

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

8 ARTICLE I  
9

10 National Student Executive Board  
11

12 Section 1 – Creation and Authority  
13

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 ACOFP shall be vested in, exercised, conducted and controlled by the  
17 National Student Executive Board, which shall be subject to the Constitution and Bylaws of the  
18 American College of Osteopathic Family Physicians and the Bylaws contained herein.  
19

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

22 Only members of the Student Association of the ACOFP may become members of the National  
23 Student Executive Board. The National Student Executive Board shall consist of: President,  
24 Vice-President, Secretary, and Parliamentarian.  
25

26 Section 3 – Elections  
27

- 28 A. Any student wishing to run for a national officer position may nominate themselves for one  
29 position by submitting their Curriculum Vitae and a letter of intent for the desired office a  
30 minimum of 24 hours prior to the national officer elections. These materials will be available  
31 24 hours prior to the elections for review by the Student Association of the ACOFP chapter  
32 delegates.  
33
- 34 B. At the annual Spring National Convention of the American College of Osteopathic Family  
35 Physicians, the officers of the National Student Executive Board shall be elected from the  
36 student membership of the American College of Osteopathic Family Physicians by the  
37 chapter delegates from each Student Association of the ACOFP chapter. Each Student  
38 Association of the ACOFP chapter will be given two votes.  
39
- 40 C. The officers hereinbefore designated shall be elected by secret ballot.  
41
- 42 D. A majority of all delegates present at the Spring National Convention of the American  
43 College of Osteopathic Family Physicians shall be required for election of a National officer.  
44 In case of the absence of any candidate receiving a majority vote, a run-off election shall be  
45 held between the two (2) candidates with the most votes for that office. Provisions will be  
46 made in extenuating circumstances as determined by the Executive Board.

47  
48 E. The order of elections shall be president, vice president, secretary, and parliamentarian.  
49

50 F. Unelected candidates may not run for subsequent offices in the same election.  
51

52 Section 4 – Quorum  
53

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

57 Section 5 – Vacancies  
58

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

64 Section 6 – Powers  
65

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

68 A. To conduct, manage and oversee the business and affairs of the Student Association of  
69 the ACOFP.  
70

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

77 Section 7 – Duties  
78

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

81 A. To oversee the proper performance of those constitutive duties of all Student Association  
82 of the ACOFP chapter officers and committees.  
83

84 B. To present to the Board of Governors of the American College of Osteopathic Family  
85 Physicians any unresolved problems arising within the Student Association of the  
86 American College of Osteopathic Family Physicians pertinent to the welfare of said  
87 Association or the American College of Osteopathic Family Physicians.  
88

89 C. To consider all recommendations from all local Student Association of the ACOFP  
90 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).  
130  
131  
132

#### 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 Student Association of the ACOFP chapter seated in the Congress of Delegates and they shall  
137 hold office for a term of one (1) year. The term shall start upon officer installation at the Spring

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

141  
142 Section 3 – Delegates to the Congress of Delegates of Student Association of the ACOFP  
143

144 The delegates from each local Student Association of the ACOFP chapter shall be the outgoing  
145 chapter President and the President-Elect or their designees. Each Student Association of the  
146 ACOFP chapter shall have two voting delegates 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 Student Association of the  
179 ACOFP to be given at the 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 Student Association of the ACOFP chapter  
199 executive boards.  
200
- 201 C. To take and maintain minutes of the proceedings of the National Student Executive  
202 Board and the minutes of the Student Association of the American College of  
203 Osteopathic Family Physicians of the annual meeting.  
204
- 205 D. To perform all duties which pertain to this office and which are required by the National  
206 Student Executive Board.  
207
- 208 E. If at any time the National President and the National Vice-President shall be unable to  
209 act, the Secretary shall take the place of the National President and be vested with the  
210 powers and perform all the duties of the National President.  
211
- 212 F. Together with the National President, to execute all documents and instruments in the  
213 name of, and on behalf of, the Student Association of the American College of  
214 Osteopathic Family Physicians subject to the approval of the National Student Executive  
215 Board and Board of Governors of the American College of Osteopathic Family  
216 Physicians.  
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:

- 223
- 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.  
252

253 ARTICLE IV

254  
255 Local Student Association of the ACOFP Chapters

256  
257 Section 1 – Composition of the Board

258  
259 Only members of the Student Association of the American College of Osteopathic Family  
260 Physicians may become officers on the local Student Association of the Executive Board. The  
261 local Executive Board shall consist of: President, Vice-President, Secretary, Treasurer, and  
262 officers elect.  
263

264 Section 2 – Elections

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

- 267  
268 A. Nominating Committee: Local Chapters shall have a nominating committee composed of  
269 the outgoing chapter officers, unless an outgoing officer is nominated for a chapter office.  
270 Applications for nomination shall be delivered to the nominating committee no less than  
271 two weeks prior to elections. Applications shall be posted for review by the chapter  
272 membership no less than one week prior to elections.  
273

274 B. President-Elect shall be elected by the last week of January prior to the Spring National  
275 Convention of the American College of Osteopathic Family Physicians. Local Chapters  
276 must notify the National ACOFP office of the newly elected President-elect no later than  
277 January 31<sup>st</sup>. The President-elect should make all efforts possible to attend the Spring  
278 National Convention of the ACOFP so they may attend Student Association of the  
279 meetings, educational, and leadership seminars. The president-elect shall be installed to  
280 office at the Spring National Convention of ACOFP, at which time his or her term of  
281 office shall commence.

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

291  
292 D. The local Student Association of the membership shall elect their local Student  
293 Association of the Executive Board by a show of hands or by secret ballot as desired by  
294 the membership.

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

300  
301 Section 3 – Duties

302  
303 The local Student Association of the chapter must prepare monthly and an annual report of local  
304 chapter activities, which shall be sent to the chapter’s liaison.

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

309  
310  
311  
312 ARTICLE V

313  
314 Dues

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

318

319 Section 2 – The individual Student Association of the chapters may charge members a  
320 participation fee per event. The participation fee shall be determined by individual Student  
321 Association of the chapters.

322  
323 ARTICLE VI

324  
325 Meetings

326  
327 Section 1 – The order of business of all meetings shall conform to Robert’s Rules of Order  
328 (newly revised) unless otherwise provided by the Constitution and Bylaws of the Student  
329 Association of the ACOFP.

330  
331 ARTICLE VII

332  
333 Anti-Discrimination

334  
335 Section 1 – The National Student Executive Board or the Student Association of the chapters  
336 shall not refuse membership on the basis of race, religion, color, sex, sexual orientation,  
337 disability, national origin or creed.

338 ARTICLE VIII

339  
340 Amendments

341  
342 Section 1 – The Student Association of the ACOFP shall have the right to amend its Bylaws,  
343 make additions thereto, repeal the same or adopt new Bylaws; with the provision that such  
344 Bylaws or amendments do not conflict with the Constitution and Bylaws of the American  
345 College of Osteopathic Family Physicians and are approved by the Board of Governors of the  
346 American College of Osteopathic Family Physicians.

347  
348 Section 2 – Written notice of the proposed amendments must be submitted to the National  
349 President and National Secretary of Student Association of the sixty (60) days prior to the spring  
350 national convention of the American College of Osteopathic Family Physicians. These  
351 Amendments will then be disbursed to all Student Association of the chapters and submitted to  
352 ACOFP Board of Governors.

353  
354 Section 3 – The Bylaws of the Student Association of the ACOFP shall be amended, repealed or  
355 added to only by a majority vote of the Delegates of Student Association of the. Amendments  
356 approved by said process must receive final approval by the Board of Governors of ACOFP  
357 before they become effective.

358  
359 Revised February 22, 2019