



CONSTITUTION
OF THE
STUDENT ASSOCIATION
OF THE
AMERICAN COLLEGE OF OSTEOPATHIC
FAMILY PHYSICIANS
(SAACOFP)

ARTICLE I

Name

Section 1 – The name of this organization shall be: The Student Association of the American College of Osteopathic Family Physicians.

ARTICLE II

Objectives

The Objectives of the SAACOFP Shall Be:

Section 1 – To advance the standards of family practice in the field of Osteopathic Medicine and Surgery by encouraging and improving the educational opportunities for the training of family physicians in all branches of Osteopathic Medicine and Surgery.

Section 2 – To encourage establishment and/or expansion of residency programs in family medicine departments within hospitals.

Section 3 – To establish and promote a general understanding of the scope of the services rendered by the family physician and his/her relationship to other specialty groups.

Section 4 – To promote and maintain high moral and ethical standards in the practice of Osteopathic Medicine and Surgery.

ARTICLE III

Membership

Section 1 – The membership of this Association shall consist of one (1) class: Active

Section 2 – Each applicant for active membership in this Association shall be required to present evidence that he/she conforms to the following standards:

- a. Student Status in a School or College of Osteopathic Medicine
- b. Student membership in the American Osteopathic Association

Section 3 – All Active members shall have the right to vote and hold office in the Student Association of the American College of Osteopathic Family Physicians

ARTICLE IV

Anti-Discrimination

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

ARTICLE V

Amendments

Section 1 – Amendments to this Constitution shall be made during the Spring National Convention of the American College of Osteopathic Family Physicians with the following provisions:

- a. Written notice containing the substance of the proposed amendment has been sent, not less than sixty (60) days prior to such meeting, to all delegates of the Student Association of the American College of Osteopathic Family Physicians.
- b. A proposed amendment is passed by a simple majority vote of the delegates present and seated for voting.
- c. Amendments approved by the process listed in b. above must receive final approval by the Board of Governors of ACOFP before they become effective.

1 BYLAWS
2 of the
3 STUDENT ASSOCIATION
4 Of the
5 AMERICAN COLLEGE OF OSTEOPATHIC FAMILY PHYSICIANS
6 (SAACOFFP)
7

8 ARTICLE I
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10 National Student Executive Board
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12 Section 1 – Creation and Authority
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14 The duly elected officers of the Student Association of the American College of Osteopathic
15 Family Physicians shall constitute the National Student Executive Board. The authority of the
16 Student Association of the American College of Osteopathic Family Physicians shall be vested
17 in, exercised, conducted and controlled by the National Student Executive Board, which shall be
18 subject to the Constitution and Bylaws of the American College of Osteopathic Family
19 Physicians and the Bylaws contained herein.
20

21 Section 2 – Composition of the National Student Executive Board
22

23 Only members of the Student Association of the American College of Osteopathic Family
24 Physicians may become members of the National Student Executive Board. The National
25 Student Executive Board shall consist of: President, Vice-President, Secretary, and
26 Parliamentarian.
27

28 Section 3 – Elections
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- 30 A. Any student wishing to run for a national officer position may nominate themselves for one
31 position by submitting their Curriculum Vitae and a letter of intent for the desired office a
32 minimum of 24 hours prior to the national officer elections. These materials will be available
33 24 hours prior to the elections for review by the SAACOFFP chapter delegates.
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- 35 B. At the annual Spring National Convention of the American College of Osteopathic Family
36 Physicians, the officers of the National Student Executive Board shall be elected from the
37 student membership of the American College of Osteopathic Family Physicians by the
38 chapter delegates from each SAACOFFP chapter. Each SAACOFFP chapter will be given two
39 votes.
40
- 41 C. The officers hereinbefore designated shall be elected by secret ballot.
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- 43 D. A majority of all delegates present at the Spring National Convention of the American
44 College of Osteopathic Family Physicians shall be required for election of a National officer.
45 In case of the absence of any candidate receiving a majority vote, a run-off election shall be

46 held between the two (2) candidates with the most votes for that office. Provisions will be
47 made in extenuating circumstances as determined by the Executive Board.
48

49 E. The order of elections shall be president, vice president, secretary, and parliamentarian.
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51 F. Unelected candidates may not run for subsequent offices in the same election.
52

53 Section 4 – Quorum

54
55 A simple majority of the duly elected members of the National Student Executive Board shall
56 constitute a quorum.
57

58 Section 5 – Vacancies

59
60 Vacancies occurring in the National Student Executive Board shall be filled by a majority vote of
61 the remaining members of the National Student Executive Board, and the person so appointed
62 shall hold office until a successor is elected at the Spring National Convention of the American
63 College of Osteopathic Family Physicians.
64

65 Section 6 – Powers

66
67 The powers of the National Student Executive Board are:
68

69 A. To conduct, manage and oversee the business and affairs of the Student Association of
70 the American College of Osteopathic Family Physicians.
71

72 B. To formulate rules and regulations, projects, ideas and concepts for approval by the
73 student membership consistent with the Constitution and Bylaws of the American
74 College of Osteopathic Family Physicians for the guidance of the National student
75 officers and student members of the Student Association of the American College of
76 Osteopathic Family Physicians.
77

78 Section 7 – Duties

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80 The duties of the National Student Executive Board are:
81

82 A. To oversee the proper performance of those constitutive duties of all SAACOFP chapter
83 officers and committees.
84

85 B. To present to the Board of Governors of the American College of Osteopathic Family
86 Physicians any unresolved problems arising within the Student Association of the
87 American College of Osteopathic Family Physicians pertinent to the welfare of said
88 Association or the American College of Osteopathic Family Physicians.
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90 C. To consider all recommendations from all local SAACOFP chapters.
91

92 D. To present to the Board of Governors of the American College of Osteopathic Family
93 Physicians a quarterly summary of its activities, so prepared by the Secretary and
94 approved by the National Student Executive Board.
95

96 E. To prepare a quarterly report for submission to the American College of Osteopathic
97 Family Physicians Journal, so prepared by the National Secretary and approved by the
98 National Student Executive Board.
99

100 Section 8 – Meetings

101
102 A. The President or any two (2) other members of the National Student Executive Board
103 may call a meeting of the National Student Executive Board and written notice of such
104 meeting shall be sent to all members of the National Student Executive Board by the
105 President or the Secretary.
106

107 1. Not less than two (2) days prior to said meeting, when such meeting is a phone
108 conference call meeting.
109

110 2. Not less than thirty (30) days prior to said meeting when the desired meeting
111 requires physical attendance at either the central ACOFP office at the
112 Membership Committee meeting or ACOFP Annual Convention.
113

114 B. Meetings of the National Student Executive Board shall be confined to matters pertaining
115 to the Student Association of the American College of Osteopathic Family Physicians
116 and the Secretary shall keep minutes of these meetings.
117

118 ARTICLE II

119 National Officers

120 Section 1 – Officers

121
122 The officers of the National Student Executive Board of the Student Association of the American
123 College of Osteopathic Family Physicians shall be: President, Vice-President, Secretary, and
124 Parliamentarian. The President, Vice-President, and Secretary shall be members of the third year
125 class or fourth year class (as defined by the academic year following the Spring National
126 Convention of the American College of Osteopathic Family Physicians at which they are
127 elected). The Parliamentarian shall be a member of the second year class (as defined by the
128 academic year following the Spring National Convention of the American College of
129 Osteopathic Family Physicians at which he/she was elected).
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133 Section 2 – Term and Tenure

134
135 The officers of the National Student Executive Board shall be elected by the delegates from each
136 SAACOFPP chapter seated in the Congress of Delegates and they shall hold office for a term of
137 one (1) year. The term shall start upon officer installation at the Spring National convention of

138 the American College of Osteopathic Family Physicians and shall end at the next Spring
139 National Convention of the American College of Osteopathic Family Physicians, at which time,
140 new officers will be elected.

141
142 Section 3 – Delegates to the Congress of Delegates of SAACOFPP

143
144 The delegates from each local SAACOFPP chapter shall be the outgoing chapter President and the
145 President-Elect or their designees. Each SAACOFPP chapter shall have two voting delegates
146 seated in the Congress of Delegates.

147
148 Section 4 – Powers and Duties of the National President shall be:

- 149
- 150 A. To preside at all meetings of the National Student Executive Board and of the general
151 membership of the Student Association of the American College of Osteopathic Family
152 Physicians.
 - 153
 - 154 B. Together with the National Secretary, to execute all documents and instruments in the
155 name of, and on behalf of, the Student Association of the American College of
156 Osteopathic Family Physicians subject to the approval of the National Student Executive
157 Board and Board of Governors of the American College of Osteopathic Family
158 Physicians.
 - 159
 - 160 C. To cause a permanent record of his/her official acts to be recorded in the minute book of
161 the Student Association of the American College of Osteopathic Family Physicians and
162 shall be subject to the right of inspection by any member of the Student Association of
163 the American College of Osteopathic Family Physicians and Board of Governors of the
164 American College of Osteopathic Family Physicians.
 - 165
 - 166 D. To have charge of and general management of the affairs and business matters of the
167 Student Association of the American College of Osteopathic Family Physicians, subject
168 to the advice and authority of the National Student Executive Board.
 - 169
 - 170 E. To discharge all other duties as may be required of him/her by the National Student
171 Executive Board of the Student Association of the American College of Osteopathic
172 Family Physicians.
 - 173
 - 174 F. To serve on a National Committee of ACOFP, as appointed by the President of ACOFP,
175 participating in all committee meetings, and presenting quarterly reports to the National
176 Student Executive Board.
 - 177
 - 178 G. To prepare a report to be given to the Student Delegates of SAACOFPP to be given at the
179 student breakfast at the annual meeting of the ACOFP.

180
181 Section 5 – Powers and Duties of the National Vice-President shall be:

182

- 183 A. To perform all duties of the National President if at any time the National President-Elect
184 shall be unable to act, the National Vice-President shall take the President's place and be
185 vested with the powers and perform all the duties of the National President.
186
- 187 B. To perform all duties which pertain to this office and which are required by the National
188 Student Executive Board.
189
- 190 C. To serve on a National Committee of ACOFP as appointed by the President of ACOFP,
191 participating in all committee meetings, and presenting quarterly reports to the National
192 Student Executive Board.
193

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

- 196 A. To keep all the records required by the National Student Executive Board
197
- 198 B. To maintain complete rosters of all local SAACOFPP chapter executive boards.
199
- 200 C. To take and maintain minutes of the proceedings of the National Student Executive
201 Board and the minutes of the Student Association of the American College of
202 Osteopathic Family Physicians of the annual meeting.
203
- 204 D. To perform all duties which pertain to this office and which are required by the National
205 Student Executive Board.
206
- 207 E. If at any time the National President and the National Vice-President shall be unable to
208 act, the Secretary shall take the place of the National President and be vested with the
209 powers and perform all the duties of the National President.
210
- 211 F. Together with the National President, to execute all documents and instruments in the
212 name of, and on behalf of, the Student Association of the American College of
213 Osteopathic Family Physicians subject to the approval of the National Student Executive
214 Board and Board of Governors of the American College of Osteopathic Family
215 Physicians.
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217
- 218 G. To serve on a National Committee of ACOFP as appointed by the President of ACOFP,
219 participating in all committee meetings, and presenting quarterly reports to the National
220 Student Executive Board.
221

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

- 224 A. To maintain order at any of the meetings of the Student Association of the American
225 College of Osteopathic Family Physicians as dictated by Robert's Rules of Order (newly
226 revised).
227
- 228 B. To perform those duties required by him/her by the National Student Executive Board.

- 229
230 C. If at any time, the National President, National Vice-President or National Secretary shall
231 be unable to act, the Parliamentarian shall take the place of the National President and be
232 vested with the powers and perform all the duties of National President.
233
234 D. To serve on a National Committee of ACOFP as appointed by the President of ACOFP,
235 participating in all committee meetings, and presenting quarterly reports to the National
236 Student Executive Board.

237
238 ARTICLE III

239
240 National Committees

241
242 Section 1 – Composition

243
244 The Chairs and members of each committee created or authorized by these Bylaws shall be
245 appointed by the National President with the approval of the National Student Executive Board.
246

247 Section 2 – Duties

248
249 The members of each committee shall determine the goals and policies of their respective
250 committees, and the committees shall keep a record of their activities and report these activities
251 to the National President on a quarterly basis.
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253 ARTICLE IV

254
255 Local SAACOFPP Chapters

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257 Section 1 – Composition of the Board

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259 Only members of the Student Association of the American College of Osteopathic Family
260 Physicians may become officers on the local SAACOFPP Executive Board. The local Executive
261 Board shall consist of: President, Vice-President, Secretary, Treasurer, and officers elect.
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263 Section 2 – Elections

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265 The local officers hereinbefore designated shall be elected as follows:

- 266
267 A. Nominating Committee: Local Chapters shall have a nominating committee composed of
268 the outgoing chapter officers, unless an outgoing officer is nominated for a chapter office.
269 Applications for nomination shall be delivered to the nominating committee no less than
270 two weeks prior to elections. Applications shall be posted for review by the chapter
271 membership no less than one week prior to elections.
272
273 B. President-Elect shall be elected by the last week of January prior to the Spring National
274 Convention of the American College of Osteopathic Family Physicians. Local Chapters

275 must notify the National ACOFP office of the newly elected President-elect no later than
276 January 31st. The President-elect should make all efforts possible to attend the Spring
277 National Convention of the ACOFP so they may attend SAACOFPP meetings,
278 educational, and leadership seminars. The president-elect shall be installed to office at
279 the Spring National Convention of ACOFP, at which time his or her term of office shall
280 commence.

281
282 C. Vice-President, Secretary, and Treasurer shall be elected by the last week of January prior
283 to the Spring National Convention of the American College of Osteopathic Family
284 Physicians. Local Chapters must notify the National ACOFP office of the newly elected
285 vice-president and secretary/treasurer no later than January 31st. The officers-elect
286 should make all efforts possible to attend the Spring National Convention of the ACOFP
287 to attend SAACOFPP meetings, educational and leadership seminars. The officers-elect
288 shall be installed to office at the Spring National Convention of ACOFP, at which time
289 his or her term of office shall commence.

290
291 D. The local SAACOFPP membership shall elect their local SAACOFPP Executive Board by a
292 show of hands or by secret ballot as desired by the membership.

293
294 E. A majority vote of all local SAACOFPP members present shall be required for election of
295 any officer. In the case of the absence of any candidate receiving a majority vote, a run-
296 off election shall be held between the two (2) candidates with the most votes for any
297 office.

298
299 Section 3 – Duties

300
301 The local SAACOFPP chapter must prepare monthly and an annual report of local chapter
302 activities, which shall be sent to the chapter’s liaison.

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

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310 ARTICLE V

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312 Dues

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

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

319
320 ARTICLE VI

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Meetings

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

ARTICLE VII

Anti-Discrimination

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

ARTICLE VIII

Amendments

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

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

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

Revised March 17, 2012