

# 2017–18



# Chapter Notebook

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# Introduction to Student American Academy of Osteopathy (SAAO)

## SAAO History

In 1949, Drs. George W. and Thomas L. Northup met with Dr. Angus Cathie and initiated the first student American Academy of Osteopathy (AAO) group. To accord increased recognition to groups of inquiring students, the bylaws of the AAO were amended at the annual meeting in Chicago in July 1959 to provide status for the undergraduate academies as component societies of the Academy of Applied Osteopathy (now the American Academy of Osteopathy). The Undergraduate American Academy of Osteopathy (UAAO) Board of Governors voted to change the name to the Student American Academy of Osteopathy (SAAO) at the 2011 AAO Convocation in Colorado Springs.

In 1982, the forerunners of the UAAO Council wanted to provide a vehicle for intercommunication among the osteopathic medical schools and the AAO. Today, there is an active SAAO membership of more than 8,000 students under the guidance of the American Academy of Osteopathy. Many former SAAO members have gone on to obtain leadership roles in the AAO.

## Purpose

The purpose of the SAAO is to preserve and further develop the use of osteopathic principles and practices in osteopathic medical students.

## Objectives

The objectives of the SAAO are for its members to acquire a better understanding of osteopathic principles and practices; to attain maximum efficiency in osteopathic structural diagnosis and manipulative treatment; and to foster, in themselves and others, a clear concept of the clinical application of osteopathic principles and practices in health and disease. Membership serves to broaden and expand students' understanding of the osteopathic concepts in practice.

## Benefits

Membership benefits include: discounts on many osteopathic publications sold in the AAO bookstore; discounts for the annual AAO Convocation and many AAO courses; a preceptorship program (one scholarship per school is available); mentorship program; access to *The AAO Journal* and *AAO Member News*; research updates from the AAO in the *OsteoBlast*; and most importantly, guidance in the path to obtaining your full potential as an osteopathic physician! Individual chapters will also have additional benefits. Please refer to your local SAAO leadership for more information.

## SAAO Executive Council (EC) Officers

<b>SAAO National Adviser</b>	<b>Amy Jo Davison, DO</b>	<a href="mailto:adavisondo@gmail.com">adavisondo@gmail.com</a>
<b>SAAO EC Chair</b>	<b>Amber Brown, OMS IV</b> School: DMU-COM	<a href="mailto:saaochair@gmail.com">saaochair@gmail.com</a>
<b>SAAO EC Vice Chair</b>	<b>Paula Archer, OMS III</b> School: PNWU-COM	<a href="mailto:saaovchair@gmail.com">saaovchair@gmail.com</a>
<b>SAAO EC Secretary-Treasurer</b>	<b>Kelly Ng, OMS III</b> School: TouroCOM Middletown	<a href="mailto:saaosect@gmail.com">saaosect@gmail.com</a>
<b>SAAO EC National Coordinator</b>	<b>Frank Goodman, OMS IV</b> School: WCUCOM	<a href="mailto:saaonatcoord@gmail.com">saaonatcoord@gmail.com</a>
<b>NUFA Liaison</b>	<b>Thomas Lindsey, OMS III</b> School: ACOM	<a href="mailto:nufaliaison@gmail.com">nufaliaison@gmail.com</a>
<b>NUFA Adviser</b>	<b>Hugh M. Ettlinger, DO, FAAO</b>	<a href="mailto:hughettlinger@hotmail.com">hughettlinger@hotmail.com</a>

## AAO Staff

<b>Executive Director</b>	<b>Sherri L. Quarles</b>	<a href="mailto:squarles@academyofosteopathy.org">squarles@academyofosteopathy.org</a>
<b>Communications and Administration Assistant</b>	<b>Taylor Bridgeforth</b>	<a href="mailto:tbridgeforth@academyofosteopathy.org">tbridgeforth@academyofosteopathy.org</a>
<b>Assistant to the Executive Director and Board and Committee Liaison</b>	<b>Debbie Cole</b>	<a href="mailto:dcole@academyofosteopathy.org">dcole@academyofosteopathy.org</a>
<b>Communications Specialist</b>	<b>Lauren Good</b>	<a href="mailto:lgood@academyofosteopathy.org">lgood@academyofosteopathy.org</a>
<b>Postdoctoral Education Liaison and CME Coordinator</b>	<b>Amber Rausch</b>	<a href="mailto:arausch@academyofosteopathy.org">arausch@academyofosteopathy.org</a>
<b>Finance and Membership Liaison and SAAO Staff Liaison</b>	<b>Bev Searcy</b>	<a href="mailto:bsearcy@academyofosteopathy.org">bsearcy@academyofosteopathy.org</a>
<b>Event Planner</b>	<b>Gennie Watts</b>	<a href="mailto:gwatts@academyofosteopathy.org">gwatts@academyofosteopathy.org</a>

SAAO website: <http://www.academyofosteopathy.org/SAAO>

AAO website: <http://www.academyofosteopathy.org>

American Academy of Osteopathy

3500 DePauw Blvd., Suite 1100

Indianapolis, IN 46268-1136

# Chapter Responsibilities

Email any questions to the SAAO Executive Council (EC) national coordinator.

## Deadlines

### September

- \_\_\_15 Updated list of chapter officers and their contact information due to the SAAO staff liaison. **Chapter officers must be SAAO members!**
- \_\_\_15 Signed Terms of Agreement form due to the SAAO EC national coordinator and SAAO staff liaison (5 VIP points).
- \_\_\_30 Submit monthly report to the SAAO EC national coordinator (accumulated VIP points).
- \_\_\_30 Submit a Still Point to be considered for online publication to the SAAO EC secretary-treasurer (See Pages 6 and 11 for more information on VIP points and submission requirements).

### October

- \_\_\_1 Submit Sherri L. Quarles Award application to the SAAO EC chair (optional).
- \_\_\_31 Submit monthly report to the SAAO EC national coordinator (accumulated VIP points).
- \_\_\_31 Submit a Still Point to be considered for online publication to the SAAO EC secretary-treasurer.

### November

- \_\_\_1 New member applications completed electronically (5 VIP points).
- \_\_\_30 Submit monthly report to the SAAO EC national coordinator (accumulated VIP points).
- \_\_\_30 Submit a Still Point to be considered for online publication to the SAAO EC secretary-treasurer.

### December

- \_\_\_31 Submit monthly report to the SAAO EC national coordinator (accumulated VIP points).
- \_\_\_31 Submit a Still Point to be considered for online publication to the SAAO EC secretary-treasurer.

### January

- \_\_\_31 Submit monthly report to the SAAO EC national coordinator (accumulated VIP points).
- \_\_\_31 Submit a Still Point to be considered for online publication to the SAAO EC secretary-treasurer.

### February

- \_\_\_1 Submit A. Hollis Wolf Case Presentation Competition school registration form via Google Docs.
- \_\_\_10 Submit A. Hollis Wolf Case Presentation Competition participant registration form via Google Docs.
- \_\_\_10 Submit initial A. Hollis Wolf Case Presentation Competition presentation to SAAO EC vice chair (saaovchair@gmail.com).
- \_\_\_15 AAO Convocation exhibit table reservation and payment due to the SAAO staff liaison (15 VIP points).
- \_\_\_28 Submit monthly report to the SAAO EC national coordinator (accumulated VIP points).
- \_\_\_28 Submit a Still Point to be considered for online publication to the SAAO EC secretary-treasurer.

### March

- \_\_\_1 Electronic unsigned copy of year-end report due to the SAAO EC national coordinator (15 VIP points).
- \_\_\_8 New officer contact information sent to the SAAO staff liaison (5 VIP points).
- \_\_\_10 Submit final A. Hollis Wolf Case Presentation Competition presentation to SAAO EC vice chair (saaovchair@gmail.com).
- \_\_\_21 Electronic signed copy of year-end report due to the SAAO EC national coordinator (5 VIP points) by 11:59 p.m. Eastern Daylight Time.
- \_\_\_21-22 AAO Convocation: Two officers from each chapter must attend the Board of Governors' meetings (15 VIP points offered for bringing at least one incoming officer).

### June

- \_\_\_30 Submit Vicki E. Dyson Scholarship application to the SAAO staff liaison (optional).

# VIP Points

## What are VIP points?

VIP points are a way for the SAAO to encourage and reward chapter activity and participation and to help guide chapters through requirements and deadlines. VIP points are used to determine annual SAAO chapter awards, including SAAO Chapter of the Year, SAAO Outreach Chapter of the Year, and Most Improved Chapter. VIP points are calculated throughout the year, and awards are distributed at the AAO Convocation. Chapters will receive quarterly updates on VIP point totals via their chapter email. VIP point totals can also be acquired by emailing the SAAO EC national coordinator ([saaonatcoord@gmail.com](mailto:saaonatcoord@gmail.com)).

## VIP point Allocation

2017-18	Points
<b>Membership</b>	
Complete SAAO membership registration electronically	5
Largest % increase in membership	5
Largest % first-year class joined	10
30% first-year class joined	5
<b>Monthly Report</b>	
Monthly reports submitted to the SAAO EC national coordinator on time	5 each
All monthly reports received by <b>last day of each month</b>	15 extra points
Community service events	5 each (max 50 per month)
Educational events	5 each (max 50 per month)
Speakers	5 each (max 20 per month)
Fundraising events (minimum \$50 raised per event)	2 each (max 20 per month)
<b>Year-End Report</b>	
Electronic unsigned copy submitted to the SAAO EC national coordinator	5
Electronic signed copy of year-end report submitted to the SAAO EC national coordinator at the AAO Convocation	5
<b>Still Points</b>	
Submit article for publication each month from September to February (max one per month)	5
High-quality article chosen for publication by the SAAO EC secretary-treasurer	20 each
<b>AAO Convocation</b>	
Exhibit table purchased	15
A. Hollis Wolf Case Presentation Competition contestant	15
At least one incoming chapter officer attends all Board of Governors' meetings	15
Volunteer hour requirement met	10
Donation made to SAAO silent auction (estimated minimum value of \$25)	5 each (max 30 VIP points)
<b>Miscellaneous</b>	
Updated list of current chapter officers sent to the SAAO staff liaison by Sept. 15	5
Submit Terms of Agreement to the SAAO EC national coordinator and the SAAO staff liaison	5
List of new chapter officers sent to the SAAO staff liaison by March 8	5

\*Where applicable, VIP points are provided only if deadlines are met

# Terms of Agreement

**Deadline: Sept. 15, 2017**

I have read the contents of the 2017-18 SAAO Chapter Notebook. I understand:

- What is expected of my chapter concerning responsibilities and due dates for this academic year.
- Two chapter officers must attend the SAAO Board of Governors' meetings at the AAO Convocation on their scheduled days. It is highly recommended that the chapter officers be the president and national representative. Officer reimbursement is dependent on attendance at these meetings.
- Students running for SAAO Executive Council offices are strongly encouraged to attend the SAAO Board of Governors' meetings at the AAO Convocation.

Please sign and print your name to confirm that you have read and agree to the terms outlined above.

_____ President's printed name	_____ Signature	_____ Date
_____ Vice President's printed name	_____ Signature	_____ Date
_____ National Representative's printed name	_____ Signature	_____ Date
_____ Secretary's printed name	_____ Signature	_____ Date
_____ Treasurer's printed name	_____ Signature	_____ Date
_____ Chapter Adviser's printed name	_____ Signature	_____ Date

## School

\_\_\_\_\_  
Complete school name and location

\_\_\_\_\_  
Acronym

Please send the completed form to the SAAO Staff Liaison, American Academy of Osteopathy, 3500 DePauw Blvd., Suite 1100, Indianapolis, IN 46268-1136, [bsearcy@academyofosteopathy.org](mailto:bsearcy@academyofosteopathy.org), or (317) 879-0563 (fax).

Please also send a copy of this form to the SAAO EC national coordinator ([saaonatcoord@gmail.com](mailto:saaonatcoord@gmail.com)).

**KEEP A COPY OF THIS FORM FOR YOUR RECORDS.**

# Chapter Officer Responsibilities

**A listing of new chapter officers must be provided to the SAAO staff liaison by the deadlines.** This list should include the officer's title, name, OMS year, address, email address and phone number. As a reminder, students must be SAAO members by the time of election to be eligible to serve as an officer. All terms of office begin at the conclusion of the AAO Convocation and are one year in duration. It is recommended that all outgoing officers assist incoming officers in assuming their chapter duties. **All chapter officers are encouraged to attend the AAO Convocation.**

## President

1. Facilitates and oversees the activities and functions of the chapter.
2. Completes the Terms of Agreement page from the SAAO Chapter Notebook.
3. Submits year-end report.
4. Should attend all Board of Governors' meetings at the AAO Convocation with the national representative.
5. Assumes or delegates all responsibilities of unfilled chapter positions.

## Vice President

1. Assists and supports the president.
2. Takes over any and all duties of the president, should the president be unable to attend functions or complete elected term in office.
3. Organizes fundraising and community service activities.
4. Responsible for membership recruitment.
5. Sends thank-you letters to speakers, club supporters, etc.
6. Maintains the chapter's social media, e.g. Facebook.

## National Representative

1. Acts as a liaison between the chapter, chapter adviser, and SAAO Executive Council (EC).
2. Should attend all Board of Governors' meetings at the AAO Convocation with the president.
3. Organizes logistics for attendance of members at the AAO Convocation.
4. Keeps records of all SAAO events for inclusion in the year-end report.
5. Submits the monthly report online to the SAAO EC national coordinator.
6. Coordinates the monthly chapter Still Point submissions to the SAAO EC secretary-treasurer.

## Secretary

1. Takes accurate minutes of all chapter business and organizational meetings.
2. Maintains an accurate list of current SAAO members for all classes.
3. Assists the treasurer with new member registration.
4. Creates advertising for all chapter events.
5. Involves students in their clinical years in chapter activities.

## Treasurer

1. With the president, assures the prudent use of all club funds.
2. Maintains accurate records of all chapter funds.
3. Ensures any local SAAO chapter dues are collected.
4. Submits all new member registration forms along with fees to the SAAO staff liaison.
5. Provides annual or semi-annual financial reports to the chapter and chapter adviser.
6. Disperses funds as needed.
7. Collects and deposits all monies.

### **Removal of a Chapter Officer**

If a chapter officer fails to fulfill his/her duties as specified in the SAAO Chapter Notebook, he/she may be removed from office. If the chapter does not have regulations in place to remove an officer, it may use the following guidelines:

The chapter adviser will review the complaints of officers and/or club members. A two-week probationary period may be granted to the officer in question. During this time, the officer will be given the opportunity to fulfill the duties of his/her position. At the end of the probationary period, the officer will meet with the adviser for a review of the actions taken by the officer in question during the probationary period. The chapter adviser will give his/her recommendation to the rest of the chapter officers, who will then vote on the dismissal of the officer in question. If chapter officers vote to dismiss the officer in question, a general chapter election will be held for the vacant office following the election criteria as outlined in the SAAO bylaws. If the officer in question is removed, and another officer wishes to fill the position, approval must be given by the chapter adviser and remaining officers. A general chapter election will then be held for the remaining vacancy.

### **Protocol for Resignation**

If, during the course of the year, a chapter officer must resign his/her position for any reason, it is recommended that the vacant seat be filled in the following manner. If the resigning officer is the president, the vice president or co-president will assume the role of president. If the resigning officer is any other position besides president, it is recommended that the remaining officers and the chapter adviser convene to appoint a replacement, with the chapter adviser having the authority to decide in the case of a tie.

## **SAAO Chapter Monthly Report**

The SAAO Executive Council (EC) national coordinator will send a link to complete monthly reports to the chapter email account. Monthly reports should be submitted by the **last day of each month** and should include all events since the last monthly report. Each event may be recorded in only one category (see below for category descriptions). If no events were held, please submit a monthly report stating there were no events. VIP points will be awarded for individual events and for submitting completed monthly reports on time.

### **Monthly Report Event Categories**

- **Community Service:** Events that enrich and increase the awareness of SAAO in the community. Services provided directly to the AAO do not qualify for VIP points.
- **Educational:** Workshops geared toward teaching osteopathic manipulation, principles, and practices.
- **Speaker:** Lectures organized for SAAO members.
- **Fundraising for SAAO:** Submit all fundraising events, regardless of funds raised. VIP points will be awarded if a minimum of \$50 was raised.

## **SAAO Chapter Year-End Report**

The SAAO EC national coordinator will send a link to complete a year-end report to the chapter email account. An unsigned electronic form of the year-end report should be completed and submitted to the SAAO EC national coordinator by the date indicated on the form. An electronic signed copy of the year-end report should also be submitted to the SAAO EC national coordinator on the day of the Wednesday SAAO Board of Governors' meeting by 11:59 p.m. Eastern Daylight Time.

# SAAO Membership Application Process

Students may join the SAAO by completing the electronic application using the steps below.

SAAO dues consist of three portions: an amount to be paid to the AAO (\$20), an amount to be paid to the SAAO (\$20), and an amount to be paid to the local SAAO chapter at the chapter's discretion. The amount due to the national office is a one-time fee of \$40 per member with membership that lasts until graduation. Students will pay dues to the national office electronically upon registration. Local SAAO chapter dues may be collected by SAAO chapter officers.

## Create a user profile

Students who do not have a user profile on the American Academy of Osteopathy (AAO) website should create one using the steps below. Students who have a user profile on the AAO website should not create a new user profile.

1. Follow this link to the AAO website login page: [app.academyofosteopathy.org/login](http://app.academyofosteopathy.org/login).
2. From the login page, choose "Quick Signup."
3. Enter your email address and other essential information. Be sure to check the box next to "Are you a student?"
4. When finished filling out essential information, choose "Signup."
5. An email will be sent to complete the signup process. Click the link in the email to confirm your identity.
6. **Creating a user profile does not mean you are registered as an SAAO member.**

## Complete the SAAO membership application

Students who have a user profile on the AAO website may follow these steps to join the SAAO.

1. Login to your user profile at: [app.academyofosteopathy.org/login](http://app.academyofosteopathy.org/login).
2. Click "Menu" on the left-hand side of the screen. Choose "Shop"; then choose "AAO Membership."
3. Add the membership to your cart by choosing "Add to Cart."
  - a. After confirming your Membership Type on Page 1 of the application, the price will adjust accordingly.
4. Complete all required fields for the application
  - a. **Enter OMS in the Designation field.** If OMS I, II, etc. is entered, it will need to be updated annually. AAO staff will **not** update this field for SAAO members.
  - b. Students **MUST identify their college of osteopathic medicine** on the SAAO Chapter field so that the AAO office can report accurate information to SAAO chapter officers.
5. When you have completed all pages of the application, choose "Save Application."
6. Choose "Go to Cart."
7. Complete the checkout and payment process.

After the application and payment are complete, your membership will be on hold until the application is approved. You can view the application status on your user profile. Membership status will be indicated as "On Hold" while the application is pending approval.

Member Number: 6000969  
AOA Number: N/A  
Member Type: None  
Member Status: On Hold  
Active Through: N/A

Applications should be approved within 3 business days. You will receive an email notification when the application has been approved. Once approved, membership status will be indicated as "Active" on your user profile.

Member Number: 6000969  
AOA Number: N/A  
Member Type: SAAO  
Member Status: Active  
Active Through: 7/31/2019

Once your application is approved, you may register for the AAO Convocation or purchase items with the SAAO member discount.

SAAO chapter officers will be notified monthly of students from their college of osteopathic medicine who have been approved for SAAO membership. It is highly advised that SAAO chapter officers keep a list of ALL current SAAO members.

## End of Year Chapter Awards

Each year, the SAAO gives awards to recognize outstanding SAAO chapters. These awards are presented at the AAO Convocation. They are: Chapter of the Year, Outreach Chapter of the Year, Most Improved Chapter, and AAO Presidential Accolade. Award recipients are based on chapter activity, as calculated by VIP points. Chapters are not eligible for these awards if their designated chapter officers do not submit electronic unsigned and electronic signed copies of the year-end report by the deadlines, or are not in attendance at the Wednesday and Thursday Board of Governors' meetings at the AAO Convocation.

### SAAO Chapter of the Year

This award is presented to the SAAO chapter that best exemplifies the spirit of SAAO, as determined by VIP points. The SAAO chapter that accumulates the most VIP points throughout the year receives this award, along with a \$250 grant, which we recommend be used for educational purposes.

### SAAO Outreach Chapter of the Year

This award is presented to the chapter that demonstrates outstanding involvement in their school and surrounding community, as determined by VIP points. The SAAO chapter that accumulates the most VIP points in the categories of Community Service and Educational events throughout the year receives this award.

### Most Improved Chapter

This award is presented to the SAAO chapter that demonstrates the greatest percent increase in total VIP points compared to the previous year, or at the discretion of the SAAO Executive Council. A \$250 grant also will be provided, which we recommend be used for educational purposes.

### AAO Presidential Accolade

This award is presented to SAAO chapters earning the top 25 percent of VIP points for the current academic year.

## Still Points

A Still Point is a creative expression of the osteopathic student experience. These expressions can range from essay, video, or photography, to poetry and beyond. Quality submissions may be published on the AAO website and social media to allow students to get a glimpse of the talents of others in the osteopathic family. Below are the guidelines for submission. Any questions or concerns may be emailed to the SAAO EC secretary-treasurer ([saaosect@gmail.com](mailto:saaosect@gmail.com)).

### Rules for Submission

1. Submissions must be sent to the SAAO EC secretary-treasurer by the last day of every month between September and February.
  - a. Each chapter may submit one Still Point per month.
  - b. 5 VIP points will be awarded for each monthly submission. However, quality submissions that are chosen for publication will be awarded 20 additional VIP points.
  - c. Crosswords, word searches or similar submissions will be awarded 0 (zero) VIP points.
  - d. Examples of submissions may include articles, photography, videos, poems or other original content.
  - e. The submission must include the author's name as they would like it to appear, as well as their position in the SAAO and school affiliation.
2. All questions about submission format should be sent to the SAAO EC secretary-treasurer ([saaosect@gmail.com](mailto:saaosect@gmail.com)).

## The National Undergraduate Fellows Association (NUFA)

The National Undergraduate Fellows Association (NUFA) is a division of the SAAO that enhances the learning of the undergraduate teaching fellows. To become a member of NUFA, one must be a member of SAAO. SAAO members are automatically enrolled in NUFA when they begin their fellowship. It is the responsibility of the NUFA representative to notify the NUFA liaison with the names of the new NUFA members.

Being a member of NUFA has several benefits:

- A workshop program designed specifically for NUFA members on Wednesday at the AAO Convocation.
- A chance to work with FAOs during the Magoun Memorial FAO-NUFA workshop at the AAO Convocation
- The option to register for the physician Convocation program.
- Networking with other fellowship programs throughout the year and at the NUFA social during the AAO Convocation.

NUFA has a liaison on the SAAO Executive Council. The liaison is elected each year during the NUFA committee meeting at the AAO Convocation. The NUFA liaison is involved in planning the AAO Convocation's student program and other NUFA-specific benefits. If you have any questions or are interested in learning more, please contact the NUFA liaison ([nufaliation@gmail.com](mailto:nufaliation@gmail.com)).

## Political Actions: The National Osteopathic Student Caucus (NOSC)

Each year before the annual July meeting of the American Osteopathic Association's House of Delegates, leaders from various osteopathic student groups meet to discuss student-relevant resolutions. To help the student population have a unified voice in our osteopathic governing body and bylaws, the National Osteopathic Student Caucus (NOSC) was started by the Council of Osteopathic Student Government Presidents (COSGP). The NOSC is open to all students and can be attended online. Immediately following the NOSC, a student leadership panel convenes to have a final vote on resolutions and amendments that will become the official opinion of the osteopathic student body. The SAAO EC chair is a member of this leadership panel and has one of those votes! Please send any proposals for resolutions to be considered to the SAAO Executive Council chair ([saochair@gmail.com](mailto:saochair@gmail.com)). Resolutions may be submitted on behalf of the SAAO at the AOA House of Delegates' meeting in Chicago every July.

# AAO Convocation

## About

1. **AAO/SAAO EVENT OF THE YEAR!!!**
2. This is a 5-day conference featuring lectures and workshops on osteopathic manipulative medicine.
3. Osteopathic medical students from any college of osteopathic medicine may participate.
4. Interact with master practitioners in the field and gain additional exposure to OMT while networking with doctors and other students.

## SAAO Activities

1. “Evening with the Stars” and “Evening with the Stars and Stripes” – Wednesday and Thursday nights.
  - a. This is an informal gathering of OMM practitioners and students during which students work in groups with OMM practitioners to learn and expand their understanding of diagnosis and treatment.
  - b. This event is a must-go for students who attend the AAO Convocation!
2. Election of new NUFA Liaison – Wednesday night.
3. Election of new SAAO Executive Council – Thursday SAAO Board of Governors’ (BoG) meeting.
4. SAAO mixer – Thursday night.
5. SAAO silent auction.
6. Keynote speaker: Harold A. Blood, DO, FAAO, Memorial Lecture – Saturday afternoon.
  - a. The speaker is selected by the AAO Board of Governors based on outstanding mentorship to osteopathic medical students and commitment to osteopathic principles and practice.
7. A. Hollis Wolf Case Presentation Competition – Saturday afternoon.
8. Student award ceremony – Saturday afternoon.

## Officer Registration

SAAO chapter officers attending the AAO Convocation must pay in full at the time of registration. If two designated officers attend 100 percent of the Wednesday and Thursday Board of Governors’ (BoG) meetings during the AAO Convocation, a maximum of two officers per chapter will be reimbursed up to \$100 each for their registration fee (prorated to days of attendance). If more than two officers from a chapter attend, the president and national representative will be given priority for reimbursement.

## Attendance Requirements

1. Chapter officers **must** be present and **sign** the attendance sheet at each Board of Governors’ (BoG) meeting.
2. It is highly recommended that the national representative and president attend, but any elected officer may attend in their place.
3. Reimbursement for chapter officers is based on the attendance schedule that follows.
4. It is strongly encouraged that newly elected chapter officers attend the BoG meetings.

## Reimbursement is provided according to the following breakdown

- Attendance at Wednesday’s meeting 75%
- Attendance at Thursday’s meeting 25%

## Chapter Registration

1. All students who attend the AAO Convocation are encouraged to be SAAO members, as nonmembers pay an additional \$40.
2. All students must register for the AAO Convocation online at [www.academyofosteopathy.org](http://www.academyofosteopathy.org).

Please refer to the AAO Convocation brochure for information about costs, registration and cancellation. Registrations are processed in the order they are received with payment in full, and workshops are filled on a first-come, first-served basis. Registration confirmations will be emailed to the individual registrants.

### **Exhibit Tables at Convocation**

The AAO will charge each chapter a \$35 fee for exhibit tables should they choose to have one. A chapter representative must be at the booth during exhibit hours: 7:30 a.m. to 7 p.m. Thursday and 7:30 a.m. to 5 p.m. Friday. It is also recommended to provide staff for the exhibit table during the opening reception from 5 p.m. to 7 p.m. Wednesday. This is a great way to fundraise by selling merchandise and advertise for your SAAO chapter. To take advantage of this opportunity to obtain VIP points, please contact the SAAO staff liaison, Bev Searcy ([bsearcy@academyofosteopathy.org](mailto:bsearcy@academyofosteopathy.org)), by Feb. 15.

### **Silent Auction Items**

Proceeds from the silent auction help to support the SAAO Convocation program for the following year. Each school is encouraged to donate items for the event. Chapter merchandise will not be accepted. Additional information will be sent to chapter emails closer to the AAO Convocation.

### **Volunteering**

Each COM that attends the AAO Convocation and volunteers a total of three (3) hours to help run SAAO events will receive 10 VIP points.

# A. Hollis Wolf Case Presentation Competition Deadlines, Procedures, Rules, Regulations, and Scoring Criteria

## Explanation

The goal of the A. Hollis Wolf (AHW) Case Presentation Competition is to demonstrate the application of osteopathic principles through a case study. Students should discuss the patient diagnosis, associated somatic dysfunction and appropriate treatment. Students should demonstrate overall clinical knowledge, including a discussion of why the osteopathic care was significant to the patient's clinical outcome. A key component of the student's presentation is an explanation of the student's involvement in decision-making and treatment.

## Deadlines

- **Feb. 1:** Submit A. Hollis Wolf Case Presentation Competition school registration form via Google Docs ([click here](#)).
- **Feb. 10:** Submit A. Hollis Wolf Case Presentation Competition participant registration form via Google Docs ([click here](#)).
- **Feb. 10:** Submit initial A. Hollis Wolf Case Presentation Competition presentation to SAAO Executive Council (EC) vice chair (saaovchair@gmail.com).
- **Mar. 10:** Submit final A. Hollis Wolf Case Presentation Competition presentation to SAAO EC vice chair (saaovchair@gmail.com).

## Procedures

Registration and submission deadlines as noted above. Each school with a participant in the AHW Case Presentation Competition is required to submit a school registration form. The individual participant is required to submit a participant registration form and initial presentation. The initial presentation should be submitted to the SAAO EC vice chair. The AAO will provide qualified personnel who will review each initial presentation for correct AMA style citations. Presentations will be returned to the student participant with suggested citation corrections within three weeks of submission. Each student will have the opportunity to make changes to their presentation. The final presentations should be submitted to the SAAO EC vice chair. Qualified AAO-provided personnel will review the final presentations for correct AMA style citations. Each citation error on the final presentation will result in a 5-point deduction.

## Scoring Criteria

- 0 - 10 Understanding and application of osteopathic principles, diagnosis and treatment
- 0 - 10 Knowledge of pathophysiology and clinical aspects of the case
- 0 - 10 Impact of osteopathic care
- 0 - 10 Presentation style, skill and slide design
- 0 - 10 Student's involvement in decision-making and treatment-delivery

**\*\*\*Only judges' comments, not scores, will be provided for the participant to review.\*\*\***

## AHW Rules and Regulations

The following rules are strictly enforced. Failure to follow the rules will result in disqualification from the competition. Any questions or concerns should be directed to the SAAO EC vice chair prior to submission.

1. Only one slot is available for each SAAO chapter. No last-minute substitutions are allowed.
2. Previous first-place AHW winners are not eligible to compete in subsequent competitions.
3. Only one person may present. Mock patients are allowed for demonstration purposes.
4. The case presented must be original. Cases presented previously at any national meeting, including prior AAO Convocations, are not eligible. Cases that have been published in scholarly journals as case reports are eligible, provided they pass these criteria.
5. Practice for AHW Competition: All competitors are required to meet Friday evening immediately following the alumni receptions in the lecture hall.
6. Each presentation will be allotted five minutes. **The clock will start with the participant's first word.** There will be a timer visible to the participant from the stage.

7. There will be two official timers. The average of the two official timers will be used as the participant's final time. This will then be used to determine any potential point deductions.
8. All presenters must arrive 15 minutes prior to the start of the competition.

Presentation Guidelines:

1. PowerPoint presentations must follow the **AMA Manual of Style citation guidelines**. Any non-original content must be cited.
  - a. **Five points will be deducted from the participant's total score for each missing or incorrect citation.**
2. **The introductory slide must contain the title of the presentation, the presenter's name, medical school year, school, date of patient exam, and medical school year at that time.** Example: Treatment of Migraines; Joe Smith, OMS III; PCSOM; Date of Patient Exam: Oct. 12, 2004; Student Year: OMS III. School affiliation may be stated only on the introductory slide. School logos are not allowed on the presentation.
3. Use of "Before" and "After" photographs to illustrate treatment effectiveness must be of the actual patient.
4. If using photographs that are depicting treatments, but are not of the actual treatment in the case, they must be clearly labeled as "Demonstration Photograph."
5. Participants **WILL NOT** be allowed to distribute handouts for their presentation. Only visual aids via PowerPoint or live demonstration will be permitted. All slide changes must be made manually. A designated laser pointer will be available for use during the competition.
6. Personal notes cannot be on paper larger than 8.5" x 11".
7. When required, signed HIPAA Agreement Disclosures must be posted on the last slide of each presentation.
  - a. Direct questions regarding HIPAA to the SAAO EC vice chair.
  - b. The SAAO EC does not provide HIPAA Agreement Disclosures due to variations in institutional policies.
8. The judge's panel **MAY NOT**:
  - a. have more than one judge per campus.
  - b. have any prior knowledge of the case and its presentation.
  - c. have judged the case on a chapter level.
9. There will be a maximum of **one** judge per scoring sheet. All judges must evaluate independently.
10. In the case of a tie, the average of the highest and lowest scores will be used to decide the winner. If there is still a tie, then a majority vote by the judges will determine the winner.
11. Participants are **not permitted** to see the judges' scores for their presentation. However, a copy of each judge's comments will be provided for the participant to review.
12. Each presentation is allotted five minutes. After five minutes, the following point deductions and penalties will be enforced:
  - One point for presentation lasting 5:01 - 5:30 minutes.
  - Five points for presentation lasting 5:31 - 6 minutes.
  - 10 points for presentation lasting 6:01 - 6:30 minutes.
  - 15 points for presentation lasting 6:31 - 7 minutes.
  - Presentations lasting 7:01 minutes or more will be disqualified, and the presenter will be asked to leave the stage.
13. In the event of a disagreement regarding receipt of a final AHW presentation via email, the presenter must prove an email was sent by providing a copy of the sent email with the date and file attached. This must be received by March 10, 2018. Presenters bear the ultimate responsibility of assuring receipt of final presentations. If additional presentations are sent prior to the deadline, the presenter should expect a receipt confirmation email from the SAAO EC vice chair.
14. The SAAO owns the rights to the AHW presentations and any recordings of said presentations. The presentations may be posted to the SAAO website and used for promotional purposes. Presentations still may be used by the original presenter after this competition. By participating in this competition, competitors agree to these terms.

### **AHW Grievance Procedure**

Grievance procedures have been established to protect the integrity and maintain standards within the AHW Competition and to provide a means for individuals and/or SAAO chapters to bring concerns to the attention of the SAAO EC. Grievance

procedures and policies can be found in the bylaws of the SAAO. **The initial procedure for filing an official complaint must be made within 24 hours of the completion of the AHW Competition.**

#### **Filling Each Chapter's Slot**

1. A date will be set for a chapter competition, of which all chapter members will be made aware.
2. Preliminary contest
  - a. At schools for which more than one competitor would like to participate, a chapter competition must be held to determine who will compete in the national AHW Case Presentation Competition.
  - b. The contest should be judged by faculty and/or members of the SAAO at the school (this may include undergraduate fellows). The competition should have no less than three judges, but five judges are recommended.
  - c. The contest should be scored using the same criteria provided above.
  - d. The contest should yield a single winner.
  - e. The winners of the preliminary contest should fill out a Participant Registration Form.

**AHW Case Presentation Competition winners must utilize their prize within two (2) years of receiving it or it will be forfeited.**

## **A. Hollis Wolf Case Presentation Competition Registration Forms**

School Registration Form: [click here](#)

Participant Registration Form: [click here](#)

## Sherri L. Quarles Award

Sherri L. Quarles, the executive director of the AAO, is a strong advocate of the SAAO and works to improve the student experience. This award is given to two SAAO chapters that demonstrate a need for funding to carry out osteopathic educational events. An award of \$250 will be given to each selected chapter to be reimbursed following their event within the school year. Interested parties may submit their proposals to the SAAO Executive Council (EC) chair by Oct. 1. A decision will be made by Oct. 31, and schools will be notified by Nov. 5. Specific requirements may be found below:

- Submit a proposal, including the following items, to the SAAO EC chair ([saochair@gmail.com](mailto:saochair@gmail.com)):
  - Point of contact
  - School affiliation
  - Proposed event title and description
  - Event date and schedule
  - Proposed itemized budget for the event
  - Expected attendance for the event
- Proposals must be less than one page in length in Times New Roman 12-point font.
- Only one submission per chapter will be accepted per year.
- Submissions must be received by Oct. 1.

The award money must be used by May 31 of the academic year in which it was awarded. To receive this award, the chapter must submit supporting documentation within 30 days of the event, including a summary of the event and receipts. The award will be given as a reimbursement up to the lesser amount of either \$250 or the actual expenditure submitted.

## Vicki E. Dyson Scholarship

Vicki E. Dyson (1937-1990) put her heart and soul into her role as the AAO's executive director. She truly loved her job and all the people that made up the Academy. She took great pride in serving every individual with whom she came in contact and was very proud of her association with the osteopathic profession. She was a special and caring person who touched lives in many wonderful ways.

The SAAO has developed a scholarship program in her honor. Each year, SAAO members who complete an elective four-week rotation in OMM are eligible for this \$400 scholarship. Required OMM rotations are not eligible for this scholarship. One scholarship is available for each school. This elective must be completed with a physician who participates as a Vicki E. Dyson preceptor. A list of physician preceptors is available to SAAO members from the SAAO staff liaison.

SAAO members may request that a physician be added to the list of preceptors. Preceptor applications can be found in the SAAO Chapter Notebook or can be obtained from the SAAO staff liaison. The applications are voted on quarterly by the AAO Board of Trustees. To qualify for this scholarship, the preceptor must be approved before the rotation takes place. It is, therefore, recommended to contact the AAO office about adding new physicians well in advance of the rotation dates. To qualify as a preceptor for the Vicki E. Dyson Scholarship the physician must meet three requirements:

1. The physician must be a DO.
2. The physician must be a member of the American Academy of Osteopathy.
3. The physician's practice must consist of at least 50 percent osteopathic manipulative medicine –OR–  
The physician must treat at least 20 patients per week with osteopathic manipulative medicine.

The rotation must be completed in the same academic year (July 1 – June 30) the application is submitted. An essay about your experience is to be submitted to the AAO office upon completion of your rotation. This essay will be used to decide the winner of the scholarship should there be more than one applicant from each school. Essays of scholarship winners may be posted on the AAO's website.

**Deadline for submission: June 30.**

### **If you have questions, please contact:**

SAAO Staff Liaison  
American Academy of Osteopathy  
3500 DePauw Blvd., Suite 1100  
Indianapolis, IN 46268-1136  
Phone: (317) 879-1881  
Fax: (317) 879-0563  
Email: [bsearcy@academyofosteopathy.org](mailto:bsearcy@academyofosteopathy.org)

# SAAO Vicki E. Dyson OPP Preceptor Scholarship Application

(For Students) PLEASE PRINT

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ GRAD. YEAR: \_\_\_\_\_ AOA#: \_\_\_\_\_

EMAIL: \_\_\_\_\_

## OPP Rotation Physician Information

NAME: \_\_\_\_\_

ADDRESS

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ DATES: \_\_\_\_\_

**Please attach a one-page essay about your experience on this rotation. The winners of this scholarship may have their essays posted on the AAO's website.**

### If you have questions, please contact:

SAAO Staff Liaison

American Academy of Osteopathy

3500 DePauw Blvd., Suite 1100

Indianapolis, IN 46268-1136

Phone: (317) 879-1881

Fax: (317) 879-0563

Email: [bsearcy@academyofosteopathy.org](mailto:bsearcy@academyofosteopathy.org)

# SAAO Vicki E. Dyson OPP Preceptor Enrollment Form

(For Physicians) Please Print

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Gender (please circle): M / F

Osteopathic school attended: \_\_\_\_\_

Graduation year: \_\_\_\_\_ AOA#: \_\_\_\_\_

1.) What type of medical practice do you have? (Please check)

General practice       Family practice       Pediatrics       Ob/Gyn  
 Internal medicine       Surgery       NMM/OMM      Other (Specify): \_\_\_\_\_

Please specify subspecialty (if applicable): \_\_\_\_\_

2.) What percentage of your patients receive OMT during an average visit? (Please check)

<10%       10 - 25%       26 - 50%  
 51 - 75%       76 - 90%       >91%

3.) Where do you spend your practice time? (Please indicate the percentage of time spent in each place)

% Office       % Nursing home       % Hospital       % Teaching  
 % Research       % House calls       % Other (Specify): \_\_\_\_\_

4.) Approximately how many patients do you see per day? \_\_\_\_\_

5.) How many days per week do you see patients? (Please indicate number)

# of whole-days     # of half-days      Saturdays: Yes      No

6.) Please remove my name from the Vicki E. Dyson Preceptor list. \_\_\_\_\_

7.) I authorize the AAO to add my name and contact information to the preceptor list. I understand that the above contact information will be used.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Mail, fax, or email this form to:**

American Academy of Osteopathy

3500 DePauw Blvd., Suite 1100

Indianapolis, IN 46268-1136

Phone: (317) 879-1881

Fax: (317) 879-0563

Email: [bsearcy@academyofosteopathy.org](mailto:bsearcy@academyofosteopathy.org)

# Bylaws of the Student American Academy of Osteopathy

## Revised 2017

### Article I - Name

This organization shall be known as the Student American Academy of Osteopathy (SAAO), formally known as the Undergraduate Academy of Osteopathy. This society shall be represented by a local chapter at each AOA Commission on Osteopathic College Accreditation (COCA)-accredited osteopathic medical college or an osteopathic medical college pending accreditation by the COCA and the SAAO Executive Council.

### Article II - Purpose and Objectives

The Student American Academy of Osteopathy has been organized by students of the accredited American osteopathic medical colleges under the auspices and guidance of the American Academy of Osteopathy (AAO) for the purposes of helping osteopathic medical students:

1. Acquire a better understanding of osteopathic principles, theories and practice to include:
  - Helping students attain a maximum proficiency in osteopathic structural diagnosis and treatment.
  - Fostering a clear concept of clinical application of osteopathy in health and disease.
2. Improve public awareness of osteopathic medicine so the community may better take advantage of the benefits provided by the complete healthcare concept of osteopathic medicine.

### Article III - Affiliation

#### Section 1

Any student at a COCA-accredited osteopathic medical school, or an osteopathic medical school pending COCA accreditation, may become a member of the SAAO. Each COCA-accredited osteopathic medical school, or osteopathic medical school pending accreditation, shall have the right to organize a chapter of the SAAO. Each chapter shall have the responsibility to send a National Representative and President to participate in all SAAO Board of Governors meetings at the AAO Convocation.

#### Section 2

Each member shall be assessed dues at the time of their enrollment to include an amount set by the AAO, an amount to be set aside for the SAAO Executive Council, and an amount for local chapter activities. Membership dues for the SAAO last for the duration of the student's undergraduate education. Each SAAO local chapter shall set its portion of the dues. All dues will be waived for members of the National Undergraduate Fellows Association during their fifth year of undergraduate training. All dues for the SAAO Executive Council and the AAO shall be forwarded to the AAO office.

### Article IV - Chapter Meetings

It is recommended there shall be a minimum of six general membership meetings held during each academic year, including a mandatory annual election of officers to take place prior to the annual AAO Convocation.

### Article V - Chapter Officers and Duties

The members of each SAAO chapter shall elect officers to execute the objectives of the SAAO. Each chapter shall elect a President, Vice President, Secretary, Treasurer, and National Representative. Any individual serving as a chapter officer shall be a full, dues-paid member of the SAAO until his/her graduation date. These elections shall follow *Robert's Rules of Order* (the most current edition). Each election shall be preceded by at least a 14-day notice of the election to the general membership of the local chapter. The election must be completed before the AAO Convocation of the academic year for office to be held during the next academic year. The names of all newly elected officers shall be provided to the AAO staff and to the SAAO Executive Council National Coordinator no later than the meeting of the SAAO Board of Governors at the AAO Convocation prior to the academic year in which these offices will be held. The officers shall be responsible for all activities of the organization, ensuring these bylaws are followed, including appointing committees, and making other such designations that are needed to carry out chapter activities and objectives.

Office terms shall be one year in duration. Nominations may be made by a nomination committee and/or from the floor during a regular meeting. A simple majority vote shall be necessary for election. The voting protocol (Article VII, Section 7) shall be the same as the currently established voting protocol for the SAAO Executive Council. Provisions shall be made among the officers of each chapter that one officer will remain as the contact person for their respective graduating class' SAAO membership during their clinical years. This position will be called the Clinical Years Representative.

Each school with an undergraduate fellowship program shall have a NUFA Representative. Office terms shall be one year in duration. Each school may decide independently how the NUFA Representative is chosen. The immediate past-NUFA Representative for each

school is responsible for notifying the NUFA Liaison of the new NUFA Representative as well as newly chosen undergraduate fellows at each school. The NUFA Representative will participate on the NUFA Representative Council over which the NUFA Liaison presides. In addition, the NUFA Representative will be responsible for encouraging undergraduate fellows to join SAAO/NUFA at their respective schools.

#### **Article VI - Chapter Faculty Advisers**

Each local SAAO chapter shall, at any time, nominate a Faculty Adviser whose appointment is confirmed yearly by the AAO President-Elect. The Adviser shall serve as a liaison between the membership of the SAAO chapter and the AAO. This Faculty Adviser must be an active member of the AAO and be willing to attend all meetings of the AAO Student Academies Committee, which is composed of the Faculty Advisers of each SAAO chapter and chaired by the Adviser to the SAAO Executive Council.

#### **Article VII- The SAAO Executive Council (EC)**

##### **Section 1: Name**

The Undergraduate American Academy of Osteopathy (UAAO) Council was established at the 1987 American Academy of Osteopathy annual Convocation by vote of the UAAO Representatives. The UAAO Board of Governors voted to change the name to the Student American Academy of Osteopathy (SAAO) at the 2011 AAO annual Convocation.

##### **Section 2: Purposes**

This Executive Council (EC) shall exist from within and for the membership of the SAAO. The purposes of the EC are to collect and disseminate information from and to the local chapters of the SAAO, form a cohesive body to present collective ideas and concerns of the SAAO to the AAO and other official bodies, and to develop programs to facilitate the goals of the AAO and each of the SAAO chapters.

##### **Section 3: Composition**

The SAAO EC shall consist of a Chair, Vice Chair, Secretary/Treasurer, National Coordinator, and NUFA Liaison. The Board of Governors (BoG) shall consist of a collection of one National Representative from each SAAO chapter at a COCA-accredited osteopathic medical school, or an osteopathic medical school pending COCA accreditation.

The members of the SAAO BoG with voting privileges are as follows: all EC members, and the National Representative or designated alternate of each SAAO chapter at a COCA accredited osteopathic medical school.

The members of each SAAO chapter shall elect a National Representative from their general membership, who shall act as its official representative on the SAAO BoG. Each chapter shall be responsible for sending its National Representative or designated alternate to participate in each meeting of the SAAO BoG.

##### **Section 4: Executive Council (EC) Meetings**

The SAAO Executive Council (EC) shall meet annually at the summer Education Committee meeting, the AOA Osteopathic Medical Conference & Exposition (OMED), and the AAO Convocation, to plan programs and carry out any other tasks, which promote the purposes and objectives of the SAAO.

##### **Section 5: Duties**

1. **The Chair** shall carry out the purposes and objectives of the SAAO, and shall attend and preside over any and all SAAO BoG meetings and SAAO Executive Council meetings. In addition, the Chair or designee shall attend meetings of the AAO Board of Trustees (BoT) and the National Osteopathic Student Caucus Meeting at the AOA House of Delegates. The Chair shall also be responsible for providing a summary report of SAAO Executive Council activities to the AAO Board of Governors before their annual meeting at Convocation and to the BoT on a quarterly schedule. In addition, the Chair shall be responsible for running, recording and reporting the results of all votes for the SAAO Executive Council elections. The Chair is also responsible for organizing the student program for the SAAO Convocation with the assistance of the Executive Council. The Chair will hold a voting position on the AAO Board of Trustees.
2. **The Vice Chair** shall carry out the purposes and objectives of the SAAO and assume the duties and title of the Chair should that office become vacant. The Vice Chair shall attend all meetings of the SAAO Board of Governors and the SAAO Executive Council. The SAAO Executive Council shall appoint a person to fill the position of Vice Chair should it become vacant. The Vice Chair is responsible for planning the student mixer event at the annual SAAO Convocation as well as the student t-shirt for the event. They are also responsible for organization and coordination of the A. Hollis Wolf Case Presentation Competition. The Vice Chair will act as the official parliamentarian at all SAAO Board of Governors and Executive Council meetings.
3. **The Secretary/Treasurer** shall keep minutes of all meetings of the SAAO Executive Council and Board of Governors. She/he shall be responsible for retaining copies of communications generated by the SAAO Executive Council and Board of Governors, as well as being responsible for writing, editing and publishing the SAAO's *Still Point* on their Facebook page. In addition, she/he shall be responsible for designing and maintaining the SAAO website in accordance with AAO policies. The

Secretary/Treasurer shall attend all meetings of the SAAO Board of Governors and SAAO Executive Council. The SAAO Executive Council shall appoint a new Secretary/Treasurer should the position become vacant.

4. **The National Coordinator** shall maintain and coordinate communications among the local SAAO chapters, the AAO Office, and the SAAO Executive Council. The National Coordinator shall be responsible for running all nationally organized SAAO chapter programs and shall attend all meetings of the SAAO Board of Governors and the SAAO Executive Council. The SAAO Executive Council shall appoint a new National Coordinator should the position become vacant.
5. **The NUFA Liaison** shall organize the NUFA Pre-Convocation Program at the AAO Convocation, be responsible for recruiting NUFA members to participate in Convocation-related activities (including organizing fellows to participate as Stripes during the Evening with the Stars and Stripes, and preside over the NUFA during Convocation week). The NUFA Liaison shall attend all meetings of the SAAO Executive Council. The SAAO Executive Council shall appoint a new NUFA Liaison should the position become vacant.
6. **The Adviser of the SAAO Executive Council** shall be the Chair of the AAO Student Academies Committee and lend his/her knowledge and expertise as needed.
7. **The Executive Director of the AAO**, or his/her designee, will, with the approval of the AAO Board of Trustees, be responsible for expediting all communications and reports from the AAO to the SAAO and vice versa. She/he will also be charged with maintaining accurate records of chapter memberships and financial activity of the SAAO Council.

### **Section 6: Parliamentary Procedure**

All SAAO Council meetings are subject to the current edition of *Robert's Rules of Order* unless otherwise directed by specific procedures outlined in these bylaws.

### **Section 7: Election Protocol for the SAAO Executive Council**

The Chair, Vice Chair, Secretary/Treasurer, and National Coordinator shall be elected annually from the general membership of the SAAO, via each chapter's National Representative (or designee from his/her chapter), by a simple majority vote at their annual meeting on Thursday at end of business during the AAO Convocation. The outgoing SAAO Executive Council Chair will preside over the election. The order of elections shall be first, Chair, second, Vice Chair, third, Secretary/Treasurer, fourth, National Coordinator. Any SAAO member is eligible for Chair, Vice Chair, Secretary/Treasurer and National Coordinator. Two members of the current Executive Council (excluding ex-officio officers and NUFA Liaison) may be from the same local chapter at one time.

Every candidate for office will have the opportunity to give a three-minute speech prior to the general election. Each National Representative on the Board of Governors (or a designee from his/her chapter) will be allotted one vote during the voting process for Chair, Vice Chair, Secretary/Treasurer and National Coordinator—absentee ballots will not be cast. After all speeches are concluded, the National Representative or proxy from each school will cast their vote for Chair. If a candidate is the third elected to this office from the same school as other candidates running for any other office, including incumbent officers, then that candidate or incumbent will become ineligible for running for that office and will be removed as a candidate. This procedure will continue to apply as the National Representative or proxy from each school casts their votes respectively for Vice Chair, Secretary/Treasurer, and National Coordinator.

The NUFA Liaison will be elected annually by a simple majority vote of the NUFA Representative Council at their annual meeting on Wednesday afternoon during the AAO Convocation. The outgoing NUFA Liaison will preside over the election. Only NUFA members are eligible for NUFA Liaison. Any candidate for the NUFA Liaison position must be present at the NUFA Business meeting in order to be eligible to run. Every candidate for office will have the opportunity to give a three-minute speech prior to the election. After the candidates have given their speeches, the NUFA Representative from each school present will be allotted one vote during the voting process for NUFA Liaison—absentee ballots will not be cast.

No individual may serve on the Executive Council in any capacity for greater than two full terms. Newly elected SAAO Executive Council officers will take office immediately following the AAO Convocation program. Training for new Executive Council positions will occur throughout the rest of the AAO Convocation post-election and will be provided by the previous holder of those titles.

The Chair may cast his/her vote before or after the ballots are collected. If she/he chooses to vote after the ballots have been tallied, this must be approved by a simple majority of the Board of Governors at that time. All other members of the assembly must cast their vote before collection of any ballots or their vote will not be counted.

In the event that no candidate receives a simple majority vote:

1. The candidates with the two highest vote tallies will participate in a run-off election. Before this run-off election, the two remaining candidates will be asked a single question, created by the Executive Council, excluding any incumbent officer running for that position, to which the candidates will have one minute to respond. The assembly will then cast their ballots in the same manner as the original process.

2. If, at this time, no candidate has a simple majority vote, another vote will be cast by the assembly without any further questioning of the candidates. The candidate who receives the largest number of votes in this final ballot shall be elected to the office. In this final vote, it will be understood that the Chair will not cast a vote before the ballots of the National Representatives have been cast.
3. If this final ballot produces a tie, the Executive Council and Faculty Adviser, excluding any incumbent officer running for that position, will meet for a five-minute conference. After this meeting, the Chair will cast his/her vote, except in the situation where the position of incumbent Chair is being voted upon. In this case, the next position in the Executive Council order who is not running for the position in question will cast his/her deciding vote.

In the event there is a contest to an election, the challenger must report their concern in an email to the SAAO National Student Adviser by Thursday at 5 PM the week of Convocation. When the SAAO National Student Adviser comes to a decision, the decision will be sent to the challenger by email. If the National Adviser decides to change the election results, then another election will be held Friday at a time to be determined for only the position(s) in question. The results from Friday will then stand until the next election. If the National Adviser does not agree, the original election results will stand as is.

### **Section 8: Recognition and Endorsement of Associate Groups**

The SAAO Executive Council recognizes and endorses the National Undergraduate Fellows Association (NUFA) as an organized component society of the SAAO. This organization's purpose is to expand the teaching of the art and science of osteopathic medicine, and communicate the vocabulary and philosophy of the osteopathic concept throughout the academic environment, emphasizing palpatory diagnosis and osteopathic manipulative treatment.

### **Article VIII - Amendments**

Proposals for amendment(s) to these bylaws of the SAAO must be submitted to the Executive Council at least thirty (30) days prior to the Board of Governors meeting at the AAO Convocation. During the meeting, these proposals will be open for discussion and voted on by the SAAO Board of Governors. Each amendment must be passed by a two-thirds majority vote of a quorum to be sustained. Each amendment must then be submitted to the AAO Board of Trustees for review. If the AAO Board of Trustees has an opinion to express regarding any issue(s) with the amendment(s), they will have the right to present their opinion to the SAAO Board of Governors, either by mail or at the annual meeting at Convocation, and call for a retake of votes after their opinion has been considered and discussed by the SAAO Board of Governors.

### **Article IX - Code of Ethics**

**Section 1:** The Code of Ethics of this association shall be the Code of Ethics of the American Osteopathic Association, with the addition of the following:

1. An SAAO member shall not intentionally misrepresent himself/herself or his/her work in any way, in order to give himself/herself either financial or professional gain.
2. When participating in research that involves human subjects, a member shall follow the current laws, regulations and standards of the United States or, in cases of International Affiliate and International Associate members, the laws, regulations and standards applicable to research in the nation where the research is conducted. This standard shall apply for member involvement in research at any level and degree of responsibility, including, but not limited to, research design, funding, participation either as examining and/or treating provider, analysis of data and publication of results in any form for any purpose.

**Section 2:** Grossly unprofessional conduct in violation of the Code of Ethics shall be investigated by the AAO Board of Trustees, or a committee appointed by the Board of Trustees for that purpose. Accused members may be required to appear before the Board to answer charges. If the charges are sustained, the Board of Trustees may discipline the offending member through a fine, suspension, or expulsion of the member as, in its judgment, it feels warranted.

**Section 3:** Hearings involving charges of violation of the Code of Ethics shall be conducted according to substantially the same procedure followed by the AOA in similar matters. If a member shall have been suspended or expelled as a result of a finding that such member violated the Code of Ethics, then the record of such proceeding and the decision shall be forwarded to the Executive Director of the AOA for ultimate review by the AOA Board Trustees concerning any possible similar violation of the AOA Code of Ethics. The AOA Committee on Ethics shall first determine if the record and decision comply with the AOA requirements. If the record and decision do not comply, they shall be returned to this society for suggested rehearing. If the record and decision do comply, they shall be scheduled for review by the AOA Board of Trustees. In either event, the Committee on Ethics shall notify the member and this society of its determination. In the case of the AOA board review, the member may file a petition similar to the petition employed in original ethical matters before the AOA, including therein, if desired, a request to appear personally before the Board. The AOA Executive Committee shall have sole discretion as to whether such a request for personal appearance shall be granted.

## **Article X - Code of Leadership**

**Section 1:** As an elected or appointed leader of the Student American Academy of Osteopathy, I am fully committed to the SAAO and its mission. I recognize that wearing the mantle of leadership is a higher calling and carries additional responsibilities and obligations to support the activities of the SAAO. As a leader, my decisions and actions must be guided by what is best for the SAAO.

**Section 2:** Elected or appointed SAAO leaders shall pledge to honor and promote the SAAO and its mission by following three guiding principles:

1. Maintain and strengthen the vision of the SAAO, as demonstrated by:
  - a. Defining with my colleagues the mission of the Association and participating in strategic planning to review the purposes, programs, priorities, funding needs, and targets of achievement.
  - b. Annually contributing to osteopathic philanthropy, encouraging osteopathic medical student colleagues to do the same.
  - c. Publicly supporting and promoting the SAAO's policy within the osteopathic family and to the public.
2. Conduct myself with the highest level of integrity to honor the SAAO and to support the highest ideals of the osteopathic profession for which it stands, as demonstrated by:
  - a. Accepting the bylaws of the AAO, understanding that I am morally and ethically responsible for the health and vitality of the SAAO, and adhering to a conflict of interest policy by recusing myself from discussions or votes in which I may have a conflict of interest.
  - b. Leading the way by being an enthusiastic booster and a positive advocate for the SAAO, and extending that enthusiasm to the AAO's component societies.
  - c. Accepting that every SAAO leader is making a statement of faith about every other leader, we trust each other to carry out this Code to the best of our ability.
3. Be competent in my actions and decisions for the SAAO, as demonstrated by:
  - a. Fulfilling my fiduciary responsibilities as defined in the bylaws, whether reviewing and approving the annual budget, overseeing adherence to it, and overseeing the investment policies and procedures of the SAAO, or ensuring that those leaders so charged fulfill these responsibilities.
  - b. Making myself available to attend meetings, taking phone calls, and serving on committees, and being prepared for these meetings by reading agenda and other materials.
  - c. Understanding that the leader's job is to govern, not manage.

## **Article XI - Grievances, Complaints and Due Process for A. Hollis Wolf Competitors**

Complaint procedures are established to:

1. Protect the integrity and maintenance of standards within the A. Hollis Wolf (AHW) Case Presentation Competition;
2. Provide a mechanism for concerned individuals or local SAAO organizations to bring information concerning specific actions and decisions that may be in noncompliance with the SAAO's standards for the AHW competition as written in the annually updated Chapter Notebook to the attention of the agency; and
3. Recognize the responsibility of SAAO to provide complainants the opportunity to use the agency as a vehicle to address specific grievances.

**Section 1:** SAAO shall provide all student members with appropriate policies and procedures for grievance and due process in the bylaws listed within the annually released SAAO Chapter Notebook. Policies shall address disciplinary actions that could jeopardize a contestant's success, and must address disqualification from the competition for that year.

**Section 2:** These policies and procedures shall address adjudication of complaints and grievances related to the AHW competition.

**Section 3:** The procedure for filing an official complaint begins with informal consultation. Each complainant must initially attempt to resolve any differences or problems with the AHW competition through direct dealings with the SAAO Executive Council Vice Chair running the event during the year of the competition in question. A complaint to the SAAO Executive Council should only be made after these attempts at resolution have been unsuccessful or where a trainee is concerned about retribution.

**Section 4:** A formal complaint shall meet the following criteria:

1. The complainant shall present information concerning an alleged violation of SAAO Chapter Notebook Rules regarding the AHW competition standards. The information shall be accurate and well documented with documentation where possible.
2. The complainant shall document efforts to resolve the problem with the SAAO Executive Council Vice Chair. Where such measures are not possible, the complainant shall state reasons.
3. The complainant shall include information about any other actions initiated to resolve the problems.

4. The complaint shall be presented in writing to the SAAO Executive Council via the AAO Administrative Office in Indianapolis, IN and signed by the complainant. The complainant's identity shall be held in confidence from the SAAO Executive Council at all times.

**Section 5:** The SAAO Executive Council shall be notified and asked to provide an assessment of the allegations to the complainant within thirty (30) days.

**Section 6:** If the complaint warrants further consultation, the SAAO Executive Council will notify the complainant, in writing, that the complaint has been accepted for further discussion. The SAAO Executive Council will then forward all information pertaining to the case to the AAO Board of Trustees.

**Section 7:** If the SAAO Executive Council determines that a complaint warrants further review by the AAO Board of Trustees, their analysis will be initiated within 30 days after all information has been received by their President.

**Section 8:** If the AAO Board of Trustees ascertains that a complainant has instituted litigation against the SAAO Executive Council or in reference to the rules of the AHW competition concerning the complaint, no action shall be taken while the matter is subjudice.

**Section 9:** The SAAO Executive Council or AAO Board of Trustees will consult other education council leadership where appropriate, and may take any of the following actions based on the findings of the investigation:

1. No action;
2. Agree with the complainant and follow through with all requests formally listed in the original complaint;
3. Disagree with the complainant and deny all requests formally listed in the original complaint.

**Section 9.1:** If the formal complaint in question is in reference to disqualification from the AHW competition and the decision is made to:

1. Agree with the complainant, then the contestant will no longer be disqualified and will receive recognition for the place they would have received, but they will not win any prizes association with that title.
2. Disagree with the complainant and process the disqualification.

**Article XII – New SAAO chapter**

**Section 1: SAAO Chapter Organization**

Each COCA-accredited osteopathic medical school, or osteopathic medical school pending accreditation, shall have the right to organize a chapter of the SAAO.

1. Six or more students may organize a chapter of the SAAO. Students organizing a new chapter of the SAAO shall elect five students to serve as SAAO chapter officers (President, Vice President, Secretary, Treasurer, and National Representative). All chapter officers must be current SAAO members.
2. Approval must be obtained from the following entities to organize a chapter of the SAAO:
  - a. The COCA-accredited osteopathic medical school, or osteopathic medical school pending accreditation, at which the chapter of the SAAO will be established;
  - b. The AAO Student Academics Committee;
  - c. The AAO Board of Trustees; and
  - d. The AAO Membership Committee.
3. Meeting the above requirements establishes the SAAO chapter.
  - a. SAAO chapters shall adhere to all SAAO Bylaws.
4. The student members shall nominate and vote on a Faculty Adviser for this newly organized chapter.

**Section 2: Communication with SAAO Executive Council (EC)**

After the SAAO chapter is established, the President or National Representative of that chapter shall contact the SAAO Executive Council (EC) National Coordinator to obtain the most recent SAAO Chapter Notebook and SAAO Bylaws. Newly organized SAAO Chapters shall provide the following information to the SAAO EC National Coordinator:

1. Confirmation of approval from the AOA-accredited osteopathic medical school or osteopathic medical school pending accreditation, the AAO Student Academics Committee, the AAO Board of Trustees, and the AAO Membership Committee;
2. The new SAAO chapter officer list including the following information for each SAAO chapter officer: name, position/office, address (street address, city, state, zip code), phone number, email.
3. The Completed Terms of Agreement Form, which can be found in the SAAO Chapter Notebook.

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This 2017 Revised Edition of the Bylaws of the Student American Academy of Osteopathy shall replace the previous version of the Student American Academy of Osteopathy Bylaws in their entirety.

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