- 5) Keep a current list of membership recruitment activities/programs conducted at each chapter and share this information regularly with all chapters in order to improve membership stats at other schools.
- 6) Set local membership goals for each chapter based on membership percentages. New membership goals should be set and distributed at each spring convention.
- 7) Update the HOD on membership statistics and pertinent issues during each National convention. Include membership statistics in convention reports.
- 8) Communicate regularly with each chapter to ensure their members are remaining active. Assist them in any way possible to help their chapters thrive. Maintain effective communication through:
 - a) Phone calls to Chapter Presidents;
 - b) Phone calls to Region Trustees to update stats and to call attention to chapters who are experiencing challenges with membership recruitment;
 - c) Reports in various SOMA publications.
- 9) Work with chapters individually during their critical times of membership recruitment (e.g., call chapter presidents one week before club day).
- 10) Answer questions from SOMA members throughout the year and reach out to members to help them make the most of their SOMA membership.
- 11) Maintain the National SOMA List Serve and utilize this tool as a means by which to keep all SOMA members informed on the National level. Update as necessary.

G) Region Trustee. Each Region Trustee represents the designated Chapters in his/her Region as a member of the Board of Trustees and serves as the coordinator among those schools, according to Article XIII, Section 5 of the Association's Constitution and Bylaws. Region Trustees shall:

- 1) Communicate regularly with every Chapter in their Region.
 - a) Call and get to know all Chapter Presidents and National Liaison Officers in your Region;
 - b) Provide guidance, information, and transitional support for the new officers;
 - c) Create a Regional Newsletter informing Chapters of national events as well as local events at individual schools in order to share ideas and possibly allow students to attend events at other nearby schools;

- d) Collect a quarterly report from each Chapter, written or verbally;
 - e) Prepare the format of, deliver, and confirm receipt of quarterly membership reports from each chapter;
 - f) Submit a Regional Update to be included in National SOMA publications.
- 2) Be aware of the individual needs of each Chapter in your Region, i.e., in regard to small town vs. big city; small membership vs. large membership; acceptance of SOMA on campus; administrative requirements for an organizations at each campus; etc. Work closely with those Chapters that may need added attention towards improving membership, fundraising and programming.
 - 3) Assist Chapters with fundraising. Provide successful fundraising ideas and implementation guidelines and a forum for exchanging such ideas with each Chapter.
 - 4) Aid Chapters in implementing National programs and policy as well as in setting up local Boards (emulating the National Board).
 - 5) Facilitate elections of local officers at each school in your Region. Be sure they are on time and in accordance with the Association's Constitution and Bylaws and/or SOMA Process.
 - 6) Relay important information regarding conventions or other national events to the local Chapters.
 - 7) Remind Chapters of any national deadlines.
 - a) Be sure Chapters submit membership lists, dues, and any officer or membership name and/or address changes to the National Office;
 - b) Be sure each of your Chapters is represented at National Conventions;
 - c) Be sure Chapters submit President/NLO reports, room registrations, and convention registration forms to the appropriate officers and on a timely basis.
 - 8) Communicate any needs of any Chapter in your Region to the appropriate Board of Trustee or National Board member as soon as possible. Work with the Board of Trustees and the President's Advisory Cabinet to assist in communication with your local Chapters.
 - 9) Act as a voting member of the SOMA Board of Trustees. Represent constituents at all voting of the Board of Trustees.
 - 10) Attend all Board of Trustee meetings, specifically at the National Conventions and at interim teleconferences. Coordinate and chair the Regional Conclaves at the National Conventions.
 - 11) Manage funds appropriated by National SOMA for your Regional Conclave.
 - 12) Be responsible for recording the proceedings of the Board of Trustees and the National Board and, if necessary, for the House of Delegates.
 - 13) When possible, organize Regional educational or social events in order to facilitate relationship with and maintain SOMA spirit among the local Chapters.

H) Member-At-Large. The Member-At-Large represents the members of the SOMA National Board to SOMA Board of Trustees and the SOMA Foundation Board of Directors. The Member-At-Large shall:

- 1) Act as liaison between the SOMA National Board and the SOMA Board of Trustees by providing advice to both bodies on present and future ideas and programs.

- 2) Provide advice to the SOMA Foundation Board of Directors on the establishment and implementation of present and future educational and philanthropic programs.
- 3) Act as voting member of the SOMA Board of Trustees and, if selected, as a voting member of the SOMA Foundation Board of Directors.
- 4) Act as a liaison to recruit potential benefactors.

I) AOA Board of Trustees, Student Trustee. The American Osteopathic Association, Student Trustee represents all Osteopathic medical students. It is an appointment by the AOA (nominated by SOMA) that is shared on alternating years between SOMA and COSGP. The premise of its creation in 2000 was for there to be a student voice on the AOA Board of Trustees, with all rights, privileges and responsibilities of that board. The student trustee shall actively communicate and work with national student association leaders, and fulfill all AOA responsibilities. The American Osteopathic Association, Student Trustee shall:

- 1) Attend all meetings and conference calls of the AOA Board of Trustees.
- 2) Maintain confidentiality and the standards of business of the AOA Board of Trustees.
- 3) Fulfill all appointments to AOA Bureaus, Councils and Committees.
- 4) Actively communicate with student leaders, at all levels, in order to have a proper gauge on student topics and better represent the osteopathic medical student body as a whole.
- 5) Actively engage AOA BOT physicians on behalf of all Osteopathic medical students.
- 6) Constantly work to address the concerns, questions or ideas of specific students and medical schools, as the situation demands.
- 7) Encourage SOMA and COSGP to work together at the local and national levels. The AOA student trustee shall also foster a forum for national student leaders other than just COSGP and SOMA.

Section 2. National Board.

A) Clinical Clerkships Director. The Clinical Clerkships Director shall:

- 1) Establish, maintain, and continually update the national clerkship database of osteopathic elective rotations for SOMA members.
- 2) Continually advertise the clerkship database and its benefits to both SOMA members and DO physicians so that the database may be fully utilized and allowed to expand in size each year.
- 3) Update Clinical Clerkships webpage on www.studentdo.com.
- 4) Provide resources to help with preparation for rotations, board exams, residency applications, interviews, and the match process via the Clinical Clerkships webpage and workshop activities at annual SOMA conventions.
- 5) Address and represent the highly specific needs of 3rd and 4th year medical students during their clerkship years.

B) Convention Coordinator. The Convention Coordinator shall:

- 1) Work closely with the SOMA President, Vice President, Administrator, any Board of Trustee Officer or National Board Officer scheduling a special meeting to address all their needs as far as equipment, materials, and special guests are concerned.
- 2) Communicate with SOMA President and Vice President in terms of planning convention agenda, specifically for coordinating workshops.
- 3) Communicate with the Region Trustees and chapter officers through letters, emails, and phone calls.
- 4) Establish and distribute all registration information (location, dates, fee, deadlines, etc.) to all chapters, National Officers and other potential attendees at least two months prior to the convention.
- 5) Investigate the convention cities and potential hotels, transportation, area dining, and entertainment with respect to cost, availability, access, etc.
- 6) Create a Convention Booklet for each convention. Booklets should be electronic and provided for all conventions attendees. This booklet should include, but is not limited to:
 - a) Chapter Reports;
 - b) BOT/NB Reports;
 - c) Convention Agenda;
 - d) Advertisements;
 - e) LOI/CV of applicants for BOT if applicable;
 - f) Local Area Information specific to convention location.
- 7) Promote the convention through the various SOMA publications.
- 8) Assist in all convention activities including but not limited to:
 - a) Convention hall set-up;
 - b) SOMA delegate/alternate/attendee registration and check-in;
 - c) Distribution of nametags and other convention documents;
 - d) Coordinating workshops;
 - e) Promoting social events;
 - f) Advertising other projects.
- 9) Plan social events for each night of the convention. Contact appropriate vendors and work out discounts and deals. Plan group dinner and event for BOT/NB (summer only).

C) Foundation Associate Liaison. The Foundation Associate Liaison is a member of the SOMA Foundation and shall:

- 1) Serve for two years to facilitate the term of their seat on the American Osteopathic Foundation's Board of Directors.
- 2) Represent SOMA to the AOF.
- 3) Attend four semi-annual AOF Board of Directors meetings.
- 4) Serve on one or more AOF committees.
- 5) Submit a report to the SOMA Board of Trustees following each AOF board meeting.
- 6) Help with fundraising for various SOMA scholarships and projects, including writing letters to donors and eliciting donations.
- 7) Organize donors in the appropriate categories as follows: Corporate Members; Institutional Members (Diamond Club, Ruby Club, Emerald Club); Individual

Members (Platinum Club, Silver Club, Bronze Club, Well Wisher Club). Submit this information biannually to the SOMA Board of Trustees for appropriate publication.

- 8) Maintain a list of old NB/BOT records to help facilitate donor solicitations.
- 9) Send Foundation membership recruitment packets biannually to SOMA alumni, osteopathic state associations, osteopathic schools and practice and non-practice affiliates.
- 10) Devise innovative and creative tactics for Foundation membership recruitment.
- 11) Maintain extensive correspondence with Foundation members by letter, phone and email.

D) Foundation Associate Director of Financial Affairs. The Foundation Associate Director of Financial Affairs is a member of the SOMA Foundation.

To be Updated.

E) Foundation Associate Director of Scholarships & Grants. The Foundation Associate Director of Scholarships & Grants is a member of the SOMA Foundation and shall:

- 1) Act as a procurer of new funding sources for the Foundation and as a liaison to recruit potential benefactors.
- 2) Coordinate SOMA scholarships:
 - a) Confirm funding for all scholarships with scholarship donors;
 - b) Compile a complete list of scholarships and distribute scholarship information and deadlines to SOMA members;
 - c) Establish a Selection Committee for each scholarship and provide them with a description of the scholarship point system and confidential copies of scholarship applications for scoring;
 - d) Work with SOMA Administrator and Treasurer to disperse scholarship funds;
 - e) Conduct the presentation of scholarship awards at the Foundation Reception and distribute award letters notifying the recipients where to send thank you letters;
 - f) Publish scholarship award winners via appropriate SOMA publication (ie. letter, email, website, convention booklet, etc.)
- 3) Work as the sole individual in the SOMA National Board to request grant funding:
 - a) Provide a template grant proposal for SOMA program directors/chairpersons to complete for funding;
 - b) Send proposals to various corporations for approval;
 - c) Work closely with the SOMA Administrator and Treasurer to inform SOMA program directors/chairpersons when the Administrator has received grant funding from corporations;
 - d) Send thank you letters to all scholarship and grant donors.
- 4) Attend all SOMA Foundation meetings and receive all SOMA Foundation information.
- 5) Work closely with the Chairman and Director on reviewing and preparing proposals for developing and funding educational and philanthropic programs.
- 6) Assist the Chairperson and Director in the development of new scholarship programs and the improvement and execution of existing scholarship programs.

- 7) Work closely with Unity Campaign Director to ensure funding for the Project.
- 8) Carry out additional projects assigned by the Chairperson or Director.
- 9) Keep a log of all donors and scholarship winners to aid in transition of the position.

F) International Health Programs Director. The International Health Programs Director shall:

- 1) Prepare a presentation for each National Convention summarizing and promoting your program. Conduct all International Health Program (IHP) meetings.
- 2) Continue to research, update and promote the SOMA International Health Guide database including information on externship opportunities in foreign countries.
- 3) Interact closely with the SOMA Foundation, especially the Foundation Associate Director of Scholarships & Grants, to obtain funding for the International Health Guide database and other IHP programming.
- 4) Submit articles and reports to the various SOMA publications.
- 5) Work closely with other organizations interested in international health.
- 6) Work closely with the Political Affairs Director in attempt to lobby for international practice rights for D.O.'s and for increased availability of international externship opportunities for osteopathic students.
- 7) Develop, organize, promote, and carry out an annual World Health Day project for National SOMA at every local chapter.
- 8) With the assistance of each Chapter President, appoint an IHP contact person for each chapter to distribute national IHP information to local SOMA members.

G) Minority Affairs Director. The Minority Affairs Director shall:

- 1) Communicate with current minority SOMA members to assess the unique issues faced by minority populations and subsequently work with the rest of the national officer team to create programs and events that focus on such issues.
- 2) Establish contacts and communicate with osteopathic schools, osteopathic professional organizations, and government agencies promoting rural and underserved medicine and represent SOMA to them.
- 3) Supervise and modify the SOMA Rural and Underserved Medicine Preceptorship Program:
 - a) Establish and/or amend guidelines for preceptorship awards;
 - b) Establish current and additional funding with the Foundation Associate Director of Scholarships & Grants;
 - c) Assure distribution of program material to all chapters and SOMA members and enforce application deadlines;
 - d) Maintain a record of eligible rural and underserved sites and/or a list of qualifications that a potential site must meet to be approved.
- 4) Continue to collect names and information about rural and underserved sites and add this information to the above described (d) record.
- 5) Work with the Director of Pre-SOMA to reach out to minority students interested in Osteopathic medicine, encourage them to apply to Osteopathic schools and assist them in the process.
- 6) Research issues of health disparities among minority populations and bring such issues to light within SOMA by writing articles for the Newsletter and

StudentDO.com, organizing workshops during national conventions and creating committees dedicated to such issues as necessary.

- 7) Become aware of any loan repayment or other incentives available for those interested in training/practicing in rural or underserved areas.

H) Osteopathic Principles & practice Director. The Osteopathic Principles & practice Director shall:

- 1) Prepare an OMT workshop for each SOMA Convention which will host a prominent and skilled D.O. mentor who operates a practice with OMT emphasis.
- 2) Work closely with the Convention Coordinator to advertise the workshop, secure a meeting room for the workshop, and ensure that OMT tables are available during the convention.
- 3) Work closely with the Treasurer and Foundation to assure that money is available for the workshop physician's travel and hotel costs.
- 4) Maintain and advertise the AT Still Memorial Scholarship.
- 5) Work closely with the UAAO National President to collaborate efforts on osteopathic education and community projects; and if possible, attend the UAAO Convocation.
- 6) Communicate regularly with OP&P departments at each school and the AOA to update them on or receive information for the OP&P program.
- 7) Contact each Chapter President to determine the name of a local OP&P contact person. If there is no OP&P contact person at a chapter, you will receive information from and distribute information to the Chapter President.
- 8) Communicate regularly with the SOMA Research and Development Task Force Director in order to generate ideas for possible osteopathic medical research.
- 9) Update the OP&P page on SOMA's website and contribute OPP related information and articles to the various SOMA publications.
- 10) Continue to develop and promote the Osteopathic Outreach Program.

I) Political Affairs Director. The Political Affairs Director shall:

- 1) Follow national legislative developments which have the potential to impact SOMA members and the osteopathic medical community in general. Inform SOMA members about the proposed legislation's procedural status and what action SOMA members might take to influence the proposed legislation.
- 2) Take charge of any program in which SOMA is legislatively involved at the federal level. Draft position papers through National SOMA in support of or in opposition to relevant federal legislation. Contact local SOMA chapter presidents to increase support.
- 3) Create a concise and informative "Washington Update" for each issue of the newsletter, website, or other SOMA publication.
- 4) Maintain monthly bilateral discussions with the AOA to remain informed of osteopathically relevant political developments and update the AOA regarding SOMA's activities promoting political involvement.
- 5) Develop and maintain relationships with organizations (such as AACOM and the AOA) and individuals (such as the COSGP National Chairperson) that could further SOMA's political development goals.

- 6) When possible, attend relevant conferences to remain informed, represent/promote SOMA, and represent/promote osteopathic medicine.
- 7) Attend the AOA's DO Day on the Hill (held each spring in Washington, DC).

J) Pre-SOMA Director. The Pre-SOMA Director shall:

- 1) Remain in contact with all Pre-SOMA chapters across the nation.
- 2) Offer guidance and support for all Pre-SOMA members.
- 3) Receive from each Pre-SOMA chapter an annual list of officers, members, and an additional annual list of chapter activities.
- 4) Disseminate information via local chapter leaders (SOMA & Pre-SOMA Chapters) as well as the national Pre-SOMA listserv.
- 5) Encourage constant growth and expansion of the program through establishment of new chapters.
- 6) Strive to increase membership in all existing chapters.
- 7) Remain in contact with AACOM and Pre-health advisors at undergraduate universities across the nation on a regular basis, ensuring that information about Pre-SOMA is made available to all pre-health students.
- 8) Ensure that each Pre-SOMA chapter submits the required forms by the published deadlines throughout the year.
- 9) Act as a mentor for all Pre-SOMA members by answering questions and referring students to other medical students, DOs, or associated professionals as appropriate.
- 10) Update the Pre-SOMA guide each year, as well as, all other Pre-SOMA documents and the Pre-SOMA webpage.
- 11) Advertise, collect applications for, and select winners for the annual DO Day on Capitol Hill scholarships.
- 12) Encourage members to attend Fall and Spring conventions, and during convention, ensure that Pre-SOMA members have proper accommodations, are informed about what is happening, and introduce the students to other SOMA members.
- 13) Hold as their primary goal, the assistance of all Pre-SOMA members in their endeavor to become successful osteopathic physicians.

K) Programs & Benefits Director. The Programs & Benefits Director shall:

- 1) Work closely with National Board program directors to insure that they are communicating SOMA's programs and benefits correctly and effectively to chapters and Local Coordinators.
- 2) Work with program directors to search for further incentives or rewards for all SOMA members related to the SOMA national committees.
- 3) Assure distribution of program material to all appropriate SOMA members in ample time for applicants to meet deadlines or in time for chapter presidents to utilize this material for membership recruitment.
- 4) Establish and carry out advertising and promotion of SOMA programs and benefits through frequent emails and phone calls to Chapter Presidents and communication with Region Trustees.
- 5) Supervise the SOMA Insurance program, including Medical, Dental and Life.

- 6) Help promote Loan Programs, SOMA Prescription Card Program, Geico Auto Insurance Program, AOA Credit Card Program and other SOMA rewards and incentives.
- 7) Raise financial support for the general budget and for scholarships.
- 8) Seek at least two new programs and benefits each year.
- 9) Organize and award the Chapter of the Year and Officer of the year awards.
- 10) Stay aware of any SOMA members' question or concerns and address them in a prompt and suitable manner.

L) Public Health Director. The Public Health Directors shall:

- 1) Be in close contact with local chapter representatives regarding National SOMA Public Health projects.
- 2) Help to create programs at the local level and coordinate projects based on prominent public health issues.
- 3) Select at least two project ideas to convey to Local Coordinators:
 - a) AIDS Awareness;
 - b) Domestic Violence Awareness;
 - c) Minority Affairs;
 - d) Women's health;
 - e) Prostate cancer prevention;
 - f) STD prevention and education;
 - g) Diabetic education;
 - h) Smoking cessation;
 - i) Youth Drug prevention;
 - j) Any other preventive medicine related concept.
- 4) Plan the annual Fall convention and Spring convention Public Health Projects.
- 5) Write articles for the various SOMA publications about SOMA Public Health Projects.
- 6) Keep track of local chapters' projects and inform chapters of National SOMA and local chapter projects throughout the year.
- 7) Work with the National Board and Board-of-Trustees, especially the SOMA Foundation Associate Director of Scholarships & Grants, to secure funding for the Public Health Projects.

M) Public Relations Director. The Public Relations Director shall:

- 1) Increase public awareness of SOMA and Osteopathic Medicine.
- 2) Develop a working relationship between the Colleges of Osteopathic Medicine and SOMA.
- 3) Help direct the strategies and tactics of any, and all, public endeavors.
- 4) Work with the Board of Trustees, the National Board, and the Foundation to assist in their promotions or any projects/programs.
- 5) Keep in touch with local SOMA chapters through their local PR coordinator:
 - a) Supply information on SOMA, Osteopathic Medicine, National Osteopathic Medicine (NOM) week, etc. to be used for local PR;
 - b) Give direction to Regional Trustees and local chapters for planning and implementing community projects on their campuses and in their communities to promote SOMA and Osteopathic Medicine;

- c) Be aware of individual needs and modes of promotion available to each chapter;
 - d) Encourage the local PR coordinators to contact the SOMA Foundation Associate Director of Scholarships & Grants to seek funding for projects;
 - e) Encourage local PR coordinators communicate with the PR departments at local colleges, hospitals, and media outlets to aid chapters in promotion of osteopathic medicine.
- 6) Contribute on behalf of SOMA the following:
 - a) *Spotlight on SOMA* article in The D.O.
 - b) Letters to Deans/Presidents of all Osteopathic schools
 - c) Invitations to appropriate parties for conventions and receptions
 - d) Thank you letters to appropriate parties
 - 7) Develop a strong working relationship and communicate with the AOA PR department to inform/update them on projects of both national and local SOMA and to get new ideas or assistance from them for SOMA projects.
 - 8) Submit articles/information regularly to AOA publications (JAOA and The D.O.) on SOMA news, projects and successes. Implement a "Student Focus" in AOA publications.
 - 9) Communicate with other SOMA Affiliated Societies and other professional medical or lobbying organizations to assist in promotion of their projects and organization.
 - 10) Develop new and innovative ways to promote SOMA and osteopathic medicine.

N) Research & Development Director. The Research & Development Director shall:

- 1) Organize the SOMA National Research Symposium for students to participate in at the Fall Convention.
- 2) Promote the SOMA Summer Research Fellowship Award offered to students during the summer. Organize application processes as necessary. Organize timelines for award recipients to fulfill necessary deadlines for fellowship completion.
- 3) Work in conjunction with the coordinator of the AOA Division of Research Development on special projects.
- 4) Complete website updates periodically to inform students of research events and programs offered.

O) Unity Campaign Director. The Unity Campaign Director shall:

- 1) Promote unity among all SOMA members through national service projects.
- 2) Organize the annual SOMA Unity Project(s) during winter break each year including:
 - a) Finding a location(s) for the project to take place;
 - b) Developing volunteer schedules;
 - c) Arranging hotel and transportation accommodations;
 - d) Working with organizations to receive funding for the project through grants.
 - e) Write articles for publication in The DO Magazine, the *AOA Daily Report*, and any other SOMA publication.

P) Website Director. The Website Director shall:

- 1) Maintain the SOMA website.
- 2) Have the following pre-requisites:
 - a) an understanding of web functionality in the Linux environment;
 - b) a background in programming any language;
 - c) comfortable working with a command-line interface at times or at least know where to find information to correctly execute commands;
 - d) be versed in the CIVICRM system and Joomla interface prior to taking full control of the website.
- 3) Support the administrative functions of the organization by providing data for reports and interfaces for obtaining that information as well as ensure the integrity and privacy of the membership data.
- 4) Assist in posting new content on the website through the Joomla administrative interface as requested by the various officers.

THE SOMA PROCESS

SECTION 1: GENERAL INFORMATION

This section contains information of a general nature to assist members in understanding the internal workings of National SOMA.

- A list of commonly used acronyms is provided to assist in the recognition of the various programs or groups discussed within SOMA meetings.
- Information pertaining to resolutions and the reference committee is provided to assist in the understanding of the preparation process for the House of Delegates.
- Included are examples of the various forms and record formats referenced throughout the **Constitution and Bylaws** and the **SOMA Policies**.

ACRONYM LIST

AACOM	American Association of Colleges of Osteopathic Medicine
AAO	American Academy of Osteopathy
AAOA	Auxiliary to the American Osteopathic Association
AAOE	American Association of Osteopathic Examiners
AAOPP	American Association of Osteopathic Post-Graduate Physicians (Interns & Residents Association)
AC	Advisory Cabinet (SOMA National President)
ACGME	American Council of Graduate Medical Education
ACOEP	American College of Osteopathic Emergency Physicians
AD	Associate Director (SOMA Foundation)
AMA	American Medical Association
AMA-MSS	American Medical Association - Medical Student Section
AMSA	American Medical Student Association
AOA	American Osteopathic Association
AOF	American Osteopathic Foundation
AOHA	American Osteopathic Hospital Association
ATSU-KCOM	A.T. Still University of Health Sciences - Kirksville College of Osteopathic Medicine
ATSU-SOMA	A.T. Still University of Health Sciences - Arizona Campus
AZCOM	Arizona College of Osteopathic Medicine
BOD	Board of Directors (SOMA Foundation)
BOT	Board of Trustees (SOMA)
CAB	Corporate Advisory Board (SOMA Foundation)
CCOM	Chicago College of Osteopathic Medicine of Midwestern University
CME	Continuing Medical Education
CMSO	Consortium of Medical Student Organizations
CORE	Centers for Osteopathic Regional Education
CSCP	Council of Student Council Presidents
DME	Director of Medical Education

DMU-OMC	Des Moines University Osteopathic Medical College
DOC*OP	Doctor of Osteopathy Credit Options Program
EAB	Educational Advisory Board (SOMA Foundation)
EC	Election Committee (HOD)
FC	Finance Committee (SOMA National Treasurer)
GME	Graduate Medical Education
HOD	House of Delegates
IFMSA	International Federation of Medical Student Associations
IHP	International Health Program
KCOM	Kirksville College of Osteopathic Medicine
KCUMB-COM	Kansas City University of Medicine and Biosciences College of Osteopathic Medicine
KYCOM	Kentucky College of Osteopathic Medicine (formerly named PCSOM)
LA	Legislative Affairs
LECOM	Lake Erie College of Osteopathic Medicine
LMU-DCOM	Lincoln Memorial University- DeBusk College of Osteopathic Medicine
MAL	Member-at-Large (SOMA)
MSU-COM	Michigan State University - College of Osteopathic Medicine
NB	National Board (SOMA)
NBME	National Board of Medical Examiners (AMA)
NBOME	National Board of Osteopathic Medical Examiners (AOA)
NC	Nominating Committee (BOT)
NEC	National Electives Coordinator (R&D)
NEO	National Exchange Officer (IHP)
NHSC	National Health Service Corps
NLO	National Liaison Officer
NOMW	National Osteopathic Medicine Week
NRD	National Research Directory
NRMP	National Residency Match Program
NSG	National Scholarship Guide
NUFA	National Undergraduate Fellows Association
NSUCOM	Nova Southeastern University College of Osteopathic Medicine
NYCOM	New York College of Osteopathic Medicine of the New York Institute of Technology
OMT	Osteopathic Manipulative Therapy (preferred by AOA over OMM)
OP&P	Osteopathic Practices & Principles
OU-COM	Ohio University - College of Osteopathic Medicine
OSU-COM	Oklahoma State University - College of Osteopathic Medicine
P&B	Programs & Benefits
PCOM	Philadelphia College of Osteopathic Medicine
PCOM-GA	Philadelphia College of Osteopathic Medicine - Georgia Campus
PCSOM	Pikeville College School of Osteopathic Medicine
PMU	Program for the Medically Underserved
PNWUHS-COM	Pacific Northwest University of Health Sciences College of Osteopathic Medicine
PR	Public Relations
R&D	Research & Development (also known as RAD)
RC	Reference Committee (HOD) or Regional Conclave (Convention)
RT	Regional Trustee (SOMA)

RVUCOM	Rocky Vista University College of Osteopathic Medicine
SAOM	Society for the Advancement of Osteopathic Medicine
SES	Scholarship for Entering Students (R&D)
SIRE	SOMA International Research Exchange Program
SNMA	Student National Medical Association
SOAP	State Osteopathic Association Program (SOMA)
SCS	Statewide Campus System of Michigan State University - College of Osteopathic Medicine (formerly COGMET)
SOMA	Student Osteopathic Medical Association
SOMA-AA	SOMA - Alumni Association
SOMA FD	SOMA Foundation
SOSA	Student Osteopathic Surgical Association
TF	Task Force
TUNCOM	Touro University Nevada College of Osteopathic Medicine
TUCOM-CA	Touro University College of Osteopathic Medicine – California Campus
TouroCOM-NY	Touro University College of Osteopathic Medicine- New York Campus
UAAO	Undergraduate American Academy of Osteopathy
UMDNJ-SOM	University of Medicine and Dentistry at New Jersey - School of Osteopathic Medicine
UNECOM	University of New England College of Osteopathic Medicine
UNTHSC/TCOM	University of North Texas Health Science Center at Fort Worth – Texas College of Osteopathic Medicine
USMLE	U.S. Medical Licensing Exam
VCOM	Edward Via College of Osteopathic Medicine
WCU-COM	William Carey University College of Osteopathic Medicine
WVSOM	West Virginia School of Osteopathic Medicine
WU-COMP	Western University – College of Osteopathic Medicine of the Pacific

RESOLUTIONS

- A) Format.** All resolutions shall be presented, in typed form and following the format listed in the **SOMA Process**, to the National Vice President before presentation to the House of Delegates as stated in **Article XXII, Section 2**.
- B) Late Resolutions.** Resolutions that are submitted after the sixty day deadline, but before the opening of the House of Delegates, shall require a **two-thirds** vote of the House of Delegates to be debatable on the floor. The Speaker of the House of Delegates shall make recommendations to the House of Delegates on whether or not the resolution should be considered for business. Late Resolutions approved for consideration shall be referred to the House of Delegates Reference Committee and handled in the same manner as those resolutions submitted before the sixty-day deadline.
- C) Emergency Resolutions.** Resolutions that are submitted after the opening of the House of Delegates shall require a **two-thirds** vote of the House of Delegates to be debatable on the floor. The Speaker of the House of Delegates shall make recommendations to the House of Delegates on whether or not the resolution should be considered for business. Emergency Resolutions approved for consideration shall be debated on the floor of the House of Delegates without referral to the House of Delegates Reference Committee.

- D) **Referral to the Reference Committee.** All resolutions submitted in compliance with Paragraphs (A) and (B) above shall be referred to the House of Delegates Reference Committee and reported to the House of Delegates during the annual convention in which they were introduced.
- E) **Resolutions Affecting Chapters.** Any resolution that names any specific SOMA chapter(s) will be discussed with the President(s) of such named chapter(s) prior to submission to the House of Delegates Reference Committee.
- F) **Reference Committee Discussion.** All proponents and opponents of the resolution shall be given a reasonable opportunity to appear before the House of Delegates Reference Committee.
- G) **Acceptance of Reference Committee Report.** The House of Delegates shall either “adopt”, “not adopt”, or “adopt and amend” resolutions based on the House of Delegates Reference Committee Report in order to proceed with determining the policy of the Association.

REFERENCE COMMITTEE

- A) **Members.** The House of Delegates Reference Committee shall be composed of the following Active Members of the Association: each region shall contribute two members, nominated by the Regional Trustee, who are not from the same school; and the SOMA Foundation Chairman shall nominate one Foundation officer.
- B) **Chairperson.** The Speaker of the House of Delegates or his/her appointee shall serve as the Chairperson of the House of Delegates Reference Committee. The Chairperson shall appoint all members of the House of Delegates Reference Committee from the above nomination list and any other members whom he/she feels necessary to complete the business of the Reference Committee.
- C) **Duties.** The duties of the House of Delegates Reference Committee shall be to prepare a report listing their recommendations to amend and/or make corrections to the resolutions, in regards to punctuation, grammar, spelling, and citations within the **Constitution and Bylaws** of the Association. The report shall also declare the committee’s recommendation on each resolution submitted for that House of Delegates session; namely, that being to adopt or not to adopt the resolution as presented and/or amended.

FORMS AND RECORD FORMATS

Resolutions Format

Resolution: *(Number determined by National Vice President.)*

Subject: *(List topic covered. One resolution is required for each topic.)*

Old Resolution or Amendment typed here if applicable

1. **WHEREAS,** *(List the supporting information for your topic with the first letter of the*
2. *first word being capitalized and all lines double-spaced); and*
3. **WHEREAS,** *(Use as many Whereas paragraphs as necessary, limiting one idea per*
4. *paragraph); now, therefore, be it*
- 5.
- 6.
- 7.
- 8.

9. **RESOLVED**, That *(State your desired action as specifically as possible and*
 10.
 11. *reference specific sections of the **Constitution and Bylaws** to be amended if*
 12.
 13. *necessary.) (No handwritten resolutions will be accepted. Number all lines of the*
 14.
 15. *resolution text. Double space all lines in this part of the page.)*

=====

Submitted by: *(List all appropriate Author(s) and Co-Sponsor(s) and the school they each attend.)*

Name #1 (School)

Name #2 (School)

Name #3 (School)

Name #4 (School)

Name #5 (School)

Action Taken: *(Adopted by two-thirds majority vote of the House of Delegates or Not Adopted.)*

Date: *(Date submitted to National Vice President and the National Office. All resolutions must be submitted **at least 60 days** prior to the next House of Delegates session in order to be considered at that next session.)*

Effective Time Period: *(If this resolution represents a permanent change, declare "**Ongoing**." If the resolution is of a short-term nature, specify a date that this resolution could be removed from the Policies Section since the resolution would no longer be in effect.)*

Reference Committee Report Format

Reference Committee of the House of Delegates
 (Fall or Spring) Convention (Year)

Mr./Mrs. Speaker, the Reference Committee recommends that *Resolution Number* ____ -
(list title) be adopted as referred:

(Repeat this section for each resolution recommended for adoption.)

Mr./Mrs. Speaker, the Reference Committee recommends that *Resolution Number* ____ -
(list title) not be adopted as referred:

(Repeat this section for each resolution not recommended for adoption.)

Mr./Mrs. Speaker, the Reference Committee recommends that *Resolution Number* ____ -
(list title) be amended as follows:

(List the line numbers and words of each line of the resolution that are to be amended.)

(Old material crossed out; new materials in capitals)

Example:

2. Santa Claus is ~~not visiting~~ our town COMING TO

(Modify each line as necessary).

By direction of the Reference Committee, I move adoption of the amended resolution.

(Repeat this section for each amended resolution.)

Mr./Mrs. Speaker, the Reference Committee makes no recommendation on *Resolution Number* ____ -
(list title).

Mr./Mrs. Speaker, the following resolutions have been withdrawn:

(List resolutions, by number and topic, that have been withdrawn.)

Nominating Committee Report Format

Nominating Committee Report

Mr./Mrs. Speaker, the Nominating Committee submits the following nominations for the position of National President:

Name #1 (School) *At least 2 nominees per office.*

Name #2 (School)

Mr./Mrs. Speaker, the Nominating Committee submits the following nominations for the position of National Vice President / Speaker of the House of Delegates:

Name #1 (School)

Name #2 (School)

Mr./Mrs. Speaker, the Nominating Committee submits the following nominations for the position of National Treasurer:

Name #1 (School)

Name #2 (School)

Mr./Mrs. Speaker, the Nominating Committee submits the following nominations for the position of Foundation Chairperson:

Name #1 (School)

Name #2 (School)

Mr./Mrs. Speaker, the Nominating Committee submits the following nominations for the position of Membership Coordinator:

Name #1 (School)

Name #2 (School)

Mr./Mrs. Speaker, the Nominating Committee submits the following nominations for the position(s) of Region Trustee:

Name #1 (School)

Name #2 (School)

Outgoing Officer Report Form

Outgoing Officer Report

Position:

Name:

Phone Numbers: Current: Permanent:

Brief Job Description:

Ongoing Projects:

Deadlines / Time-line:

Successful Projects:

Unsuccessful projects with suggestions on how to make them successful:

New Ideas:

Contact people and phone numbers:

Meeting Minutes Format

Minutes are a record of what was *done*, not what was *said*.

First paragraph should contain the following information:

- Name of SOMA and subgroup (i.e. National Board, Board of Trustees, etc.)
- Type of meeting (i.e. regular, special, etc.)
- Date and time of the meeting
- Note that the chairman was present or who substituted for them
- Whether the minutes of the previous meeting were read and approved as read or approved as corrected -- if it is desired to approve the minutes *without* reading them, it is necessary to suspend the rules for this purpose

A separate paragraph should follow for each subject discussed:

- State the important motions, name of the mover, and the disposition of the motion (i.e. how the vote went, etc.) -- is not necessary to record the seconder's name
- It is not necessary to detail withdrawn motions
- List the result of all ballot votes
- All points of order and appeals should be recorded with the reasons given by the chair for the ruling being sustained or denied
- List names and subjects discussed by guest speakers, but there is no need to summarize their remarks

Note the hour of adjournment

Minutes shall be signed by the secretary who prepared them.

SECTION 2: PROCEDURAL INFORMATION FOR THE HOUSE OF DELEGATES

RESOLUTIONS

1. What is a resolution?

A course of action that is to be acted upon during the House of Delegates meeting. It is any point of view or action that one believes should be acted upon by SOMA.

2. Who can submit a resolution?

Any active member(s) of the Association with member co-sponsorship.

3. How does one write a resolution?

A) One must use the general format outlined in the forms section.

B) All resolutions must consider only one topic, one point at a time. Any resolutions submitted considering more than one point at a time will be separated by the HOD Reference Committee to form multiple resolutions.

C) The authors of each resolution must clearly be recorded on each page.

4. How does a resolution become adopted?

A) Each resolution must be submitted to the National Vice President and the National Office by the designated deadline date. Any resolutions submitted after that date will not be accepted for discussion at the upcoming HOD meeting.

- B) Each resolution is submitted to the HOD Reference Committee composed members as established in **Article IX, Section 10**.
- C) The authors of each resolution may present the proposal to the Reference Committee.
- D) Discussion of the resolution shall be held by the Reference Committee. The committee can call on any member to address the issue before the committee. The discussion on the resolution will follow Robert's Rules of Order Revised, if deemed necessary. The Reference Committee Chairperson will oversee all procedures.
- E) The Reference Committee will then draw up a report, during a closed session, on all the resolutions discussed.
- F) The Reference Committee Chairperson will present the report to the general session of the House of Delegates.
- G) The House of Delegates can make three types of motions to take action on a resolution. These are explained in detail within the RECOMMENDATIONS and MOTIONS sections below (specifically numbers 2, 3, and 4. Please use only these terms when debating an item.
- H) Discussion of the resolutions on the floor of the House of Delegates shall be conducted by the Speaker of the House of Delegates according to Robert's Rules of Order Revised.
- I) Voting will be by voice, except where the Speaker or a delegate calls for a Division of Assembly, in which a counted vote will be taken.
- J) Resolutions which shall serve as amendments to the Constitution and/or Bylaws must be approved by a two-thirds majority vote of a quorum session of the House of Delegates.
- K) Resolutions of other forms must be approved by a simple majority vote of a quorum session of the House of Delegates.

5. When should a resolution be presented?

There are three types of resolutions:

- A) **General Resolution:** must be submitted to the National Office in resolution form at least sixty days prior to the next House of Delegates meeting.
- B) **Late Resolution:** are submitted after the sixty day deadline, but before the House of Delegates Reference Committee meets. They shall require acceptance by a two-thirds majority vote of a quorum session of the House of Delegates to be eligible for submission to the Reference Committee for review and discussion.
- C) **Emergency Resolution:** are submitted after the House of Delegates Reference Committee has met. They shall require acceptance by a two-thirds majority vote of a quorum session of the House of Delegates to be eligible for discussion on the floor of the House of Delegates.

6. How does one discuss a resolution?

- A) The discussion of the Reference Committee report during the House of Delegates session shall be run by Robert's Rules of Order Revised. This is not to exclude individuals from the adoption process, but rather, to allow everyone to express their opinion in an orderly fashion.
- B) Each Delegate and Ex-Officio member of the House of Delegates can debate any item on the floor by receiving recognition by the Speaker of the House of Delegates.
- C) Each person must address the Speaker by giving one's name and school. There are only a few procedures one can take when debating an item and this must be stated within one's opening statement. Thus, an example of an opening statement would be:
"Mr./Madame Speaker, I am John Smith from the Kirksville delegation.
I am here to address the amendment of line 53 of Resolution Number 4."

- D) The Speaker of the House of Delegates will try to alternate between pro and con statements on each issue.
- E) To allow for efficient expedition of the resolutions, debate will be limited to fifteen minutes on each resolution.

RECOMMENDATIONS

1. The purpose of this process is to stimulate involvement in SOMA. The more one is involved in the process, the better the policy of the Association. Thus, it is recommended that your delegation discuss each resolution in detail and decide if this is a position that you can support, amend, or reject.
2. It is also recommended that all of the committees do not hesitate to submit resolutions that will increase the effectiveness and contributions of their programs to National SOMA and its members.
 - b. To allow for an efficient discussion of each resolution, it is recommended that each delegation appoint one spokesperson for their position on each resolution.
 - c. The most important point is to become involved in this convention. No matter if it is in the committees, the delegations, or the House of Delegates. Your participation not only benefits SOMA, but more importantly it benefits your personal growth and development.
 - d. Last of all don't forget to have fun and enjoy the convention.

MOTIONS

1. Types of Motions:

- A) Main
- B) Subsidiary
- C) Incidental
- D) Privileged

2. Main Motions:

The purpose of a Main Motion is to bring an item of business before the assembly for consideration. It requires a Second and is capable of being modified by Subsidiary Motions. Resolutions are Main Motions.

3. Subsidiary Motions:

This class of motions modifies or applies to a Main Motion. They have a specific rank in order of vote recognition. A Subsidiary Motion may outrank the motion below it in order, but can be outranked by the motion above it. They are, in order of importance:

A) **Postpone Temporarily** (also known as Tabling the Motion)

This is the highest ranking of the Subsidiary Motions. Its purpose is to set aside the present business before the assembly. This may be utilized in order to allow more time to gather information, to allow other business to take place, or to allow for further "politicking." To return the motion as an order of business, a motion to "Take from the Table" is made.

B) **Vote Immediately** (also known as Calling the Question)

This is a highly useful motion in order to stop debate and to bring the question(s) to a vote. This is neither debatable nor amendable. After being Seconded, it requires an immediate vote with a simple majority necessary for it to be carried. If approved the question(s) that were before the assembly when debate was terminated are then voted on immediately.

C) **Modify Debate**

This motion is used to change the extent of debate by either limiting or extending the time allotted for it. Because this motion effects the rights of individuals, a simple majority is necessary for it to be passed.

D) Postpone to a Definite Time

This is used to postpone a vote or further discussion to a more optimum time. This motion differs from Postponing Temporarily by establishing a specific time at which the question is automatically brought back to the assembly for further action.

E) Refer to a Committee

This deals with transferring a Main Motion from the assembly to a specified committee. Referrals can be made so that a report is produced by the committee to recommend what further actions should be taken.

F) Amend

This is used to change the wording or mechanism of a Main Motion. There are five ways that one can amend a motion:

- 1) **Strike Out** the unacceptable or highly debatable wording.
- 2) **Insert** new wording to correct an oversight.
- 3) **Strike Out and Insert** to modify wording to an acceptable form.
- 4) **Substitution** of a word.
- 5) **Friendly** amendment whereby wording is changed with author approval and no vote is necessary for acceptance.

Remember that only two amendments may be one the floor at any one time. A third amendment is Out of Order until at least one of the other two have been dealt with.

G) Postpone Indefinitely

Though the lowest ranking Subsidiary Motion, it is a very useful one that is too frequently overlooked. It's purpose is to remove a motion from any further discussion for the remainder of the meeting.

4. Incidental Motions:

A) Parliamentary Inquiry

This allows you to ask the Speaker as to procedure.

B) Divide the Assembly

This allows you to request another vote if you felt the voice vote was indecisive.

C) Point of Order

This calls attention to an error in procedure and asks for a ruling by the Speaker.

D) Divide the Question

Any time a Main Motion has two or more parts to it, they may be considered individually. The Speaker shall decide on the request.

5. Privileged:

These motions are usually urgent and require immediate attention by the assembly and therefore outrank all other motions. They are, in order of rank:

A) To Adjourn

B) To Recess

C) Question of Privilege

This is a motion that requests immediate action on the comfort, convenience, rights or privileges of an individual or the assembly.

SECTION 3: POLICIES

The SOMA House of Delegates passed the following resolutions during previous sessions and in accordance with the rules and regulations set by the Association's **Constitution and Bylaws**. They are identified by their Reference Committee number. For example, "S-94-03" denotes that this resolution was the third resolution considered during the 1994 Spring House of Delegates meeting. "S" will denote "Spring" meetings and "F" will denote "Fall" meetings.

*Resolutions that affect the long-term or permanent operating policies of the Association shall be listed in their respective sections of the **Constitution and Bylaws**. Resolutions that are of a short-term nature or that do not represent fundamental policy changes shall be listed in this **Policies Section**. All resolutions listed in this section shall be effective from their date of passage by the House of Delegates, unless otherwise specifically noted. All resolutions listed in this section shall also be designated with an effective time period, so that they may be removed when no longer relevant without House of Delegates approval.*

Policies set forth by such resolutions are indexed according to the following system, which may be modified to accommodate future concerns. Index headings are listed for the many positions and programs necessary for the effective operation of the Association. Detailed listings of the following headings are only printed when resolutions modify them. Thus, index headings not listed in detail currently have no modifying resolutions affecting them.

1.0 - Executive Policies

- 1.1 - Meetings
- 1.2 - Board of Trustees
 - 1.2.a - National President
 - 1.2.b - National Vice President
 - 1.2.c - National Treasurer
 - 1.2.d - Regional Trustees
 - 1.2.e - Member At-Large
- 1.3 - National Board
- 1.4 - Administrator
- 1.5 - SOMA Foundation
 - 1.5.a – Foundation Chairman
 - 1.5.b – Foundation Director
 - 1.5.c – Foundation Associate Directors
- 1.6 – AOA Standing Committees

2.0 - Standing Committee and Task Force Policies

- 2.1 - Convention
- 2.2 – Membership
 - 2.2.a – National Membership
 - 2.2.b – Local Membership
 - 2.2.c - Pre-SOMA
- 2.3 - Fundraising
- 2.4 - Public Relations
- 2.5 - Programs & Benefits
 - 2.5.a - Scholarships
 - 2.5.b – Preceptorships & Clerkships

- 2.5.c - Health Insurance
- 2.5.d - Loans
- 2.5.e - Discount Programs
- 2.6 - Research & Development
- 2.7 - Program for the Medically Underserved & Minority Affairs
- 2.8 - International Health Programs
- 2.9 - Osteopathic Practice and Principles
- 2.10 - Legislative Affairs
- 2.11 - AIDS Awareness
- 2.12 - Community Medicine, Preventative Medicine & Public Health
- 2.13 - Human Rights
- 2.14 - Environmental Awareness
- 2.15 - Special Olympics
- 2.16 – Professional Development
- 2.17 – Special Events
- 2.18 – Graduate Medical Education
- 2.19 – Continued Medical Education
- 3.0 - Convention Policies**
 - 3.1 - Place and Date
 - 3.2 - Format and Fees
 - 3.3 - Regional Conclaves
 - 3.4 - Attendance
- 4.0 - House of Delegates Policies**
 - 4.1 - Credentials
 - 4.2 - Speaker of the House of Delegates
 - 4.2.a - Vice Speaker
 - 4.3 - Parliamentary Procedure
 - 4.4-Election
 - 4.4.a - Nominating Committee
 - 4.4.b - Election Committee
 - 4.5 - Ex-Officio Members
 - 4.6 - Reference Committee
 - 4.7 – Policy Statements
- 5.0 - Memberships and Affiliations**
 - 5.1 - Honorary Memberships
 - 5.2 - Associate Memberships
 - 5.3 - Affiliated Societies
- 6.0 - Local Chapters**
 - 6.1 - National Liaison Officers
 - 6.2 - Chapter Presidents
 - 6.3 - Chapter Vice Presidents
 - 6.4 - Chapter Secretaries
 - 6.5 - Chapter Treasurers
- 7.0 - Forms and Report Formats**
 - 7.1 - Resolutions Format
 - 7.2 - Reference Committee Report Format
 - 7.3 - Nominating Committee Report Format
 - 7.4 - Outgoing Officer Report Format
 - 7.5 - Meeting Minutes Format

1.0 - Executive Policies

1.3 – National Board

Resolution S-09-04

Effective Time Period: Ongoing

RESOLVED, That SOMA institutes a new RSVP policy for National officer convention attendance; and be it

RESOLVED, That National officers must RSVP to the National Vice President by the deadline set for each convention by the Board of Trustees; and be it

RESOLVED, That any officer that cannot attend a given convention for an unavoidable reason must notify the Vice President as soon as the circumstances are known and no later than two weeks before the first day of the convention; and be it

RESOLVED, That should any National officer fail to RSVP by the stated deadline or fail to notify the Vice President of their change in plans within two weeks of the first day of the convention, that officer will be fined \$300.00 from their national reimbursement fund; and be it

RESOLVED, That Accommodations are to be made for emergency situations to be decided upon by the National BOT.

Resolution S-03-08

Effective Time Period: Ongoing

RESOLVED, That the Student Osteopathic Medical Association discontinue the Bi-annual publication of The Student DOctor Newsletter magazine; and

BE IT FURTHER RESOLVED, That the Editor of The Student DOctor Newsletter Magazine now be the Editor of The Student DOctor Newsletter, a bi-annual newsletter to the membership of the Student Osteopathic Medical Association; and

BE IT FURTHER RESOLVED, That the Editor of The Student DOctor Newsletter be removed from the Board of Trustees and made a member of the National Board; and

BE IT FURTHER RESOLVED, That all other offices of The Student DOctor Newsletter magazine be removed from the National Board; and

BE IT FURTHER RESOLVED, That all mention of The Student DOctor Newsletter magazine and its officers be removed from the Student Osteopathic Medical Association Constitution and its attendant documents.

Resolution S-00-02

Effective Time Period: Ongoing

RESOLVED, That the Student Osteopathic Medical Association Board of Trustees evaluate current Board of Trustees and National Board Members to determine fulfillment of officer duties and subsequent funding for national projects and convention expenses; and be it further

BE IT FURTHER RESOLVED, That any Student Osteopathic Medical Association National Board officer who fails to attend more than one of the three Student Osteopathic Medical Association meetings without proof of violation of school requirements will not receive new reimbursements until he/she attends the next meeting or until the term ends; and be it further

BE IT FURTHER RESOLVED, That the Student Osteopathic Medical Association National Board officer not fulfilling the obligations listed in their job descriptions shall be subject to dismissal.

1.6 – AOA Standing Committees

Resolution F-03-01

Effective Time Period: Ongoing

RESOLVED, That the Student Osteopathic Medical Association will support and promote the decision and actions of the AOA Unity Campaign/Blue Ribbon Committee.

Resolution S-00-02

Effective Time Period: Ongoing

RESOLVED, That the selection/recommendation of SOMA representatives to the AOA standing committee positions will be a majority vote of the Board of Trustees excluding members who are also candidates; and
BE IT FURTHER RESOLVED, That in the event a selection/recommendation must be made in less than 30 days, the decision will be made by the President, Vice-President and Member at Large of National SOMA.

2.0 – Standing Committee and Task Force Policies

2.2 – Membership

Resolution F-08-01

Effective Time Period: Ongoing

RESOLVED, That each chapter is required to have their Fall Membership Drive completed by submitting a list of new members (in the required National SOMA spreadsheet format) and appropriate dues to the National SOMA Office, postmarked/or electronically mailed on or before October 1st of each year; and
BE IT FURTHER RESOLVED, That each chapter is required to submit the dates of their Fall membership Drive, the number of new students enrolled in their school, and the number of new members expected to join the chapter to the National SOMA Non-Student Advisor and the National Membership Coordinator no later than June 1st of each year; and
BE IT FURTHER RESOLVED, That failure to comply with these regulations shall result in the chapter being fined \$150; and
BE IT FURTHER RESOLVED, That if a chapter completes their Fall Membership Drive in full compliance of these regulations and within two weeks of the start date of the Fall membership Drive on their campus, the chapter will be awarded \$50 in their Convention Assistance Fund.

Resolution F-99-14

Effective Time Period: Ongoing

RESOLVED, The Student Osteopathic Medical Association consolidate the two positions to be called the Membership Committee; and
BE IT FURTHER RESOLVED, That minority recruitment becomes a task for the Membership Committee Director.

2.8 - International Health Program

Resolution S-00-03

Effective Time Period: Ongoing

RESOLVED, That the Student Osteopathic Medical Association maintain the position of the International health Program Director and discontinue membership and dues paid to IFMSA

2.9 - Osteopathic Practice & Principles

Resolution S-01-06

Effective Time Period: Ongoing

RESOLVED, That the research and development duties be removed from the job description of the Osteopathic Principles and Practices Director.

2.10– Legislative Affairs

Resolution S-10-03

Effective Time Period: Ongoing

RESOLVED, That we, as the future osteopathic physicians of America, must and will assume a more educated and/or active role in the political processes of both our state and federal governments in order to continue to honor the oath we have taken to protect and preserve the health and well-being of our patients.

2.12 - Community Medicine, Preventative Medicine & Public Health

Resolution F-05-02

Effective Time Period: Ongoing

RESOLVED, That SOMA encourages all schools of Osteopathic Medicine to advocate a smoke-free environment and encourages members to eliminate tobacco use as a personal habit.

Resolution F-05-06

Effective Time Period: Ongoing

RESOLVED, That the Student Osteopathic Medical Association will support the AAOA and AOA in their tireless service to the Light for Life Yellow Ribbon Program and the Prevention of suicide.

Resolution F-01-09

Effective Time Period: Ongoing

RESOLVED, That the National SOMA Public Health Programs [formerly Preventive Medicine Program] be revised to perform the following goals: Educate, at each Osteopathic Institution, all SOMA members and colleagues concerning the threat of bioterrorism; Educate the communities and surrounding areas of each Osteopathic Institution concerning the realities of bioterrorism, the mechanisms of spread, treatments, and appropriate public actions.

Resolution S-00-03

Effective Time Period: Ongoing

RESOLVED, That the Student Osteopathic Medical Association supports efforts to increase domestic violence awareness in the medical community; and
BE IT FURTHER RESOLVED, That the Student Osteopathic Medical Association takes a proactive approach to this problem by encouraging the development of multifaceted domestic violence protocols for patients in abusive situations.

Resolution F-99-12

Effective Time Period: Ongoing

RESOLVED, The AIDS Awareness, and Minority Affairs committees be consolidated with the Programs [formerly Preventive Medicine Program] under the title of SOMA Public Health Committee; and,
BE IT FURTHER RESOLVED, The Domestic Violence Awareness Task Force is incorporated into the Public Health Director job description.

Resolution F-05-05

Effective Time Period: Ongoing

RESOLVED, That the Public Health Committee [formerly Preventive Medicine Committee] encourages all local chapters to develop community programs that increase access to and awareness of the importance of preventive services and,
BE IT FURTHER RESOLVED, Priority areas should include but not be limited to screening for hyperlipidemia, hypertension, and diabetes mellitus; Smoking cessation programs; men's and women's health services; obesity prevention and management; sexually transmitted infection prevention, education and awareness.

2.14– Environmental Awareness

Resolution F-09-07

Effective Time Period: Ongoing

RESOLVED, That SOMA maximize the use of electronic materials at National Conventions, and work to ensure the availability of electric outlets so that all delegates can utilize their computers or other devices during the House of Delegates.

2.16 – Professional Development

Resolution S-10-01

Effective Time Period: Ongoing

RESOLVED, That SOMA maintain an ongoing effort to promote an increase in public awareness of Osteopathic Medicine and the profession’s unique benefits to improving the quality of healthcare, and, be it

FURTHER RESOLVED, That SOMA encourage the AOA to actively promote public awareness of the Osteopathic Profession, and be it

FURTHER RESOLVED, That each chapter be encouraged to coordinate an annual event with community officials, in the form of a dinner, workshop, or meeting, to provide education about Osteopathic Medicine and offer tools to facilitate public awareness and understanding of the profession.

Resolution S-06-01 (Formerly S-03-05 Renewed)

Effective Time Period: Ongoing

RESOLVED, That the Student Osteopathic Medical Association encourages the inclusion of a bioterrorism readiness education requirement for osteopathic medical students prior to clinical clerkships.

Resolution S-06-02

Effective Time Period: Ongoing

RESOLVED, That SOMA support the COMLEX-USA Level 2 PE Examination as part of the licensing protocol for Osteopathic Physicians.

Resolution S-05-04

Effective Time Period: Ongoing

RESOLVED, That the Student Osteopathic Medical Association will support a limit of 80 hours per work week for medical residents and interns, support a limit of 24 consecutive hours worked in one shift, support of limit of on-call shifts to every 3rd night, support of minimum of 10 hours off duty between shifts, and support of at least a 24hour period of off duty time per week.

Resolution S-03-02

Effective Time Period: Ongoing

RESOLVED, That the Student Osteopathic Medical Association stands in favor of mandating all hospitals that train Osteopathic Medical Students make available to all students participating in rotations at their hospitals to be provided access to a computer with internet access and/or to a medical library on a twenty-four hour basis.

Resolution F-03-02

Effective Time Period: Ongoing

RESOLVED, That SOMA charge the American Osteopathic Association to allow each state osteopathic society to have student representation in the AOA House of Delegates if so chosen by their state association.

Resolution F-03-03

Effective Time Period: Ongoing

RESOLVED, That the Student Osteopathic Medical Association formally recognize benefactors annually at the Spring Convention.

Resolution F-02-07

Effective Time Period: Ongoing

RESOLVED, That the Student Osteopathic Medical Association supports a single unified D.O. Day on the Hill where Osteopathic medical students and physicians can combine efforts to increase numbers of people attending and therefore the success of the Congressional lobbying efforts of the AOA.

Resolution F-99-13

Effective Time Period: Ongoing

RESOLVED, That the responsibility of relaying information on Special Events from the National Board to the local Chapters become a task of the Region Trustees.

Resolution F-99-16

Effective Time Period: Ongoing

RESOLVED, The Professional Development Director be consolidated with Legislative Affairs and BE IT FURTHER RESOLVED, The position will be known as Professional Development/Political Affairs Director.

2.18 Graduate Medical Education

Resolution F-06-02

Effective Time Period: Ongoing

RESOLVED, That the Student Osteopathic Medical Association supports the continued effort to increase Osteopathic Graduate Medical Education (OGME) in both the primary and specialty fields.

Resolution F-05-08

Effective Time Period: Ongoing

RESOLVED, That SOMA encourages the AOA to preserve Osteopathic identity, by strengthening the integration of osteopathic principles and practices, including Osteopathic manipulative medicine, into AOA approved post-graduate programs; and therefore,
BE IT FURTHER RESOLVED, That SOMA supports the AOA in its efforts to increase the number and diversity of post-Graduate training programs that emphasize osteopathic principles and practice.

2.19 – Continued Medical Education

Resolution S-08-02

Effective Time Period: Ongoing

RESOLVED, That the Student Osteopathic Medical Association commend the exceptional community physician volunteers who deliver high quality medical education to Osteopathic medical students; be it
RESOLVED, That SOMA encourages state medical boards to reward medical student precepting with substantial CME credits; and be it
RESOLVED, That SOMA encourages changes in the AMA and AOA national CME policies in order to offer increased credit for the precepting of medical students.

3.0 – Convention Policies

3.1 – Convention Location

Resolution S-03-03

Effective Time Period: Ongoing

RESOLVED, That the Student Osteopathic Medical Association continue to support the lobbying efforts of the AOA by holding its annual Spring Convention in Washington D.C. in accordance with D.O. Day on the Hill on an annual basis.

Resolution F-01-08

Effective Time Period: Ongoing

RESOLVED, That the Student Osteopathic Medical Association continues to support the lobbying efforts of the AOA by holding Spring Convention in Washington, D.C. in accordance with DO Day on the Hill in odd-numbered years.

3.4 – Attendance

Resolution S-10-06

Effective Time Period: Ongoing

RESOLVED, That attendance at a minimum of 2 of the 3 annual national SOMA meetings be mandatory for each chapter president and NLO, to include incoming and outgoing chapter president and NLO at the Spring convention each year. If a president or NLO cannot attend a meeting due to an unavoidable scheduling conflict, they must notify their Regional Trustee as soon as they know about the scheduling conflict and no less than 2 weeks prior to the first day of the convention. They are encouraged to send another chapter member to act as voting delegate in their place; and BE IT FURTHER RESOLVED, That if a chapter president or NLO misses more than one national meeting without obtaining prior approval from their Regional Trustee and a reasonable attempt to arrange for another chapter member to attend in their place, that officer may be removed from their position at the discretion of the SOMA Board of Trustees.

4.0 – House of Delegates Policies

4.2.a – Parliamentarian

Resolution F-99-17

Effective Time Period: Ongoing

RESOLVED, The position of Parliamentarian be dissolved.

4.7 – Policy Statements

Resolution F-10-02

Effective Time Period: Ongoing

RESOLVED, That F-04-01 be repealed in its entirety; And be it FURTHER RESOLVED, That future Resolutions shall state their Effective Time Period when necessary; And be it FURTHER RESOLVED, That unless specifically stated otherwise all Resolutions shall be deemed “Ongoing”.

5.0 - Membership and Affiliations

5.1 – Honorary Lifetime Membership

Michael Kuchera, DO.
Wayne K. North
Tyler Cymet, D.O.
Eugene A. Oliveri, D.O. – 3/00

Boyd W. Bowden, II, D.O. – 3/00
Norbert W. Budde, Ph.D. – 3/00
Keith L. Hansen, D.O. – 10/00
John Strosnider, D.O. –3/01

5.3 - Affiliated Societies

Affiliations that have been established in the past and which may or may not be current include the following:

American Association of Colleges of Osteopathic Medicine
American College of Osteopathic Emergency Physicians
American Holistic Medical Association
American Medical Association - Medical Student Section
American Medical Student Association / Foundation
American Osteopathic Association
American Osteopathic Hospital Association
Canadian Federation of Medical Students
Consortium of Medical Student Organizations
Consortium of Health Professional Students
Council of Student Council Presidents
International Federation of Medical Student Associations
National Association of Osteopathic Foundations
National Association of Residents and Interns
National Council of International Health
National Fund for Medical Education
National Osteopathic Foundation
National Osteopathic Student Consortium
Physicians for Social Responsibility
Society for the Advancement of Osteopathic Medicine
Special Olympics International
Undergraduate American Academy of Osteopathy
United States Department of Health & Human Services
Upjohn Student Advisory Panel

Resolution F-11-01

Effective Time Period: Ongoing

RESOLVED, That the Student Osteopathic Medical Association recommends that the AOA supports the American Heart Association basic life support and first aid training as soon as possible within the OMS I academic year, providing certification and/or training has not already been required of achieved.

Resolution F-11-02

Effective Time Period: Ongoing

RESOLVED, That the Student Osteopathic Medical Association recommends that the AOA amend Resolution H242-A/06 as follows:

H242-A06 Childhood and Teenage Sexual Education

The American Osteopathic Association: (1) encourages osteopathic physicians to provide anticipatory guidance to minor children about the risks of sexual exposure and sexually-transmitted infections (STI), and provide this same guidance to their parents and/or caregivers; (2) encourages osteopathic physicians to support the development of curriculum by local, state and national

educational organizations that will lead to the prevention of unwanted pregnancy and transmission of disease using medically appropriate measures, such as preferably abstinence and avoidance of high risk sexual behavior; and (3) Support public education efforts to prevent unwanted pregnancy and sexually transmitted infections especially by educating the public about how to approach the topics of sex, contraceptives, STIs and vaccinations in conversations with their own families. The American Osteopathic Association should also encourage the print and electronic media to use public service announcements that further these goals.

Resolution S-11-03

Effective Time Period: Ongoing

RESOLVED, That the Student Osteopathic Medical Association recommends to the AOA that **Section 2.8** of the COCA Accreditation Standards be revised to include sexual orientation and gender identity.

Resolution S-11-04

Effective Time Period: Ongoing

RESOLVED, That the Student Osteopathic Medical Association recommends to the AOA that **Section 4.4** of the COCA Accreditation Standards be revised to include sexual orientation and gender identity.

Resolution S-11-05

Effective Time Period: Ongoing

RESOLVED, That the Student Osteopathic Medical Association recommends to the AOA that **Section 5.2.2** of the COCA Accreditation Standards be revised to include sexual orientation and gender identity.

Resolution F-10-06

Effective Time Period: Ongoing

RESOLVED, That the Student Osteopathic Medical Association recommends to the AOA that section 3 of the AOA Code of Ethics be amended to include sexual orientation and gender identity or expression.

[A physician-patient relationship must be founded on mutual trust, cooperation, and respect. The patient, therefore, must have complete freedom to choose her/his physician. The physician must have complete freedom to choose patients whom she/he will serve. However, the physician should not refuse to accept patients because of the patient's race, creed, color, sex, national origin, handicap, sexual orientation, or gender identity or expression. In emergencies, a physician should make her/his services available.]

Resolution S-08-01

Effective Time Period: Ongoing

RESOLVED, That the Student Osteopathic Medical Association encourages the American Osteopathic Association and the Commission on Osteopathic Colleges Accreditation to amend COCA accreditation standards 5.2.2 to read,

[Recruiting and selection of student for admission to a College of Osteopathic medicine must not discriminate on the basis of race, color, gender,, religion, national origin, sexual orientation, gender identity, or age.]; and

BE IT FURTHER RESOLVED, That the Student Osteopathic Medical Association encourages the American Osteopathic Association and the Commission on Osteopathic Colleges Accreditation to likewise amend the COCA accreditation standards 2.8 and 4.4 to include sexual orientation and gender identity; and

BE IT FURTHER RESOLVED, That the Student Osteopathic Medical Association encourages the American Osteopathic Association to amend its own constitution to include the following statement,

[Membership in any category of the AOA or in any of its constituent associations shall not be denied or abridges because of sex, color, creed, race, religion, disability, ethnic origin,

national origin, sexual orientation, gender identity, age, or for any other reason unrelated to character, competence, ethics, professional status, or professional activities.]; and
BE IT FURTHER RESOLVED, That the Student Osteopathic Medical Association encourages the American Osteopathic Association to amend its *Statement of Healthcare Policies and principles*, to read,

[Minority populations in America often experience difficulty in obtaining access to needed healthcare services. The AOA supports (1) initiatives that increase access to healthcare services for all American regardless of gender, race, ethnicity, education, income, disability, geographic location, sexual orientation, or gender identity; (2) efforts to expand outreach to culturally diver populations, including enhancing research efforts and improving healthcare options in communities where incidents of certain healthcare conditions are more prevalent than in the community as a whole; (3) increased funding for programs targeted at minority populations, which decrease infant mortality rates and increase immunization and access to other preventative healthcare services; and (4) early intervention and treatment programs for minorities suffering from breast cancer, hypertension, diabetes, prostate cancer, alcoholism, and other diseases that disproportionately affect minority populations.]; and

BE IT FURTHER RESOLVED, That the Student Osteopathic Medical Association encourages the American Osteopathic Association and the Commission on Osteopathic Colleges Accreditation to address the absence of LGBT-specific healthcare from the curricula of osteopathic medical schools; and

BE IT FURTHER RESOLVED, That a copy of this resolution be prepared and delivered to the Board of trustees and the House of Delegates of the American Osteopathic Association, the American Association of Colleges of Osteopathic Medicine, and the members of the Commission on Osteopathic Colleges Accreditation.

Resolution F-06-01

Effective Time Period: Ongoing

RESOLVED, That the Student Osteopathic Medical Association (SOMA) urges the AOA to facilitate the development of policies and procedures for postgraduate program graduates (including internships, residencies, and fellowships) regardless of their training (ACGME, AOA) to allow all D.O.'s to have full rights and privileges of their degree.

Resolution F-06-03

Effective Time Period: Ongoing

RESOLVED, That SOMA partner with the AOA and AACOM to increase the Recruitment of underrepresented minorities into colleges of osteopathic medicine;

BE IT FURTHER RESOLVED, That recruitment efforts should be directed at elementary and high school students, career counselors, and pre-medical advisors.

Resolution S-05-01

Effective Time Period: Ongoing

RESOLVED, That the Student Osteopathic Medical Association supports the membership and participation in the Primary Care Organizations Consortium.

Resolution F-05-04

Effective Time Period: Ongoing

RESOLVED, SOMA supports the American Osteopathic Association's Campaign for Osteopathic Unity.

Resolution S-00-01

Effective Time Period: Ongoing

RESOLVED, That SOMA endorses the efforts of the National Undergraduate Fellows Association; and

BE IT FURTHER RESOLVED, That for the purpose of mutual understanding that SOMA will invite the National Undergraduate Fellows Association to apply for affiliate membership if they so choose.

Resolution F-99-5

Effective Time Period: Ongoing

RESOLVED, That the leadership of SOMA continue communication with the leadership of the AOA to define the role and mission of SOMA with respect to the AOA; and

BE IT FURTHER RESOLVED, That SOMA encourages further political and financial cooperation and collaboration with the AOA in the future.

6.0 – Local Chapters

7.0 – Forms and Report Formats

Code of Ethics of the Student Osteopathic Medical Association

This Code has been modified from the American Osteopathic Association's Code of Ethics that was designed to guide its member physicians in their professional lives. Our hope is that this Code will guide our member student physicians in their academic and training years.

Section 1. The student physician shall keep in confidence whatever he/she may learn about a patient in the discharge of training duties. Information shall be divulged by the student physician when required by law, or when authorized by the patient or physician in charge of training.

Section 2. The student physician shall give a candid account of the patient's condition to the patient after consulting with those responsible for the patient's care.

Section 3. The student physician-patient relationship must be founded on mutual trust, cooperation, and respect. The patient, therefore, must have complete freedom to choose his/her physician and student physician. The student physician shall not refuse to accept patients because of the patient's race, creed, color, gender, sexual orientation, national origin or handicap. In emergencies, the student physician shall make his/her services available, if no other professional services are immediately available.

Section 4. The student physician is never justified in abandoning a patient. The student physician shall give due notice to a patient or to those responsible for the patient's care if it becomes necessary for him/her to withdraw from the case.

Section 5. The student physician shall practice in accordance with the body of systematized and scientific knowledge related to the healing arts. The student physician shall maintain competence in such systemized and scientific knowledge through study and clinical applications.

Section 6. The osteopathic medical profession has an obligation to society to maintain its high standards and, therefore, to continuously regulate itself. A substantial part of such regulation is due to the efforts and influence of the recognized schools and their chapters and local, state, and national associations representing the osteopathic medical profession. The student physician should maintain membership in and actively support such associations and abide by their rules and regulations.

Section 7. No student physician shall advertise for or solicit patients.

Section 8. The student physician shall designate his/her osteopathic medical school of training in all professional uses of his/her name.

Section 9. The student physician shall obtain consultation whenever requested to do so by the patient. The student physician shall not hesitate to seek consultation whenever he/she believes it to be advisable.

Section 10. In any dispute, between or among student physicians or between student physicians and practicing physicians, involving ethical, organizational, or training affairs, the matter in controversy should first be referred to the appropriate arbitrating bodies of the school, hospital, or profession.

Section 11. In any dispute, between or among student physicians or between student physicians and practicing physicians, regarding the diagnosis and treatment of a patient, the attending physician has the responsibility for the final decisions, consistent with any applicable osteopathic medical hospital or school rules or regulations.

Section 12. The student physician shall respect the law. When necessary the student physician shall attempt to help to formulate the law by all proper means in order to improve patient care, public health, and educational and training issues.

Section 13. The student physician should, whenever possible, participate in community activities and services.

Section 14. The student physician shall, at all times during their training years, endeavor to teach and pass on their knowledge and experience to other students.

Section 15. The student physician shall, through their training duties and public contact, promote the ideals and principles of osteopathic medicine.

Section 16. The student physician shall work to establish lines of communication with other health science students and organizations and with the practicing physicians and their professional organizations.

Section 17. No code or set of rules can be framed which will particularize all ethical responsibilities of the student physician in the various phases of his/her training years. The enumeration of obligations in this **Code of Ethics** is not exhaustive and does not constitute a denial of the existence of other obligations, equally imperative, though not specifically mentioned.