

# Constitution and Bylaws of the Student Osteopathic Medical Association

## ARTICLE I – Name

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

## ARTICLE II – Objectives and Mission Statement

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

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

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

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

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

## ARTICLE III - Publications

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

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

## **ARTICLE IV - Constituent Chapters**

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

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

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

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

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

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

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

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

**Section 9. Local Chapter Attendance at National Conventions.**

- A) **President and NLO Attendance.** National SOMA strongly recommends that, at a minimum, the local chapter President and the National Liaison Officer (or their proxies) attend Fall Convention and that one outgoing and one incoming officer (or their proxies) attend Spring Convention. Other local officers and local chapter members are also encouraged to attend.

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

## **ARTICLE V - Membership**

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

1. Active Membership. Only Active Members shall have voting privileges.
2. Honorary Membership.
3. Associate Membership.
4. Pre-Medical Student Membership.

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

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

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

**Section 5. Pre-Medical Student Membership.** An applicant must be enrolled in an undergraduate college or university and pay the appropriate dues, if any, as deemed appropriate by the local SOMA Chapter. These dues shall not exceed \$5 per year.

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

**Section 7. Suspension of Membership.**

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

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

## **ARTICLE VI - Discrimination**

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

## **ARTICLE VII - Code of Ethics**

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

## **ARTICLE VIII - Elected National Officers**

**Section 1. National Officer Positions.** The Elected National Officers shall consist of:

1. A National President who shall be the Chairman of the Board of Trustees.
2. A National Vice President who shall also serve as the Speaker of the House of Delegates.
3. A National Treasurer who shall also serve as the SOMA Foundation Treasurer.
4. Regional Trustees (one from each region).
5. Foundation Chairperson.
6. Foundation Director.

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

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

## **ARTICLE IX - House of Delegates**

**Section 1. Chapter Representation.**

- A) Delegates and Alternates.** The House of Delegates shall be composed of four

Delegates from each constituent chapter, the Speaker of the House of Delegates (or his/her designate), and Ex-Officio Members. Each constituent chapter which has received a charter, as prescribed in **Article IV**, shall be entitled to four voting positions or votes in the SOMA House of Delegates. The distribution of these votes shall be at the discretion of each local chapter. At the opening of the House of Delegates, each chapter shall provide to the Speaker of the House of Delegates, a list of four Delegates with voting rights and a list of Alternates who may vote in their absence.

- B) Identification of Delegates and Alternates.** Persons shall be identified with name tags indicating their "Delegate" or "Alternate" status. Before any business is undertaken by the House of Delegates, each Delegate and Alternate shall be identified and verified by the Speaker of the House of Delegates (or his/her designate), using at least one appropriate form of identification. An Alternate can replace a voting Delegate provided they have been identified by the Speaker of the House of Delegates.
- C) Voting by Delegates.** Each chapter present shall be provided with four voting cards. It is strongly recommended that one person control one voting card; however, one person may control up to and including all four cards for his/her chapter. Proxy voting between chapters shall be prohibited. Only voting Delegates or seated Alternates may make or second motions.

**Section 2. Ex-Officio Members.** Ex-Officio Members of the House of Delegates shall include the members of the Board of Trustees, the Administrator, the SOMA Foundation Chairman and Director, and the Chairperson of any Standing Committee, Subcommittee or Task Force. Ex-Officio Members shall not have the right to vote unless they are a voting Delegate from a constituent chapter.

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

**Section 4. Requirements for Voting.**

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

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

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

**Section 7. Regular Meetings of the House.** The House of Delegates shall meet during the Annual Fall and Spring SOMA National Conventions, and at such time as it may deem

necessary. The Annual Fall convention will be held in conjunction with the American Osteopathic Association's Fall Convention and the Annual Spring Convention will be held yearly following the American Osteopathic Association's D.O. Day on the Hill.

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

**Section 9. Resolutions.**

- A) **Format.** All resolutions shall be presented, in typed form and following the format listed in the **SOMA Process**, to the National Vice President before presentation to the House of Delegates as stated in **Article XXII, Section 2.**
- B) **Late Resolutions.** Resolutions that are submitted after the sixty day deadline, but before the opening of the House of Delegates, shall require a **two-thirds** vote of the House of Delegates to be debatable on the floor. The Speaker of the House of Delegates shall make recommendations to the House of Delegates on whether or not the resolution should be considered for business. Late Resolutions approved for consideration shall be referred to the House of Delegates Reference Committee and handled in the same manner as those resolutions submitted before the sixty day deadline.
- C) **Emergency Resolutions.** Resolutions that are submitted after the opening of the House of Delegates shall require a **two-thirds** vote of the House of Delegates to be debatable on the floor. The Speaker of the House of Delegates shall make recommendations to the House of Delegates on whether or not the resolution should be considered for business. Emergency Resolutions approved for consideration shall be debated on the floor of the House of Delegates without referral to the House of Delegates Reference Committee.
- D) **Referral to the Reference Committee.** All resolutions submitted in compliance with **Paragraphs (A) and (B)** of section 9 shall be referred to the House of Delegates Reference Committee and reported to the House of Delegates during the annual convention in which they were introduced.
- E) **Resolutions Affecting Chapters.** Any resolution that names any specific SOMA chapter(s) will be discussed with the President(s) of such named chapter(s) prior to submission to the House of Delegates Reference Committee.
- F) **Reference Committee Discussion.** All proponents and opponents of the resolution shall be given a reasonable opportunity to appear before the House of Delegates Reference Committee.
- G) **Acceptance of Reference Committee Report.** The House of Delegates shall either "adopt", "not adopt", or "adopt and amend" resolutions based on the House of Delegates Reference Committee Report in order to proceed with determining the policy of the Association.

**Section 10. Reference Committee.**

- A) **Members.** The House of Delegates Reference Committee shall be composed of the following Active Members of the Association: each region shall contribute two members, nominated by the Regional Trustee, who are not from the same school; and the SOMA Foundation Chairman shall nominate one Foundation officer.

- B) Chairman.** The Speaker of the House of Delegates or his/her appointee shall serve as the Chairman of the House of Delegates Reference Committee. The Chairman shall appoint all members of the House of Delegates Reference Committee from the above nomination list and any other members whom he/she feels necessary to complete the business of the Reference Committee.
- C) Duties.** The duties of the House of Delegates Reference Committee shall be to prepare a report listing their recommendations to amend and/or make corrections to the resolutions, in regards to punctuation, grammar, spelling, and citations within the **Constitution and Bylaws** of the Association. The report shall also declare the committee's recommendation on each resolution submitted for that House of Delegates session; namely, that being to adopt or not to adopt the resolution as presented and/or amended.
- D) Referral to the Reference Committee.** All resolutions submitted in compliance with **Paragraphs (A) and (B)** above shall be referred to the House of Delegates Reference Committee for evaluation by members of the Committee who are not sponsors of the given resolution and reported to the House of Delegates during the annual convention in which they were introduced.

## **ARTICLE X - Official Meetings**

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

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

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

**Section 4. Promotion of Meetings.** The Association shall encourage allopathic medical students to attend and participate in local, regional, and National SOMA functions for the purpose of fellowship and education.

**Section 5. Meeting Attendance.** The constituent chapters are required to send at least one representative to either the Fall or Spring convention. If a chapter is not present at the Fall convention, they will not receive their allotted moneys until the chapter attends the Spring Convention. In the case that the chapter does not attend the following Spring convention, they will not receive their allotted moneys. Those moneys will then be made part of the SOMA

Foundation Scholarship Fund.

## **ARTICLE XI - Rules of Order**

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

## **ARTICLE XII - Elections**

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

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

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

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

### **Section 5. Nominating Committee.**

**A) Members.** The Board of Trustees shall appoint four members to the Nominating Committee during the Mid-Year Meeting. The four members shall be any officer, except the National President, who serves on the Board of Trustees or the National Board. The Board of Trustees shall appoint the Chairman of the Nominating Committee from the four members appointed to the Nominating Committee.

**B) Duties.** The Nominating Committee will: produce and distribute to the Association's constituent chapters an application for candidacy, determine the procedures for submitting such applications, and solicit declarations of candidacy from qualified students. The Nominating Committee will ensure that such declarations from the candidates will be printed in the Fall Convention Book, along with their curriculum vitae if possible.

**C) Report.** This committee shall present the names of the nominees, for the office of National President, National Vice President, and National Treasurer to the National Vice President at least thirty days prior to the annual fall meeting of the House of Delegates. The National Vice President shall distribute the Nominating Committee Report to all constituent chapters at least fifteen days prior to the House of Delegates meeting. Additional nominations may be made from the floor of the House of Delegates following the presentation of the Nominating Committee Report. Elections shall be held following the Nominating Committee Report and candidate speeches for each national office position.

## **Section 6. National Officer Elections.**

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

## **Section 7. Regional Trustee Elections.**

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

## **ARTICLE XIII - Duties of Officers**

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

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

**Section 3. The National Treasurer.** He/She will maintain all financial records and file the required forms with the IRS and other financial institutions for National SOMA and the SOMA Foundation. He/She will chair a Finance Committee for purposes of budgetary review and approval. He/She shall work with the National SOMA officers to formulate a National Budget. The National Treasurer shall arrange for a Blanket Fidelity Bond, for a suitable amount as determined by the Board of Trustees, to cover all individuals, particularly the National Treasurer and the Administrator, handling the Association's financial accounts. The treasurer is obligated to provide quarterly budget reports to all members of the SOMA Board of Trustees, the Administrator and any accountant that National SOMA should be utilizing to assist with preparation of tax documents and/or management of finances in a form dictated by the current Board of Trustees.

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

**Section 5. Regional Trustees.**

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

**Region I:** Edward Via Virginia College of Osteopathic Medicine (VCOM), Lake Erie College of Osteopathic Medicine (LECOM), New York College of Osteopathic Medicine of New York Institute of Technology (NYCOM/NYIT), Philadelphia College of Osteopathic Medicine (PCOM), University of Medicine and Dentistry of New Jersey School of Osteopathic Medicine (UMDNJ-SOM), and University of New England College of Osteopathic Medicine (UNECOM);

**Region II:** A.T. Still University of Health Sciences -- Kirksville College of Osteopathic Medicine (ATSU-KCOM), Chicago College of Osteopathic Medicine -- A College of Midwestern University (CCOM), Des Moines University -- Osteopathic Medical Center (DMU-OMC), Michigan State University College of Osteopathic Medicine (MSUCOM), Ohio University College of Osteopathic Medicine (OU-COM), and West Virginia School of Osteopathic Medicine (WVSOM);

**Region III:** Arizona College of Osteopathic Medicine -- A College of Midwestern University (AZCOM), Kansas City University of Medicine and Biosciences College of Osteopathic Medicine (KCUMB-COM), Touro University College of Osteopathic Medicine (TUCOM), Touro University College of Osteopathic Medicine -- Las Vegas (TUCOM-NV), and Western University of Health Sciences College of Osteopathic Medicine of the Pacific (WU-COMP);

**Region IV:** Lake Erie College of Osteopathic Medicine – Bradenton (LECOM-Bradenton), Nova Southeastern University College of Osteopathic Medicine (NSUCOM), Oklahoma State University Center for Health Sciences -- College of Osteopathic Medicine (OSU-COM), Georgia Campus- Philadelphia College of Osteopathic Medicine (GA-PCOM), Pikeville College School of Osteopathic Medicine (PCSOM), and University of North Texas Health Science Center -- Texas College of Osteopathic Medicine (UNTHSC/TCOM).

- B) Regional Conclaves.** They shall be responsible for the Regional Conclave meeting held at both the Annual Fall & Spring SOMA National Conventions. SOMA encourages regional meetings to be held between the Fall & Spring Convention and to include, but not be limited to the local chapter president and NLO of each local SOMA chapter.
- C) Chapter Assistance.** They shall assist local chapter officers in his/her region and take an active role in improving each chapter in the areas of membership, funding, and any other activities where his/her expertise may be of value.
- D) Budget.** Each Regional Trustee shall submit a proposed budget for the fiscal year to the National Treasurer within sixty days following the annual spring meeting of the House of Delegates. The proposed budget should include all funds for the Regional Conclaves, travel to all Board of Trustee meetings, travel to visit chapters in the region, and any item or project he/she feels will be needed.
- E) Guide Booklet.** They shall distribute and update the booklet, "National Guide for Local Chapter Management," to the local chapters. This booklet shall contain information that will guide the Chapter Treasurers to local funding sources.

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

**Section 7. Removal and/or Replacement of Officers.**

- A) Removal of Officers.** The Board of Trustees shall be empowered to dismiss from his/her position any Officer, SOMA Foundation Chairman or Director, Regional Trustee, Administrator or Member At-Large who has failed to perform the duties of his/her position, providing that the person in question shall have the opportunity to answer the charges against him/her in writing or in person before a meeting of the Board of Trustees. A vote of at least **two-thirds** of the voting members of the Board of Trustees shall be necessary for such dismissal.
- B) Replacement of Officers.** Upon dismissal or resignation of any Officer, SOMA

Foundation Chairman or Director, Regional Trustee, Administrator, or Member At-Large, the Board of Trustees shall be empowered to appoint a replacement by a **two-thirds** vote of the Board of Trustees. The appointed replacement shall serve until the next scheduled House of Delegates session when appropriate bodies shall elect an officer for the position, as per **Article XII**, to serve out the remainder of the term.

- C) Removal of Chairpersons.** Any Chairperson (Coordinator or Director) of a National SOMA Standing Committee, Subcommittee, or Task Force, who has failed to perform the duties of his/her position, and having been appointed by the National President, may be dismissed or asked to resign from his/her position by the National President. The National President shall then be empowered to appoint a replacement officer.

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

**Section 9. Outgoing Officer Report.** All Elected National Officers and appointed National Board members, as outgoing officers, will complete the Outgoing Officer Report form and return it to the National Vice President thirty days prior to the Annual Spring SOMA National Convention. All outgoing officers will bring written information and other materials to pass on to the incoming officers at the spring convention. Outgoing officers will guide incoming officers after leaving office. Failure to comply with these regulations will prevent reimbursement to that officer of convention and any other outstanding expenses incurred while in office.

**Section 10. Convention Report.** Each elected and appointed National Officer shall submit a type-written report, detailing the activities of their respective offices, by the required deadline for inclusion in the convention book: one for fall and one for spring.

**Section 11. Liability of Officers.** The personal liability of any officer or employee at the national, regional, or chapter level is eliminated from monetary damages for breach of fiduciary duty as a representative; except that such provision shall not eliminate or limit the liability of a representative to the Association for monetary damages for:

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

## **ARTICLE XIV - Administrator**

**Section 1. Duties of the Administrator.** The Administrator shall follow, endorse and administer all policies and directives of the Board of Trustees and the House of Delegates. He/She shall have charge of all archives (including legal, historical and scientific records of SOMA), be responsible for the collection of dues, maintain lists of those members in good standing and be aware of those incomes and expenditures authorized by the Board of Trustees and the House of Delegates, maintain the ledger of accounts, and have check drafting capabilities as deemed appropriate by the Board of Trustees. The Administrator shall also maintain accurate records of the proceedings of the Board of Trustees, the National Board, and the House of Delegates. Copies of the minutes of all meetings shall be sent to all National Officers, local chapters, and other interested parties. He/She shall be an Ex-Officio Member of all committees

including the Board of Trustees, the National Board, and the House of Delegates.

**Section 2. Selection of the Administrator.** The Administrator shall be chosen by the Board of Trustees on the basis of qualifications, which best serve, the objectives of SOMA as stated in the **Constitution and Bylaws**. Remuneration shall be determined by the Board of Trustees.

## **ARTICLE XV - Board of Trustees**

### **Section 1. Board of Trustees.**

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

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

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

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

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

**Section 6. Closed Meetings of the Board of Trustees.** Closed meetings of the voting members are not considered contrary to the ideals of SOMA. Closed sessions may be called by a **two-thirds** majority vote of the Board of Trustees only after consultation with the appropriate National Board member (or their proxy) having expertise on the particular issue.

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

## ARTICLE XVI - National Board

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

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

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

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

1. Convention Coordinator
2. International Health Program Director
3. Membership Coordinator
4. Osteopathic Practice & Principles Director
5. Preventive Medicine Director
6. Professional Development/Political Affairs Director
7. Program for the Medically Undeserved Director
8. Programs & Benefits Coordinator
9. Public Relations Coordinator
10. Foundation Associate Director of Grants
11. Foundation Associate Director of Scholarships
12. Foundation Associate Director of Membership
13. Pre-Soma Director
14. SOMA Website Director
15. Research and Development Director
16. Unity Task Force Director
17. Executive Liaison Task Force Director
18. SOMA Newsletter Editor

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

## ARTICLE XVII - Standing Committees, Subcommittees and Task Forces

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

Trustees and/or the House of Delegates and to appoint matters to their given Subcommittees. Job description and responsibilities of a Committee Chairperson is to be approved by a simple majority of the Board of Trustees.

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

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

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

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

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

## **ARTICLE XVIII - Affiliated Societies**

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

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

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

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

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

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

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

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

## **ARTICLE XIX - President's Advisory Cabinet**

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

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

## **ARTICLE XX - National SOMA Budget**

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

**Section 2. Budget for Funded Positions.** The National Treasurer will collect, from each

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

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

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

## **ARTICLE XXI - The SOMA Process**

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

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

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

## **ARTICLE XXII - Amendments to the Constitution and Bylaws**

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

**Section 2. Amendment Submission.** Any five members of the Association may propose an amendment to these **Constitution and Bylaws** by submitting the resolution with a brief explanation to the National Vice President and the National SOMA Office at least fourteen days prior to the next meeting of the House of Delegates.

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

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

## **ARTICLE XXIII - Finances**

**Section 1. Dues Structure.**

- A) Active Membership Dues.** Dues for osteopathic medical students enrolled in an AOA approved program shall be \$60 for the four-year Active Membership. Additional dues for students enrolled in an extended program lasting more than the four-year Active Membership shall be \$10.00 for each additional year
- B) Apportioning of Dues.** Division of the \$60 Active Membership fee shall be divided as such: \$22 shall go to the local chapter at the student's college, and \$38 shall go to the National SOMA Office.

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

**Section 3. Local Chapter Assessment Fee.** Each local SOMA chapter reserves the right to charge a chapter assessment fee in addition to national dues costs. The local chapter officers shall determine the Local Chapter Assessment fee annually and will notify National SOMA of the determined fee by June 1. In addition, each chapter will notify their constituents of the purpose of the Local Chapter Assessment Fee. Any students who are members of a chapter charging an assessment fee has the right to refuse to pay the assessment fee and join SOMA through the National Office instead of through their respective local chapters. Local chapters still must extend all privileges of local membership, regardless of whether or not individuals joined nationally and did not pay the fee or locally and paid the fee.

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

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

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

#### **ARTICLE XXIV - Dissolution of the Association**

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

# Student Osteopathic Medical Association

## Policies Section

The SOMA House of Delegates passed the following resolutions during previous sessions and in accordance with the rules and regulations set by the Association's **Constitution and Bylaws**. They are identified by their Reference Committee number. For example, "S94-03" denotes that this resolution was the third resolution considered during the 1994 Spring House of Delegates meeting. "S" will denote "Spring" meetings and "F" will denote "Fall" meetings.

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

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

### **1.0 - Executive Policies**

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

### **2.0 - Standing Committee and Task Force Policies**

- 2.1 - Convention
- 2.2 - Membership
- 2.3 - Fundraising
- 2.4 - Public Relations

- 2.5 - Programs & Benefits
  - 2.5.a - Scholarships
  - 2.5.b - Preceptorships
  - 2.5.c - Health Insurance
  - 2.5.d - Loans
  - 2.5.e - Discount Programs
- 2.6 - Research & Development
- 2.7 - Program for the Medically Underserved
- 2.8 - International Health Programs
- 2.9 - Osteopathic Practice and Principles
- 2.10 - Legislative Affairs
- 2.11 - AIDS Awareness
- 2.12 - Community Medicine & Public Health
- 2.13 - Human Rights
- 2.14 - Environmental Awareness
- 2.15 - Special Olympics
- 2.16 – Preventive Medicine
- 2.17 – Professional Development
- 2.18 – Special Events
- 2.19 – Graduate Medical Education

### **3.0 - Convention Policies**

- 3.1 - Place and Date
- 3.2 - Format and Fees
- 3.3 - Regional Conclaves

### **4.0 - House of Delegates Policies**

- 4.1 - Credentials
- 4.2 - Speaker of the House of Delegates
  - 4.2.a - Vice Speaker
- 4.3 - Parliamentary Procedure
- 4.4-Election

- 4.4.a - Nominating Committee
- 4.4.b - Election Committee
- 4.5 - Ex-Officio Members
- 4.6 - Reference Committee
- 4.7 – Policy Statements

**5.0 - Memberships and Affiliations**

- 5.1 - Honorary Memberships
- 5.2 - Associate Memberships
- 5.3 - Affiliated Societies

**6.0 - Local Chapters**

- 6.1 - National Liaison Officers
- 6.2 - Chapter Presidents
- 6.3 - Chapter Vice Presidents
- 6.4 - Chapter Secretaries
- 6.5 - Chapter Treasurers

**7.0 - Forms and Report Formats**

- 7.1 - Resolutions Format
- 7.2 - Reference Committee Report Format
- 7.3 - Nominating Committee Report Format
- 7.4 - Outgoing Officer Report Format
- 7.5 - Meeting Minutes Format

**1.0 - Executive Policies**

**Resolution F-03-01**

**Effective Time Period: Ongoing**

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

**Resolution F-03-04**

**Effective Time Period: F-2006**

RESOLVED, That the Student Osteopathic Medical Association supports peaceful initiatives by the Federal Government to deter drug use in American youth.

**Resolution F-03-05**

**Effective Time Period: F-2006**

RESOLVED, That the Student Osteopathic Medical Association supports efforts to increase domestic violence awareness in the medical community about domestic violence.

**Resolution F-05-02**

**Effective Time Period: Ongoing**

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

**Resolution F-99-5**

**Effective Time Period: Ongoing**

RESOLVED, That the leadership of SOMA continue communication with the leadership of the AOA to define the role and mission of SOMA with respect to the AOA; and  
BE IT FURTHER RESOLVED, That SOMA encourages further political and financial cooperation and collaboration with the AOA in the future.

**Resolution F-05-03**

**Effective Time Period: F-2005**

RESOLVED, That SOMA will attempt to meet the need identified by the AOA public relations department, under the auspices of Pre-SOMA, and focus attention on educating and informing pre-health advisors about the opportunities available in the field of Osteopathic Medicine.

**Resolution F-05-04**

**Effective Time Period: F-2008**

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

**1.4 – National Board**

**Resolution S-03-08**

**Effective Time Period: Ongoing**

RESOLVED, That the Student Osteopathic Medical Association discontinue the Bi-annual publication of The Student DOctor Newsletter magazine; and  
BE IT FURTHER RESOLVED, That the Editor of The Student DOctor Newsletter Magazine now be the Editor of The Student DOctor Newsletter, a bi-annual newsletter to the membership of the Student Osteopathic Medical Association; and  
BE IT FURTHER RESOLVED, That the Editor of The Student DOctor Newsletter be removed from the Board of Trustees and made a member of the National Board; and  
BE IT FURTHER RESOLVED, That all other offices of The Student DOctor Newsletter magazine be removed from the National Board; and  
BE IT FURTHER RESOLVED, that all mention of The Student DOctor Newsletter magazine and its officers be removed from the Student Osteopathic Medical Association Constitution and its attendant documents.

**Resolution S-00-02**

**Effective Time Period: Ongoing**

RESOLVED, That the Student Osteopathic Medical Association Board of Trustees evaluate current Board of Trustees and National Board Members to determine fulfillment of officer duties and subsequent funding for national projects and convention expenses; and be it further  
BE IT FURTHER RESOLVED, That any Student Osteopathic Medical Association National Board officer who fails to attend more than one of the three Student Osteopathic Medical Association meetings without proof of violation of school requirements will not receive new reimbursements until he/she attends the next meeting or until the term ends; and be it further  
BE IT FURTHER RESOLVED, That the Student Osteopathic Medical Association National Board officer not fulfilling the obligations listed in their job descriptions shall be subject to dismissal.

**1.7 – AOA Standing Committees**

**Resolution S00-02**

**Effective Time Period: Ongoing**

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

## **2.0 – Standing Committee and Task Force Policies**

### **2.2 – Membership & Pre-SOMA**

#### **Resolution F-99-14**

**Effective Time Period: Ongoing**

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

### **2.4 – Public Relations**

### **2.5 – Programs and Benefits**

### **2.6 – Research & Development**

#### **Resolution F-99-15**

**Effective Time Period: Ongoing**

RESOLVED, That the Student Osteopathic Medical Association consolidate the position of National SOMA Research and Development Director and Osteopathic Principles and Practices Director, and call the position Osteopathic Principles and Practices Director.

#### **Resolution S-05-05**

**Effective Time Period: S-2008**

RESOLVED, That the Student Osteopathic Medical Association stands in favor of the development of research supported by evidenced-based medicine following the Scientific Method; including, a research-hypothesis, randomization, statistical analysis, and blinding; and  
BE IT FURTHER RESOLVED, That the Student Osteopathic Medical Association believes that by employing research supported by evidenced-based medicine, researchers will produce information derived from systematic, reproducible and unbiased studies that will increase the confidence of Osteopathic Manipulation in clinical settings.

### **2.7 Program for the Medically Underserved**

### **2.8 International Health Program**

#### **Resolution F-05-07**

**Effective Time Period: F-2008**

RESOLVED that SOMA endorses the OIA organization through a partner membership for three years to demonstrate student support and value for international Osteopathic medicine.

#### **Resolution S-00-03**

**Effective Time Period: Ongoing**

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

### **2.9 Osteopathic Practice & Principles**

**Resolution S-01-06**

**Effective Time Period: Ongoing**

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

**2.10 Legislative Affairs**

**2.17 – Preventive Medicine**

**Resolution F-05-05**

**Effective Time Period: F-2008**

RESOLVED, that the preventive medicine committee encourages all local chapters to develop community programs that increase access to and awareness of the importance of preventive services and,

BE IT FURTHER RESOLVED, Priority areas should include but not be limited to screening for hyperlipidemia, hypertension, and diabetes mellitus; Smoking cessation programs; men's and women's health services; obesity prevention and management; sexually transmitted infection prevention, education and awareness.

**Resolution F-99-12**

**Effective Time Period: Ongoing**

RESOLVED, The AIDS Awareness, and Minority Affairs committees be consolidated with the Preventive Medicine program under the title of SOMA Preventive Medicine Committee; and, BE IT FURTHER RESOLVED, The Domestic Violence Awareness Task Force is incorporated into the Preventive Medicine job description.

**Resolution S-00-03**

**Effective Time Period: Ongoing**

RESOLVED, that the Student Osteopathic Medical Association supports efforts to increase domestic violence awareness in the medical community; and

BE IT FURTHER RESOLVED, that the Student Osteopathic Medical Association takes a proactive approach to this problem by encouraging the development of multifaceted domestic violence protocols for patients in abusive situations.

**Resolution F-01-09**

**Effective Time Period: Ongoing**

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

**Resolution F-05-06**

**Effective Time Period: Ongoing**

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

**2.18 – Professional Development**

**Resolution F-99-16**

**Effective Time Period: Ongoing**

RESOLVED, The Professional Development Director be consolidated with Legislative Affairs and

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

**Resolution S-05-04**

**Effective Time Period: Ongoing**

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

**Resolution F-02-07**

**Effective Time Period: F-2008**

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

**Resolution S-03-02**

**Effective Time Period: Ongoing**

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

**Resolution S-03-05**

**Effective Time Period: S-2006**

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

**Resolution F-03-02**

**Effective Time Period: F-2006**

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

**Resolution F-03-06**

**Effective Time Period: S-2006**

RESOLVED, that SOMA recommends that the NBOME collaborate further with the AOA, AACOM, and osteopathic students to address the concerns of the students including; financial burden, retesting, standardization of the osteopathic manipulative component, and the evaluation criteria of the COMLEX-PE prior to implementation, and, be it further  
RESOLVED, that SOMA will only support the eventual implementation of the COMLEX-PE once these concerns are addressed.

**Resolution F-99-13**

**Effective Time Period: Ongoing**

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

**Resolution F-03-03**

**Effective Time Period: Ongoing**

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

**2.19 Graduate Medical Education**

**Resolution F-05-08**

**Effective Time Period: Ongoing**

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

**3.0 - Convention Policies**

**3.1 – Convention Location**

**Resolution F-01-08**

**Effective Time Period: Ongoing**

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

**Resolution S-03-03**

**Effective Time Period: Ongoing**

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

**4.0 – House of Delegates Policies**

**4.2.a – Parliamentarian**

**Resolution F-99-17**

**Effective Time Period: Ongoing**

RESOLVED, The position of Parliamentarian be dissolved.

**4.7 – Policy Statements**

**Resolution F-04-01**

**Effective Time Period: Ongoing**

RESOLVED, that policies listed in the Policies Section of the SOMA Constitution and Bylaws have an effective time period of three years; and,  
BE IT FURTHER RESOLVED, that policies be resubmitted to the House of Delegates for re-approval upon expiration of its effective time period.

## **5.0 Membership and Affiliations**

### **5.1 – Honorary Lifetime Membership**

Michael Kuchera, DO.

Wayne K. North

Tyler Cymet, D.O.

Eugene A. Oliveri, D.O. – 3/00

Boyd W. Bowden, II, D.O. – 3/00

Norbert W. Budde, Ph.D. – 3/00

Keith L. Hansen, D.O. – 10/00

John Strosnider, D.O. –3/01

### **5.3 - Affiliated Societies**

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

American Association of Colleges of Osteopathic Medicine

American College of Osteopathic Emergency Physicians

American Holistic Medical Association

American Medical Association - Medical Student Section

American Medical Student Association / Foundation

American Osteopathic Association

American Osteopathic Hospital Association

Canadian Federation of Medical Students

Consortium of Medical Student Organizations

Consortium of Health Professional Students

Council of Student Council Presidents

International Federation of Medical Student Associations

National Association of Osteopathic Foundations

National Association of Residents and Interns

National Council of International Health

National Fund for Medical Education

National Osteopathic Foundation

National Osteopathic Student Consortium

Physicians for Social Responsibility

Society for the Advancement of Osteopathic Medicine

Special Olympics International

Undergraduate American Academy of Osteopathy

United States Department of Health & Human Services

Upjohn Student Advisory Panel

**Resolution S-00-01**

**Effective Time Period: Ongoing**

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

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

**Resolution S-05-01E**

**Effective Time Period: S-2008**

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

## Reference Committee

### Resolutions.

- H) **Format.** All resolutions shall be presented, in typed form and following the format listed in the **SOMA Process**, to the National Vice President before presentation to the House of Delegates as stated in **Article XXII, Section 2**.
- I) **Late Resolutions.** Resolutions that are submitted after the sixty day deadline, but before the opening of the House of Delegates, shall require a **two-thirds** vote of the House of Delegates to be debatable on the floor. The Speaker of the House of Delegates shall make recommendations to the House of Delegates on whether or not the resolution should be considered for business. Late Resolutions approved for consideration shall be referred to the House of Delegates Reference Committee and handled in the same manner as those resolutions submitted before the sixty-day deadline.
- J) **Emergency Resolutions.** Resolutions that are submitted after the opening of the House of Delegates shall require a **two-thirds** vote of the House of Delegates to be debatable on the floor. The Speaker of the House of Delegates shall make recommendations to the House of Delegates on whether or not the resolution should be considered for business. Emergency Resolutions approved for consideration shall be debated on the floor of the House of Delegates without referral to the House of Delegates Reference Committee.
- K) **Referral to the Reference Committee.** All resolutions submitted in compliance with **Paragraphs (A) and (B)** above shall be referred to the House of Delegates Reference Committee and reported to the House of Delegates during the annual convention in which they were introduced.
- L) **Resolutions Affecting Chapters.** Any resolution that names any specific SOMA chapter(s) will be discussed with the President(s) of such named chapter(s) prior to submission to the House of Delegates Reference Committee.
- M) **Reference Committee Discussion.** All proponents and opponents of the resolution shall be given a reasonable opportunity to appear before the House of Delegates Reference Committee.
- N) **Acceptance of Reference Committee Report.** The House of Delegates shall either “adopt”, “not adopt”, or “adopt and amend” resolutions based on the House of Delegates Reference Committee Report in order to proceed with determining the policy of the Association.

### Reference Committee.

- D) **Members.** The House of Delegates Reference Committee shall be composed of the following Active Members of the Association: each region shall contribute two members, nominated by the Regional Trustee, who are not from the same school; and the SOMA Foundation Chairman shall nominate one Foundation officer.
- E) **Chairperson.** The Speaker of the House of Delegates or his/her appointee shall serve as the Chairperson of the House of Delegates Reference Committee. The Chairperson shall appoint all members of the House of Delegates Reference Committee from the above nomination list and any other members whom he/she feels necessary to complete the business of the Reference Committee.
- F) **Duties.** The duties of the House of Delegates Reference Committee shall be to prepare a report listing their recommendations to amend and/or make corrections to the resolutions, in

regards to punctuation, grammar, spelling, and citations within the **Constitution and Bylaws** of the Association. The report shall also declare the committee's recommendation on each resolution submitted for that House of Delegates session; namely, that being to adopt or not to adopt the resolution as presented and/or amended.

# **PROCEDURAL INFORMATION**

## **for the**

## **House of Delegates**

### **Resolutions**

1. **What is a resolution ?**

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

2. **Who can submit a resolution ?**

Any five Active members of the Association.

3. **How does one write a resolution ?**

- A) One must use the general format outlined in the forms section.
- B) All resolutions must consider only one topic, one point at a time. Any resolutions submitted considering more than one point at a time will be separated by the HOD Reference Committee to form multiple resolutions.
- C) The authors of each resolution must clearly be recorded on each page.

4. **How does a resolution become adopted ?**

- A) Each resolution must be submitted to the National Vice President and the National Office by the designated deadline date. Any resolutions submitted after that date will not be accepted for discussion at the upcoming HOD meeting.
- B) Each resolution is submitted to the HOD Reference Committee composed of two representatives from each region (but not two from the same school whenever possible) as appointed by the Speaker of the House of Delegates, and one member of the Foundation appointed by the Foundation Director.
- C) The authors of each resolution may present the proposal to the Reference Committee.
- D) Discussion of the resolution shall be held by the Reference Committee. The committee can call on any member to address the issue before the committee. The discussion on the resolution will follow Robert's Rules of Order Revised, if deemed necessary. The Reference Committee Chairperson will oversee all procedures.
- E) The Reference Committee will then draw up a report, during a closed session, on all the resolutions discussed.
- F) The Reference Committee Chairperson will present the report to the general session of the House of Delegates.
- G) The House of Delegates can make three motions to take action on a resolution. These are explained in detail within forms 2, 3 and 4.

- H) Discussion of the resolutions on the floor of the House of Delegates shall be conducted by the Speaker of the House of Delegates according to Robert's Rules of Order Revised.
- I) Voting will be by voice, except where the Speaker or a delegate calls for a Division of Assembly, in which a standing vote will be taken.
- J) Resolutions which shall serve as amendments to the Constitution and/or Bylaws must be approved by a two-thirds majority vote of a quorum session of the House of Delegates.
- K) Resolutions of other forms must be approved by a simple majority vote of a quorum session of the House of Delegates.

5. **When should a resolution be presented ?**

There are three types of resolutions:

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

6. **How does one discuss a resolution ?**

- A) The discussion of the Reference Committee report during the House of Delegates session shall be run by Robert's Rules of Order Revised. This is not to exclude individuals from the adoption process, but rather, to allow everyone to express their opinion in an orderly fashion.
- B) Each Delegate and Ex-Officio member of the House of Delegates can debate any item on the floor by receiving recognition by the Speaker of the House of Delegates.
- C) Each person must address the Speaker by giving one's name and school. There are only a few procedures one can take when debating an item and this must be stated within one's opening statement. Thus, an example of an opening statement would be:  
 "Mr./Madame Speaker, I am John Smith from the Kirksville delegation.  
 I am here to address the amendment of line 53 of Resolution Number 4."
- D) The procedures that one can debate upon are included in form 2, 3 and 4. Please use only these terms when debating an item.

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

7. **Recommendations**

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

**MOTIONS**

1. **Types of Motions:**

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

2. **Main Motions:**

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

3. **Subsidiary Motions:**

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

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

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

- B) **Vote Immediately** (also known as Calling the Question)  
This is a highly useful motion in order to stop debate and to bring the question(s) to a vote. This is neither debatable nor amendable. After being Seconded, it requires an immediate vote with a simple majority necessary for it to be carried. If approved the question(s) that were before the assembly when debate was terminated are then voted on immediately.
- C) **Modify Debate**  
This motion is used to change the extent of debate by either limiting or extending the time allotted for it. Because this motion effects the rights of individuals, a simple majority is necessary for it to be passed.
- D) **Postpone to a Definite Time**  
This is used to postpone a vote or further discussion to a more optimum time. This motion differs from Postponing Temporarily by establishing a specific time at which the question is automatically brought back to the assembly for further action.
- E) **Refer to a Committee**  
This deals with transferring a Main Motion from the assembly to a specified committee. Referrals can be made so that a report is produced by the committee to recommend what further actions should be taken.
- F) **Amend**  
This is used to change the wording or mechanism of a Main Motion. There are five ways that one can amend a motion:
- 1) **Strike Out** the unacceptable or highly debatable wording.
  - 2) **Insert** new wording to correct an oversight.
  - 3) **Strike Out and Insert** to modify wording to an acceptable form.
  - 4) **Substitution** of a word.
  - 5) **Friendly** amendment whereby wording is changed with author approval and no vote is necessary for acceptance.
- Remember that only two amendments may be on the floor at any one time. A third amendment is Out of Order until at least one of the other two have been dealt with.
- G) **Postpone Indefinitely**  
Though the lowest ranking Subsidiary Motion, it is a very useful one that is too frequently overlooked. Its purpose is to remove a motion from any further discussion for the remainder of the meeting.

#### 4. **Incidental Motions:**

- A) **Parliamentary Inquiry**  
This allows you to ask the Speaker as to procedure.

- B) **Divide the Assembly**  
This allows you to request another vote if you felt the voice vote was indecisive.
- C) **Point of Order**  
This calls attention to an error in procedure and asks for a ruling by the Speaker.
- D) **Divide the Question**  
Any time a Main Motion has two or more parts to it, they may be considered individually. The Speaker shall decide on the request.

5. **Privileged:**

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

- A) **To Adjourn**
- B) **To Recess**
- C) **Question of Privilege**  
This is a motion that requests immediate action on the comfort, convenience, rights or privileges of an individual or the assembly.

## Resolutions Format

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

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

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### **Old Resolution or Amendment typed here if applicable**

1. **WHEREAS**, *(List the supporting information for your topic with the first letter of the*
2. *first word being capitalized and all lines double-spaced); and*
3. **WHEREAS**, *(Use as many Whereas paragraphs as necessary, limiting one idea per*
4. *paragraph); now, therefore, be it*
5. **RESOLVED**, That *(State your desired action as specifically as possible and*
6. *reference specific sections of the **Constitution and Bylaws** to be amended if*
7. *necessary.) (No handwritten resolutions will be accepted. Number all lines of the*
8. *resolution text. Double space all lines in this part of the page.)*

=====

**Submitted by:** *(List 5 SOMA members and the school they each attend.)*

Name #1 (School)

Name #2 (School)

Name #3 (School)

Name #4 (School)

Name #5 (School)

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

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

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

## Reference Committee Report Format

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

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

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

---

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

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

---

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

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

*(Old material crossed out; new materials in capitals)*

*Example:*

2. Santa Claus is ~~not visiting~~ our town COMING TO  
*(Modify each line as necessary).*

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

*(Repeat this section for each amended resolution.)*

---

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

---

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

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

---

# Nominating Committee Report Format

## Nominating Committee Report

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

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

---

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

Name #1 (School)  
Name #2 (School)

---

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

Name #1 (School)  
Name #2 (School)

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

Name #1 (School)  
Name #2 (School)

---

## Outgoing Officer Report Form

**Position:**

**Name:**

---

**Phone Numbers: Current:**

**Permanent:**

---

**Brief Job Description:**

---

**Ongoing Projects:**

---

**Deadlines / Time-line:**

---

**Successful Projects:**

---

**Unsuccessful projects with suggestions on how to make them successful:**

---

**New Ideas:**

---

**Contact people and phone numbers:**

## Meeting Minutes Format

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

First paragraph should contain the following information:

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

A separate paragraph should follow for each subject discussed:

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

Note the hour of adjournment

Minutes shall be signed by the secretary who prepared them.

## Basic Task List for all National SOMA Officers

- I. Basic Functions:
  - A. To uphold the objectives and policies of SOMA.
  - B. To establish long and short-term goals that are aimed to accomplish the objectives of SOMA.
  - C. To develop and coordinate any future/present programs related to your position:
    1. Establish and/or amend guidelines;
    2. Submit budget needs and proposed project descriptions to the SOMA Foundation Associate Director of Grants who will then request funding for your program and award you with the monetary grant that is received;
    3. Set, follow, and enforce deadlines;
    4. Assure distribution of program material to all appropriate SOMA members and all chapters;
    5. Establish effective advertising and promotion of your program;
    6. Establish appropriate evaluation methods for all projects.
  - D. To establish and maintain superior communication with:
    1. The SOMA National President; the SOMA Board of Trustees and the remainder of the SOMA National Board;
    2. The SOMA National Administrator;
    3. SOMA Chapter Presidents and local chapter officers related to individuals' positions;
    4. Members of the American Osteopathic Association and American Osteopathic Foundation as well as other non-student supporters and advisors.
  - E. Writing of motivational updates to be published in the Student DOctor Newsletter, the Foundation newsletter (*SOMA Chronicle*) and the *SOMA Monthly* online Newsletter for the National Board.
  - F. Develop and submit any resolutions for **Constitution and Bylaws** changes deemed necessary for efficient job performance or for the benefit of your respective position.
  - G. Attend all SOMA conventions (Mid-Year, Fall and Spring) and any meetings scheduled therein.
- II. Duties and Responsibilities
  - A. Read and understand the National SOMA **Constitution and Bylaws** and the **SOMA Process** before the SOMA Mid-Year Chicago meeting in July.
  - B. Establish contact with a communication liaison (e.g. Chapter President or Local Coordinator) for your position at each school by May 15th of your term in office.

- C. To interact with the SOMA Region Trustees who will help facilitate communication with the local chapters.
- D. To provide a quarterly task/idea/goals/update list directly your Local Coordinators.
- E. Seek funding for your committee by contacting the Foundation Associate Director of Grants and sending him/her a proposed budget and description for each potential project. Funding can be sought ONLY via the A.D. Grants.
- F. Evaluate and/or set current objectives and long-term goals for your program before the Mid-Year Chicago meeting in July.
- G. To obtain assistance, if needed, from the National SOMA office in the enforcement of deadlines related to your program.
- H. To submit an estimated budget to the SOMA National Treasurer before the Mid-Year Chicago meeting in July. This budget does not cover the cost of programming. Instead, it relates to costs of advertising, mailing, telephone calls and other expenses acquired in the proper execution of projects. The budget will cover costs for the entire year.
- I. To chair a committee meeting and/or distribute educational materials about your committee's current projects at the National Conventions. Submit a report two weeks after the meeting describing its events, resolutions, etc. Provide copies of any educational materials that are distributed to the SOMA Vice President at or before the convention.
- J. To submit a report summarizing your activities, progress and plans 60 days before each National Convention.
- K. To attend all scheduled meetings of the House of Delegates and the National Board.
- L. To attend required events at National Conventions including, but not limited to:
  - 1. SOMA Foundation Reception (Fall Convention only);
  - 2. SOMA Inaugural Dinner (Spring Convention only);
  - 3. Any scheduled speech by the AOA President;
  - 4. SOMA annual transitional meeting (Spring Convention only).
- M. Assist in the recruitment and training of a successor to your office. Distribute all necessary materials for the continuation of your programming to the successor at the Spring Convention annual transitional meeting.
- N. To submit an Outgoing Officer Report 60 days before the Spring Convention describing projects implemented, accomplishments, failures and future goals of your program. Provide a copy of this report to your successor at the annual transitional meeting.

- O. To keep a log of all contacts obtained throughout your term. Include contacts' names, phone numbers and purpose for contact. This log will be submitted to the Vice President 30 days before each convention and will be given to your successor at the annual transitional meeting.
  
- P. To attend *ALL* SOMA meetings and conventions. If unable to attend, submit a written explanation for the absence to the National Office, the Vice President, and the Convention Coordinator 30 days before the convention (if possible). Reimbursements are subject to be decreased or eliminated for any officer in the following situations:
  - 1. Missing a convention for other reasons besides family obligations, religious holidays or obligations, personal emergency, rotation conflict, or internship/residency interview;
  - 2. Failure to provide a letter signed by your preceptor if she/he does not allow time off for the convention or to provide any documentation of any internship/residency interview scheduling (i.e., a copy of the letter you received from the training site);
  - 3. Missing a convention without written or emergency phone/email notification to the National Administrator, President, or Vice President.

### III. Relationships

- A. Establish strong and trusting relationship with the National President, the Board of Trustees, the SOMA Foundation officers, and fellow National Board officers through the use of personal telephone calls, letters, faxes, emails, meetings and publications.
  
- B. Establish and strong personal and working relationship with the Local Coordinator at each chapter for your position.
  
- C. Assist SOMA members or prospective SOMA members with any information about SOMA's benefits.
  
- D. Establish strong personal and working relationships with various leaders of the osteopathic medical profession and with any individuals who can potentially assist your program/committee by providing advice and guidance.

## **NATIONAL PRESIDENT**

### **Job Description and Task List**

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

The Specific Roles of the SOMA National President:

#### A. Leadership and Guidance

1. He/She must lead general SOMA members according to the **Constitution and Bylaws** and must be well versed in this regard. (Please refer to the **Constitution and Bylaws** for Presidential Duties as well.)
2. He/She must provide guidance in terms of the National Association and follow through on regional and local levels as well.
3. He/She must be in attendance representing National SOMA at osteopathic medical or health care association meetings and give presentations on SOMA's behalf. If he/she can not attend some functions, the National Vice President or a suitable national officer replacement shall be chosen with a briefing from the President.

#### B. SOMA Foundation

1. He/She is a current member of the SOMA Foundation and also later as the Past-President of National SOMA.
2. He/She must perform all Foundation responsibilities determined by the Chairman and the other Directors.
3. He/She should be the communication link between National SOMA programming and the Foundation at all meetings of both boards.

#### C. Fundraising

1. He/She must be actively involved with the pharmaceutical and corporate sponsors of SOMA in order to gain funding for the organization.
2. He/She should always try to establish new routes of fundraising and work closely with the Foundation and other national officers that participate in this area to secure means for SOMA programming, conventions, etc.

#### D. Responsibilities

1. He/She must keep in close contact with the national officers to be the communication link and the ultimate resource for general members on any SOMA concerns or topics.
2. He/She must review and oversee all of SOMA's undertakings by anyone within the Association and take responsibility for them.
3. He/She must be able to direct general members to appropriate contacts and officers when inquiries about SOMA are made.
4. He/She should establish contacts at all meetings where he/she represents SOMA and refer them to the appropriate programming chairman.

E. Miscellaneous

1. He/She must cover the duties and responsibilities of all of his/her officers and fill in upon failure of their efforts.
2. He/She must do this job daily and communicate with the National Office Administrator to coordinate daily activities.

## **NATIONAL VICE PRESIDENT/SPEAKER OF THE HOUSE**

### **Job Description and Task List**

1. Communicate weekly with the National President.
  - a. Assist the National President with any and all duties/tasks/programs he/she deems necessary.
2. In the absence of the National President, the National Vice President shall act as the Interim-President and assume the duties of the President, including the duty of Chairman of the Board of Trustees.
3. Serve as Speaker of the House of Delegates by:
  - a. appointing a Parliamentarian for National SOMA to assist with conducting the House of Delegates sessions according to the SOMA Process and Robert's Rules of Order Revised.
  - b. taking roll call at each House of Delegates meeting to confirm that the appropriate voting delegates, alternates, and/or proxies are represented from each chapter.
  - c. sending the form for submitting voting delegate names to each school two months prior to each National Convention. Call each Chapter President six weeks prior to each convention to remind them to, or confirm that they have submitted the form. Maintain contact with the National Office to confirm that each chapter has submitted the form no later than thirty days prior to each convention.
  - d. submitting a report, within two weeks after the convention, that summarizes the results of the House of Delegates session; including all resolutions passed and defeated and all resolutions that amend the Association's **Constitution and Bylaws** and/or **SOMA Process**.
  - e. becoming very familiar with the Association's **Constitution and Bylaws**, and **SOMA Process**, as well as Robert's Rules of Order Revised.
  - f. establishing the order of business (agenda) for the House of Delegates with recommendations from the Board of Trustees, the Convention Coordinator, and the SOMA Foundation.
  - g. designating a Vice Speaker of the House of Delegates, if necessary, to assist with the direction and control of the floor of the House of Delegates.
  - h. assisting the Election Committee in conducting elections during the National Conventions.
  - i. updating the Association's **Constitution and Bylaws** and/or **SOMA Process** within one month of each National Convention.
4. Appoint the members of the House of Delegates Reference Committee and Election Committee. The Speaker of the House of Delegates shall act as Chairperson of each committee or appoint the Vice Speaker to do so. The Chairperson shall educate the committees as to the resolution writing process and election guidelines, and if necessary refer them to the appropriate sections of the Association's **Constitution and Bylaws** and/or **SOMA Process**.

- a. Ensure that the completed resolutions get typed and printed for the House of Delegates.
  - b. Supervise all aspects of the election of National Officers.
5. Educate each Regional Trustee on how to run regional elections for the positions of Regional Trustee at each Regional Meeting.
6. Serve as a Director of the SOMA Foundation.
  - a. Attend all Foundation meetings and functions.
  - b. Assist the Foundation Chairman with any and all activities he/she deems necessary.
7. Serve as a voting member of the Board of Trustees (when not acting as Interim-President).
8. Serve as an Ex-Officio Member of all National SOMA committees and make every effort to attend, or send a representative to meetings that occur during the scheduled conventions.
9. Prepare and amend the agenda for each National Convention with recommendations from the Board of Trustees, the Convention Coordinator, and the SOMA Foundation Chairman.
10. Attend the AOA House of Delegates meeting.
11. Represent SOMA at national meetings of the AOA, Consortium of Medical Student Leaders, and any other meetings the National President deems necessary.
12. Keep updated records of all task lists for each national position and update job descriptions/task lists as you deem necessary.
13. Assist the National President with the development of, and communication with, any and all Affiliated Societies.
14. Submit monthly newsletter reports.

## **NATIONAL TREASURER**

### **Job Description and Task List**

1. Represent National SOMA's financial interests internally and externally.
2. Work closely with the National President and the Foundation Chairman.
3. Serve as a voting member of, and attend all meeting of, the Board of Trustees and the SOMA Foundation Board of Directors.
4. Serve as Treasurer of the SOMA Foundation.
5. Oversee the financial actions of the Association by monitoring all expenses and revenues.
  - a. Responsible for all check writing and reimbursements.
  - b. Work directly with the publishers, distributors, and advertisers of the newsletter.
  - c. Provide the financial statement for the Annual Report.
6. Oversee and monitor the financial well being of the SOMA journal, the newsletter, and the SOMA Foundation.
7. Responsible for choosing and working with a tax accountant, keeping SOMA IRS records, and maintaining SOMA's good tax record.
8. Keep an accurate record of all contact and correspondence with the tax accountant in order to assist in a smooth transition.
9. Work directly with the Corporate Advisory Board of the SOMA Foundation.
10. Work directly with the various representatives of the pharmaceutical companies that work closely with SOMA.
11. Enforce all fines established by the Association.
12. Approve all expenditures, over \$100 or over budget limits, along with two other members of the Board of Trustees.
13. Assist local Chapter Treasurers with their budgets and treasury issues.
14. Chair the Finance Committee.
15. Formulate the National Budget for the Association and the SOMA Foundation and submit it for approval at the mid-year meeting of the Board of Trustees.

## **REGIONAL TRUSTEE**

### **Job Description and Task List**

Description: The Regional Trustee represents the designated Chapters in his/her Region as a member of the Board of Trustees and serves as the coordinator among those schools, according to **Article VI, Section 5** of the Association's **Constitution and Bylaws**.

1. Communicate monthly with every Chapter in your Region.
  - a. Call and get to know all Chapter Presidents and National Liaison Officers in your Region and provide guidance, information, and transitional support for the new officers.
  - b. Create a Regional Newsletter informing Chapters of national events as well as local events at individual schools in order to share ideas and possibly allow students to attend events at other nearby schools.
  - c. Submit a Regional Update to be included in all monthly National Newsletters.
  - d. Collect a monthly report from each Chapter, written or verbally, and submit local Chapter updates directly to the Editor for inclusion in the newsletter journal. Include pictures from the local Chapters.
2. Be aware of the individual needs of each Chapter in your Region, i.e., in regard to small town vs. big city; small membership vs. large membership; acceptance of SOMA on campus; administrative requirements for an organizations at each campus; etc.
  - a. Work closely with those Chapters that may need added attention towards improving membership, fundraising and programming.
3. Facilitate with elections of local officers at each school in your Region. Be sure they are on time and in accordance with the Association's **Constitution and Bylaws** and/or **SOMA Process**.
4. Communicate any needs of any Chapter in your Region to the appropriate National Board member as soon as possible.
5. Aid Chapters in implementing National programs and policy as well as in setting up local Boards (emulating the National Board).
6. Remind Chapters of any National deadlines.
  - a. Be sure Chapters submit membership lists, dues, and any officer or membership name and/or address changes to the National Office.
  - b. Be sure each of your Chapters are represented at the National Conventions.
  - c. Be sure Chapters submit President/NLO reports, room registrations, and convention registration forms to the appropriate officers and on a timely basis.
7. Assist Chapters with fundraising.
  - a. Provide successful fundraising ideas and implementation guidelines and a forum for exchanging such ideas with each Chapter.

8. Relay information on Special Events (Special Olympics, National Osteopathic Medicine Week, etc.) from the National Board to the local Chapters.
9. Act as a voting member of the SOMA Board of Trustees.
  - a. Attend all Board of Trustee meetings, specifically at the National Conventions and at interim teleconferences.
  - b. Represent constituents at all voting of the Board of Trustees.
  - c. Shall be responsible for recording the proceedings of the Board of Trustees and the National Board and, if necessary, for the House of Delegates.
10. Work with the Board of Trustees and the President's Advisory Cabinet to assist in communication with your local Chapters.
11. Coordinate and chair the Regional Conclaves at the National Conventions.
  - a. Ensure that the Chapter Presidents, NLO's, and other delegate members are present.
  - b. Manage funds appropriated by National SOMA for your Regional Conclave.
  - c. Issue invitations to special guests including, but not limited to: local school administrators, contributing drug representatives, the National President and other Board of Trustee members, guest speakers, etc.
  - d. Send thank you letters to the appropriate people or companies on behalf of the local Chapters and National SOMA.
  - e. Submit a Regional meeting report to the National Newsletter and a summary with pictures to the Editor of the newsletter for inclusion in the next issue.
12. When possible, organize Regional educational or social events in order to facilitate relationship with and maintain SOMA spirit among the local Chapters.
13. Prepare the format of, deliver, and confirm receipt of quarterly membership reports from each chapter. These will be submitted throughout the year to yourself via mail or telephone contact and will thus allow you to keep an update of chapter membership statistics and activities. Report this information in the monthly newsletter.

## **MEMBER - AT - LARGE**

### **Job Description and Task List**

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

1. Act as liaison between the SOMA National Board and the SOMA Board of Trustees by providing advice to both bodies on present and future ideas and programs.
2. Provide advice to the SOMA Foundation Board of Directors on the establishment and implementation of present and future educational and philanthropic programs.
3. Act a voting member of the SOMA Board of Trustees and, if selected, as a voting member of the SOMA Foundation Board of Directors.
4. Act as a liaison to recruit potential benefactors.

## **CONVENTION COORDINATOR**

### **Job Description and Task List**

1. Work closely with the following individuals to address all their needs as far as equipment, materials, and special guests are concerned:
  - a. SOMA President
  - b. SOMA Vice President/Speaker of the House;
  - c. SOMA Foundation Chair;
  - d. SOMA Board of Trustees;
  - e. Any National Board officer scheduling a special meeting;
  - f. SOMA National Administrator.
2. Promote the convention through the newsletter and, SOMA Chronicle (Foundation newsletter), and SOMA Monthly (National Board newsletter). Communicate with Region Trustees and chapter officers through letters and phone calls.
3. Distribute all registration information to all chapters, National Board members and other potential attendees at least two months prior to the convention:
  - a. Set deadlines for materials to be returned;
  - b. Establish fees, etc, with Board of Trustee approval.
4. Investigate three potential cities for the next Annual Spring SOMA National Convention.
  - a. Investigate the cities and potential hotels with respect to cost, availability, access, etc.
  - b. Present results to the Board of Trustees for distribution to the House of Delegates at the Spring Convention (e.g., for the 2002 Spring Convention, have site information ready at the Spring 2001 Convention);

Submit this recommendation in the form of a resolution to the SOMA House of Delegates for a vote

## **INTERNATIONAL HEALTH PROGRAM DIRECTOR**

### **Job Description and Task List**

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

## **MEMBERSHIP COORDINATOR**

### **Job Description and Task List**

1. Conduct an efficient and effective SOMA membership drive nationally and at the local chapters.
2. Confirm that all local chapters are fully informed, equipped, and prepared to execute a successful membership program.
3. Prepare and ensure distribution of membership packets to each chapter president. Work closely with the Programs & Benefits director in doing this to include information about attractive SOMA membership privileges.
4. Keep a current list of membership recruitment programs conducted at each chapter and share this information regularly with all chapters in order to improve membership stats at other schools.
5. Prepare a booklet with membership recruitment ideas to distribute to each chapter by July 1<sup>st</sup> of each year. This information can be distributed by email if it is more convenient.
6. Set local membership goals for each chapter based on membership percentages. New membership goals should be set and distributed at each spring convention. Include any membership statistics in convention reports.
7. Stay aware of any SOMA programs implemented by other National Board officers so that these ideas may be added to the membership packet.
8. Maintain the member mailing list and update as necessary.
9. Maintain effective communication with each chapter through:
  - a) Phone calls to Chapter Presidents;
  - b) Phone calls to Region Trustees to update stats and to call attention to chapters who are experiencing challenges with membership recruitment;
  - c) Reports in newsletter.
10. Work with chapters individually during their critical times of membership recruitment (e.g., call chapter presidents one week before club day).
11. Obtain a schedule of each school's membership recruitment activities.

## **PRE-SOMA DIRECTOR Job Description and Task List**

1. Contact each Chapter President by September of each year to determine the name of a local pre-SOMA contact person. If there is no pre-SOMA contact person at a chapter, you will receive information from and distribute information to the Chapter President. This local contact person should:
  - a) Contact colleges and universities in the area or state in which their osteopathic school is located to determine potential interest in a pre-SOMA chapter. The local contact should speak with a pre-med or science faculty advisor concerning this matter.
  - b) Distribute a packet to the contact person containing SOMA information, a copy of the newsletter, information about the 19 osteopathic colleges, details concerning the AACOM application process and MCAT facts.
  - c) Make copies of this packet to distribute to the faculty advisors at any interested college or university.
  - d) Provide you with the name and address of any interested college and university in addition to the institutions who chartered a Pre-SOMA chapter. Provide a contact name for each college (i.e., faculty advisor, Pre-SOMA president-elect, etc)
2. Set a goal to contact at least one college or university in every state in which there is an osteopathic school to charter a Pre-SOMA chapter. Any college or university that has already been reached by a local contact person should, of course, not be called again.
3. For any new or established Pre-SOMA chapters, send the following periodic information to the Pre-SOMA chapter president or advisor:
  - a) newsletter on a biannual basis.
  - b) Information on local programming for the SOMA chapter(s) in the state where the college is located and invitations local SOMA events if applicable.
  - c) Dates and times that recruiters from osteopathic colleges will be present at the college or in the surrounding area.
  - d) A biannual list of events from SOMA chapters of all 19 osteopathic schools (this can be obtained from Region Trustees) so that Pre-SOMA members can implement similar activities on their campuses.
  - e) A list of suggested activities for and information about National Osteopathic Medicine Week.
4. Receive from each Pre-SOMA chapter an annual list of officers, members, and an additional annual list of chapter activities.
5. Speak with the National SOMA Programs and Benefits chair about searching for possible incentives or rewards for Pre-SOMA members.

## **OSTEOPATHIC PRACTICE & PRINCIPLES PROGRAM DIRECTOR**

### **Job Description and Task List**

1. Continue to supervise, develop and improve the OP & P Preceptorship Program.
  - a) Establish and/or amend guidelines for preceptorship awards.
  - b) Establish current and additional funding with the Foundation Associate Director of Grants;
  - c) Set, follow, and enforce deadlines.
  - d) Assure distribution of program material to all chapters and SOMA members in ample time for applicants to meet deadlines;
  - e) Complete and publish an updated booklet of eligible OP & P preceptors who participate in this program. Include in this booklet complete and accurate information about the Preceptor Program;
  - f) Continue to collect names and information of physicians who perform OMT regularly in their practice and with their approval, add their names to the above described booklet.
  
2. Establish advertising and promotion for the OP&P Preceptorship Program through the following methods:
  - a) Phone calls to Chapter Presidents;
  - b) Providing Region Trustees with information about the program to distribute to chapters;
  - c) Advertising in the newsletter.
  - d) Work with the SOMA Foundation Associate Director of Grants to obtain corporate donation for a luncheon at a SOMA convention that will explain the details of the preceptorship;
  - e) Fliers, etc, mailed to Chapter Presidents.
  
3. Continue to develop and promote the Osteopathic Outreach Program:
  - a) Continue to develop the slide and PowerPoint presentations;
  - b) Affirm that each chapter has a copy of the Outreach presentations;
  - c) Establish further funding for the program;
  - d) Work with the AOA PR department and/or other osteopathic professional organizations to obtain material for the program.
  
4. Prepare a OMT workshop for each SOMA Convention which will host a prominent and skilled D.O. mentor who operates a practice with OMT emphasis. The physician does not necessarily have to be school OMT faculty or an OMT specialist.
  - a) Work with the Convention Coordinator to secure OMT tables and a meeting room for this workshop;
  - b) Advertise this workshop before and during the convention;
  - c) Work with the SOMA Treasurer and Foundation Finance and Billing Director to assure that money is available for the workshop physician's travel and hotel costs
  
5. Communicate regularly with OP&P departments at each school and the AOA to update them on or receive information for the OP&P program.

6. If possible, work closely with the UAAO National President to collaborate efforts on osteopathic education and community projects:
  - a) Attempt to speak by phone or email with the UAAO President approximately every 1-2 months;
  - b) If possible, attend the UAAO Convocation. If this is not feasible, receive information distributed and conveyed at meeting, lectures and presentations from a student colleague, preferably a SOMA National Board officer, who did attend.
7. Contact each Chapter President by September of each year to determine the name of a local OP&P contact person. If there is no OP&P contact person at a chapter, you will receive information from and distribute information to the Chapter President.
8. Communicate regularly with the SOMA Research and Development Task Force Director in order to generate ideas for possible osteopathic medical research.

## **PREVENTIVE MEDICINE COORDIANTOR**

### **Job Description and Task List**

1. Contact each Chapter President by September of each year to determine the name of a local Preventive Medicine contact person. If there is no Preventive Medicine contact person at a chapter, you will receive information from and distribute information to the Chapter President. This local contact person should create local programming, seminars, projects, etc, based on your contribution of ideas and based on the main premises and divisions of the National SOMA Preventive Medicine program.
2. Meet goals listed below in each of the four Preventive Medicine Divisions. Contribute at least 2 project ideas in each division and any relevant and helpful information about these divisions to each chapter.
  - a) The Preventive Medicine Local Coordinator or Chapter President should send a brief report of each project performed;
  - b) Keep all chapter activities and projects in a log to distribute to chapters at SOMA conventions;
  - c) Report activities to Region Trustees.
3. PREVENTIVE MEDICINE DIVISION I – AIDS AWARENESS
  - a) Utilize and revise (if needed) the SOMA AIDS Awareness slide program and distribute these slides to all chapters;
  - b) Suggest that Local Coordinators attempt to conduct AIDS Awareness seminars at local secondary schools and colleges. Obtain and send educational material (brochures, videos, etc) to each chapter for assistance (\*project idea)
  - c) Maintain contact with the AOA AIDS task force and keep them informed of ongoing programs current, issues and future projects of this division;
  - d) Update, reprint and distribute the SOMA AIDS Awareness manual when necessary
  - e) Stay informed with current issues that relate to HIV/AIDS and medicine. Incorporate this information into the newsletter, and any presentations done at conventions. Keep a folder or log with this information to distribute to chapters or the National Board;
  - f) Devise a program, presentation, etc, for each chapter in observance of World AIDS Day. (\*project idea)
  - g) Serve as a voting member on the AOA Committee on AIDS
4. PREVENTIVE MEDICINE DIVISION II – DOMESTIC VIOLENCE AWARENESS
  - a) Create and distribute an information packet concerning perils of domestic violence, related statistics and how to provide assistance for victims. This packet should contain information for presentation in communities, schools, etc. Send these packets to each Local Coordinator (\*project idea);
  - b) A second packet containing information on medical diagnosis and management of domestic violence victims should be distributed to each Local Coordinator for use in education of students at each osteopathic medical school (\*project idea);
  - c) Suggest that each Local Coordinator persuade local hospital emergency departments hang posters promoting domestic violence shelters, related numbers to seek help, etc. If needed, consult the SOMA Foundation Associate Director of Grants to seek



**PROFESSIONAL DEVELOPMENT/POLITICAL AFFAIRS DIRECTOR**  
**Job Description and Task List**

1. Learn all issues and projects relating to national legislation which have potential impact on SOMA, osteopathic medicine, or students in general. Inform SOMA members of such issues.
2. Carry out letter writing or other lobby campaigns through National SOMA in support of or in asking the defeat of any federal legislation affecting the above.
3. Create a clear, concise and informative “Washington Update” for each issue of the newsletter. To gather relevant information for these updates, obtain publications and information regarding current issues and contact the National Osteopathic Legislative Affairs Hotline or the AOA office in Washington for details.
4. Work directly with the AOA Washington Bureau office to stay informed as to current osteopathic political topics. Communicate monthly with this office to inform them of SOMA’s National activities promoting political development.
5. Develop relationships with individuals that possess the resources that could further the progress of SOMA’s Professional and Political Development program by acting as committee advisors. Work with other political organizations to enhance the Professional and Political Development committee (e.g., AMSA, League or Women Voters, etc).
6. Maintain contact with the CSCP (Council of Student Council Presidents) National Chairperson in order to work with him/her on any pertinent issues.
7. Maintain contact with AACOM so as to stay informed and work together on any pertinent issues.
8. Inform SOMA members and local chapters about the federal process of bill introduction, ratification, and passage. Keep SOMA members abreast as to what they can do to change or influence such legislation.
9. Take charge of any program in which SOMA is legislatively involved at the federal level. Contact Chapter Presidents so that local SOMA members can assist in these matters.
10. If possible, attend pertinent political/legislative conferences to represent and promote SOMA and osteopathic medicine as well as to receive new and pertinent legislative information.
11. Attend the National Osteopathic Lobby Day held annually in the spring in Washington, D.C:
  - a) Work with the SOMA Foundation Associate Director of Grants to obtain corporate support to cover travel expenses for 2-3 SOMA National Board members to attend;

- b) Work with the Associate Director of Grants also to contact the AOA to provide monetary support for 2-3 local members from interested chapters to attend.
12. Work with the SOMA state/AOA Legislative Affairs Committee as necessary.

## **PROGRAM & BENEFITS COORDINATOR**

### **Job Description and Task List**

- 1) Prepare a presentation for each national convention summarizing and promoting your program.
- 2) Work closely with National Board program directors to insure that they are communicating SOMA's programs and benefits correctly and effectively to chapters and Local Coordinators. Also work with program directors to search for further incentives or rewards for all SOMA members related to the SOMA national committees (e.g., Minority Affairs Division of Preventive Medicine, Membership and Pre-SOMA, etc).
- 3) Assure distribution of program material to all appropriate SOMA members in ample time for applicants to meet deadlines or in time for chapter presidents to utilize this material for membership recruitment.
- 4) Establish and carry out advertising and promotion of SOMA programs and benefits through phone calls to Chapter Presidents, communication with Region Trustees, and frequent emails.
- 5) Supervise the SOMA Now Loans program. After the July meeting, send letters to Chapter Presidents informing them of their Now Loans Award. Work with the Treasurer to distribute the money.
- 6) Supervise the SOMA Insurance program, including Medical, Dental and Life.
- 7) Help promote DOCop Loan Program, SOMA Prescription Card Program, Geico Auto Insurance Program, AOA Credit Card Program and other SOMA rewards and incentives.
- 8) Seek at least two new programs and benefits each year.
- 9) Promote and operate the SOMA Annual Holiday Card fundraiser:
  - a) Hold a contest each Spring Convention for the best Holiday card design and offer a monetary prize to the winner;
  - b) Have sample cards with the winning design printed for presentation at the Mid-Year Chicago Meeting in July;
  - c) Execute the fundraiser by sending prices, deadlines, and order forms to all Chapter Presidents and National officers 2 months before the Fall Convention;
  - d) One month prior to the Fall Convention, collect the numbers of cards sold and have cards printed accordingly. Distribute these cards to Chapter Presidents and National officers at the convention.
  - e) Print extra Holiday cards to sell at the convention and at the SOMA booth during the AOA Convention;
  - f) In July of each year, contact AOA personnel who support SOMA regularly to determine their interest in selling or purchasing the cards. Present sample cards to these personnel at the Mid-Year meeting.

10) Stay aware of any SOMA members' question or concerns and address them in a prompt and suitable manner.

## **PROGRAM FOR THE MEDICALLY UNDERSERVED DIRECTOR**

### **Job Description and Task List**

1. Supervise and modify the SOMA Rural and Underserved Medicine Preceptorship Program:
  - a) Establish and/or amend guidelines for preceptorship awards;
  - b) Establish current and additional funding with the Foundation Associate Director of Grants;
  - c) Set, follow, and enforce application deadlines;
  - d) Assure distribution of program material to all chapters and SOMA members in ample time for applicants to meet deadlines;
  - e) Complete and published an updated Rural Medicine Guide of examples of eligible rural and underserved sites and/or a list of qualifications that a potential site must meet to be approved. Include in this booklet complete and accurate information about the Preceptorship Program and possible practice opportunities;
  - f) Continue to collect names and information about rural and underserved sites and add this information to the above described (e) booklet.
2. Prepare information or a presentation for each National Convention (possibly contact the Association Director of Grants to find funding to sponsor a lunch, reception, etc) that promotes your goals in the PMU program and centers around underserved medicine.
3. Submit articles to the newsletter updating members on current rural and underserved areas of need for physicians and/or practice opportunities. Become aware through telephone contact, requests of information, etc, of any loan repayment or other incentives available for those interested in training/practicing in these areas.
4. Communicate monthly with the AOA Small States Committee to update them on SOMA's PMU committee activities and to receive information to enhance the PMU.
5. Establish contacts and communicate with osteopathic schools, osteopathic professional organizations, and government agencies promoting rural and underserved medicine and represent SOMA to them.
6. Contact each Chapter President by September of each year to determine the name of a local OP&P contact person. If there is no OP&P contact person at a chapter, you will receive information from and distribute information to the Chapter President:
  - a) Have this Local Coordinator seek qualifying hospitals and clinics in the area of their respective school to be added to the PMU Preceptorship program;
  - b) The Local Coordinator should contact these sites to explain the PMU Preceptorship program and determine interest in participating in this Program.

## **PUBLIC RELATIONS DIRECTOR**

### **Job Description and Task List**

1. Keep in touch with local SOMA chapters through their local PR Coordinator:
  - a. Supply information on SOMA, osteopathic medicine, NOM week, etc. to be used for local PR;
  - b. Help chapters plan community projects on their campuses and in their communities to promote SOMA and osteopathic medicine;
  - c. Develop and update a booklet with ideas for projects and distribute to each chapter;
  - d. Be aware of individual needs and modes of promotion available to each chapter, i.e. small towns vs. big cities.
  - e. Give direction to local chapters and Regional Trustees for planning and implementation of PR projects.
  - f. Encourage the Local Coordinators to contact the SOMA Foundation Associate Director of Grants to seek AOA funding for projects concerning osteopathic medicine, NOM Week and the AOA Unity Campaign;
  - g. Have Local Coordinators communicate with the PR departments at local colleges, hospitals, and media outlets to aid chapters in promotion of osteopathic medicine.
2. Develop/organize/promote/carry out a National Osteopathic Medicine (NOM) Week project and small projects or promotions at conventions for National SOMA and every local chapter to participate in:
  - a. Work with the AOA PR department and the AOA Auxiliary to develop these programs.
  - b. Send information about the NOM Week project to each chapter at least 2 months prior to NOM Week. Send information about the convention projects at least 2 months prior to each convention.
  - c. Communicate regularly with each chapter to confirm their participation in the projects.
3. Develop a strong working relationship and communicate monthly with the AOA PR department to inform/update them on projects of both national and local SOMA and to get new ideas or assistance from them for SOMA projects.
4. Submit information to AOA publications (JAOA and The D.O.) on SOMA news, projects and successes. Implement a "Student Focus" in AOA publications. Submit articles/information regularly to the newsletter on issues relating to local and national PR.
5. Work with the Board of Trustees, the National Board, and the Foundation to assist in their promotions or any projects/programs. Have NB officers send you contact names and addresses for you to place in a log or booklet.
6. Develop new and innovative ways to promote SOMA and osteopathic medicine (i.e. brochures, pamphlets, bookmarks, bumper stickers, buttons, etc.)
7. Communicate with other SOMA Affiliated Societies and other professional medical or lobbying organizations (via the National President if necessary) to assist in promotion of their projects and organization.

8. Organize and carry out any letter writing campaigns pertinent to the promotion of SOMA and osteopathic medicine.
9. Hold PR seminars at conventions and include participation from Local Coordinators. Invite any interested students in attending and contributing.

### **EDITOR OF THE SOMA NEWSLETTER Job Description and Task List**

Description: The Editor of the newsletter is responsible for the publication and upkeep of the official journal of the Student Osteopathic Medical Association assisting the editor in his/her responsibilities as deemed to be necessary, and will represent the journal when the Editor is unavailable.

1. To maintain the quality of the journal by:
  - a. acquiring articles pertinent to the topic of the issue from student, intern, resident, physician, and other sources.
  - b. maintaining the departments section by getting articles and contributions from SOMA Directors, SOMA Chapter Presidents, SOMA Board of Trustees members, SOMA Foundation officers, scholarship recipients, students, interns, residents, physicians and other appropriate sources.
  - c. editing the various articles for content, grammar and spelling that are accepted for publication.
  - d. writing the *Editor's Prerogative* for every issue.
  - e. maintaining contact with the Associate Editor(s).
  - f. maintaining the *President's Prerogative* for every issue.
  - g. designing or acquiring the cover art for all the issues and the photography within the issues.

2. To maintain the advertising and sponsorship of the journal by:
  - a. maintaining contact with the Business Manager and keeping in contact over questions of the rate card, subscriptions, and advertising.
  - b. proposing a yearly budget for the journal by date set by the Journal.
  - c. maintaining contact with the sponsors via annual reports, letter writing campaigns, presentations and telephone contacts.
  - d. acquiring new advertisers by contact with pharmaceutical companies, medical equipment firms and hospital DME's.
3. To maintain contact with the publishers, *Hanley and Belfus* (especially with Sandy Lovegrove and Carol Emery), and the printers, *Ovid Bell Press*, by:
  - a. telephone contact with the above.
  - b. editing and rewriting the journals on the page proofs and blue lines.
  - c. pre-editing the journal articles with the Editorial Board.
4. To participate as a full member of the SOMA Board of Trustees
  - a. preparing presentations for the SOMA Conventions promoting the journal and SOMA
  - b. running SOMA meetings in the absence of the President, Vice President and Treasurer
  - c. presenting SOMA information to all interested advertisers and sponsors
5. To participate as a full member of the SOMA Foundation Board of Directors by:
  - a. participating in all Foundation Board meetings and votes.
  - b. participating in the Corporate Advisory Board and Educational Advisory Board meetings at the national conventions.
  - c. preparing presentations promoting the journal.
6. To maintain contact with all of the chapters to get participation from as many students as possible.

## **SOMA Process**

### **General Information Section**

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

A list of commonly used acronyms is provided to assist in the recognition of the various programs or groups discussed within SOMA meetings.

Organizational charts are provided to show the flow of decisions within the various groups that compose National SOMA.

## ACRONYM LIST

AACOM	American Association of Colleges of Osteopathic Medicine
AAO	American Academy of Osteopathy
AAOA	Auxiliary to the American Osteopathic Association
AAOE	American Association of Osteopathic Examiners
AAOPP	American Association of Osteopathic Post-Graduate Physicians (Interns & Residents Association)
AC	Advisory Cabinet (SOMA National President)
ACGME	American Council of Graduate Medical Education
ACOEP	American College of Osteopathic Emergency Physicians
AD	Associate Director (SOMA Foundation)
AMA	American Medical Association
AMA-MSS	American Medical Association - Medical Student Section
AMSA	American Medical Student Association
AOA	American Osteopathic Association
AOF	American Osteopathic Foundation
AOHA	American Osteopathic Hospital Association
BOD	Board of Directors (SOMA Foundation)
BOT	Board of Trustees (SOMA)
CAB	Corporate Advisory Board (SOMA Foundation)
CCOM	Chicago College of Osteopathic Medicine of Midwestern University
CME	Continuing Medical Education
CMSO	Consortium of Medical Student Organizations
CORE	Centers for Osteopathic Regional Education
CSCP	Council of Student Council Presidents
DME	Director of Medical Education
DMU-OMC	Des Moines University Osteopathic Medical College
DOC*OP	Doctor of Osteopathy Credit Options Program
EAB	Educational Advisory Board (SOMA Foundation)
EC	Election Committee (HOD)
FC	Finance Committee (SOMA National Treasurer)
GME	Graduate Medical Education
HOD	House of Delegates
IFMSA	International Federation of Medical Student Associations
IHP	International Health Program
KCOM	Kirkville College of Osteopathic Medicine
LA	Legislative Affairs
LECOM	Lake Erie College of Osteopathic Medicine
MAL	Member-at-Large (SOMA)
MSU-COM	Michigan State University - College of Osteopathic Medicine
NB	National Board (SOMA)
NBME	National Board of Medical Examiners (AMA)
NBOME	National Board of Osteopathic Medical Examiners (AOA)
NC	Nominating Committee (BOT)
NEC	National Electives Coordinator (R&D)
NEO	National Exchange Officer (IHP)
NHSC	National Health Service Corps
NLO	National Liaison Officer
NOMW	National Osteopathic Medicine Week
NRD	National Research Directory
NRMP	National Residency Match Program
NSG	National Scholarship Guide
NUFA	National Undergraduate Fellows Association
NSUCOM	Nova Southeastern University College of Osteopathic Medicine

NYCOM	New York College of Osteopathic Medicine of the New York Institute of Technology
OMT	Osteopathic Manipulative Therapy (preferred by AOA over OMM)
OP&P	Osteopathic Practices & Principles
OU-COM	Ohio University - College of Osteopathic Medicine
OSU-COM	Oklahoma State University - College of Osteopathic Medicine
P&B	Programs & Benefits
PCOM	Philadelphia College of Osteopathic Medicine
PCSOM	Pikeville College School of Osteopathic Medicine
PMU	Program for the Medically Underserved
PR	Public Relations
R&D	Research & Development (also known as RAD)
RC	Reference Committee (HOD) or Regional Conclave (Convention)
RT	Regional Trustee (SOMA)
SAOM	Society for the Advancement of Osteopathic Medicine
SES	Scholarship for Entering Students (R&D)
SIRE	SOMA International Research Exchange Program
SNMA	Student National Medical Association
SOAP	State Osteopathic Association Program (SOMA)
SCS	Statewide Campus System of Michigan State University - College of Osteopathic Medicine (formerly COGMET)
SOMA	Student Osteopathic Medical Association
SOMA-AA	SOMA - Alumni Association
SOMA FD	SOMA Foundation
SOSA	Student Osteopathic Surgical Association
TF	Task Force
TUCOM	Touro University College of Osteopathic Medicine
UAAO	Undergraduate American Academy of Osteopathy
UHS-COM	University of Health Sciences - College of Osteopathic Medicine (Kansas City)
UMDNJ-SOM	University of Medicine and Dentistry at New Jersey - School of Osteopathic Medicine
UNECOM	University of New England College of Osteopathic Medicine
UNTHSCFW-TCOM	University of North Texas Health Science Center at Fort Worth - Texas College of Osteopathic Medicine
USMLE	U.S. Medical Licensing Exam
WVSOM	West Virginia School of Osteopathic Medicine
WU-COMP	Western University – College of Osteopathic Medicine of the Pacific

## **Code of Ethics of the Student Osteopathic Medical Association**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# **Bylaws of the Student Osteopathic Medical Association Foundation**

## **Article I - Name**

The name of the Corporation shall be the Student Osteopathic Medical Association Foundation.

## **Article II - Purposes**

The purposes of the Corporation are:

- a) to uphold the objectives of the Student Osteopathic Medical Association (SOMA) which are as follows:
  - 1) to improve the quality of health care delivery to the American people and the world;
  - 2) to contribute to the welfare and education of osteopathic medical students;
  - 3) to familiarize its members with the purpose and ideals of osteopathic medicine;
  - 4) to establish lines of communication with other health science students and organizations;
  - 5) to prepare its members to meet the social, moral and ethical obligations of the osteopathic medical profession;
- b) to provide advice to the National Officers and members of the SOMA House of Delegates as to the direction, management, and creation of SOMA programs;
- c) to promote the betterment of public health by medical education and research through support or grants to any corporations, associations, trusts, funds, or foundations whose purposes and operations are scientific, educational, or charitable;
- d) to provide or aid in the provision of financial assistance to students in public or private osteopathic medical schools and to interns and residents in osteopathic hospitals, including, without limitations, the guaranteeing or agreeing to repurchase loans made by others to such students, interns, or residents; and
- e) to do any and all things necessary or desirable for the attainment of the purposes stated above; provided, however, that no part of the net earnings of the Corporation shall inure to the benefit of any private member or individual, and provided that no substantial part of the activities shall involve the carrying on of propaganda, or otherwise attempting to influence legislation, and provided further that the Corporation shall not participate in, or intervene in any political campaign on behalf of any candidate for public office (including the publishing or distribution of statements).

## **Article III - Offices**

The Corporation shall have and continuously maintain, in the State of Illinois, a registered office and a registered agent whose office is identical with such registered office, and may have such other offices within or without the State of Illinois as the Board of Directors may from time to time determine necessary to carry out the affairs of the Corporation.

## **Article IV - Officers and Executive Director**

**Section 1.** The affairs of the Corporation shall be managed by its officers and Executive Director.

**Section 2.** The elected officers of the Corporation shall be the Chairman and the Director; both elected by the delegates of the SOMA House of Delegates during the Fall National SOMA Convention.

**Section 3.** The newly-elected Chairman shall appoint four Associate Directors from among qualified and interested active members of SOMA. Appointments will be announced at the Spring National SOMA Convention.

**Section 4.** The Chairman shall appoint the Associate Director-At-Large from among the four Associate Directors. The Associate Director-At-Large represents the four Associate Directors, during all voting procedures, at all meetings of the Board of Directors.

**Section 5.** All Foundation officers shall participate in a transition period that will begin at their election or appointment and will end when they officially taken office at the Mid-Year SOMA meeting of the Board of Directors.

**Section 6.** The Chairman and the Director of the SOMA Foundation shall serve as Ex-Officio members of the SOMA House of Delegates and the SOMA National Board and shall serve as voting members of the SOMA Board of Trustees.

**Section 7.** The duties of the officers shall be as usually attached to such offices and as listed in the Job Descriptions Section. Further duties may be designated from time to time by the Board of Directors.

**Section 8.** The Executive Director of the Corporation shall be designated by the Board of Directors to serve as the registered agent of the Corporation and conduct the business of the Corporation between meetings of the Board of Directors, including the performance of those duties assigned by the Board of Directors.

## **Article V - Associate Directors**

**Section 1.** The five Associate Director positions that have been created to assist the Chairman and Director of the Corporation in the completion of their duties are:

- a) Associate Director of Finances
- b) Associate Director of Membership
- c) Associate Director of Scholarships
- d) Associate Director of Grants and Capital Campaign

**Section 2.** Job Descriptions and Task Lists are provided for all Associate Director positions. This list is not inclusive of all responsibilities and further duties may be delegated by the Chairman and the Director as the occasion arises.

## **Article VI - Citizen Seats**

**Section 1.** Three individuals who represent any sector of Corporation support shall serve on the Board of Directors by appointments based on their contributions to SOMA and its objectives.

**Section 2.** One Citizen Seat position shall be offered to the Past-President of National SOMA. If accepted, he/she shall serve as a voting member of the Board of Directors. If not accepted, another individual from the corporate sector may be appointed to the position.

**Section 3.** One Citizen Seat position shall be offered to the Past-Chairman of the SOMA Foundation. If accepted, he/she shall serve as a voting member of the Board of Directors. If not accepted, another individual from the corporate sector may be appointed to the position.

**Section 4.** The newly elected and appointed members of the Board of Directors shall make all Citizen Seat appointments at the Mid-Year SOMA meeting of the Board of Directors.

## **Article VII - Board of Directors**

**Section 1.** The Board of Directors shall be composed of the following thirteen members:

- a) the two officers of the Corporation: the Chairman and the Director, each with one vote.
- b) the Associate Director-At-Large, entitled to one vote, representing the four Associate Directors of the Corporation.
- c) the Past-Chairman of the Corporation serving as a Citizen Seat and entitled to one vote.
- d) the following four members of National SOMA: the National President, the National Vice President, the National Treasurer, and the Editor of the newsletter; each entitled to one vote.
- e) the Past-President of National SOMA serving as a Citizen Seat and entitled to one vote.
- f) three other Citizen Seats from the corporate sector each entitled to one vote.

- g) one Member-at-Large appointed by the Chairman from the following Association officers: Member-at-Large or any of the three Regional Trustees; and entitled to one vote.

**Section 2.** The Chairman of the Corporation shall serve as the chair for meetings of the Board of Directors. All meetings shall be run by Robert's Rules of Order Newly Revised when deemed necessary by the Chairman.

**Section 3.** Quorum to transact business during meetings of the Board of Directors shall consist of a minimum of six student members; one of whom must be the Chairman or the Director of the Corporation. If quorum is not attained, the attending directors may adjourn said meeting without further notice.

**Section 4.** Members of the Board of Directors shall serve terms of one year, will be eligible to succeed themselves, and need not be residents of the State of Illinois.

**Section 5.** The Board of Directors shall authorize the employment of the Executive Director and such other personnel as is required to carry out the purposes of the Corporation. The Board of Directors is authorized to set forth the duties, responsibilities, and terms and conditions of employment of such personnel.

**Section 6.** The Board of Directors may authorize any officer or officers of the Corporation and agent or agents outside the Corporation to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation and such authority may be general or confined to specific instances.

**Section 7.** There shall be a regular annual meeting of the Board of Directors at such time and place, either within or without the State of Illinois, as said Board may determine. In addition, there shall be such other meetings of the Board of Directors as said Board may determine necessary to carry out the affairs of the Corporation.

**Section 8.** The transaction of business at any meeting of the Board of Directors, however called and noticed and whenever held, shall be as valid as though had at a meeting duly held after regular call and notice if a quorum be present, and if, either before or after the meeting, each of the directors entitled to vote, not present in person, signs a written waiver of notice, a consent to the holding of such meeting or an approval of the minutes of the meeting. All such waivers or approvals shall be filed with the corporate records or made a part of the minutes of the meeting. Notice of a meeting need not be given to any director who attends the meeting without protesting the lack of notice to such director prior to, or at the commencement of, the meeting. Neither the business to be transacted at, nor the purpose of, any meeting of the Board of Directors need be specified in the notice or waiver of notice of such meeting, unless specifically required by law.

**Section 9.** Any vacancy occurring in the Board of Directors from among directors specified in **Article VI, Section 1 (d)**, shall be filled by the SOMA Board of Trustees. Any vacancy occurring in the Board of Directors from among the directors specified in **Article VI, Section 1 (a), (c), (e)**, or

(f), shall be filled by the Board of Directors of the SOMA Foundation. A director chosen to fill a vacancy shall complete the unexpired term of his/her predecessor in office. Vacancies may be filled or new offices created and filled at any meeting of the Board of Directors.

**Section 10.** Directors shall not receive any compensation for their services. By resolution of the Board of Directors, directors may be reimbursed for the expense of attending meetings of the Board of Directors.

**Section 11.** Advisory and other committees and subcommittees may be designated or provided for by a **two-thirds** majority vote of the directors present at a meeting at which a quorum is present. Persons who are not directors may be designated or appointed as committee or subcommittee members pursuant to resolution of the Board of Directors.

**Section 12.** Any action, which may be taken at a meeting of the Board of Directors, may be taken without such meeting if all directors shall individually or collectively consent in writing to such action. Such action by written consent shall have the same force and effect as an unanimous vote of the directors. Such written consent or consents shall be filed with the minutes of the proceedings of the Board of Directors.

**Section 13.** The Associate Directors shall be responsible for recording and preparing the minutes of the Board of Directors and Advisory Board meetings. Such records shall be filed at the Corporate office and maintained by the Executive Director for inspection at any reasonable time.

## **Article VIII - Membership**

**Section 1.** Members of the SOMA Foundation shall consist of corporations, hospitals, medical, research, or educational institutions and any individuals who have demonstrated their interest in the causes of the osteopathic medical profession, osteopathic medical students, and research as related to total health. Members enrolled in one of the established membership classes shall be eligible to provide one representative to sit on their appropriate Advisory Board.

**Section 2.** The Chairman, with the written concurrence of the Board of Directors, may develop different classes of membership and a dues structure for each class.

**Section 3.** Membership terms shall be for one year.

## **Article IX - Advisory Boards**

**Section 1.** The purpose of the Advisory Boards shall be to advise the SOMA Foundation and National SOMA as to the direction, financial management, and creation of SOMA programs and activities; and to provide continuity to the leadership of the aforementioned organizations.

**Section 2.** The Corporate Advisory Board (CAB) shall consist of individual representatives from the corporations enrolled as corporate members of the SOMA Foundation.

**Section 3.** The Educational Advisory Board (EAB) shall consist of individual representatives from corporations, health care organizations, hospitals, schools, and other professions demonstrating an outstanding interest in the programs, activities and concerns of osteopathic medical students by their enrollment in institutional and individual classes of SOMA Foundation membership.

**Section 4.** The Advisory Boards shall meet with the SOMA Foundation Board of Directors twice per year; in conjunction with the Annual Fall and Spring National SOMA Conventions.

**Section 5.** The Executive Director shall conduct the business of the Advisory Boards between meetings of the Advisory Boards and the Board of Directors.

**Section 6.** The activities and recommendations of the Advisory Boards shall be in accordance with the goals of the Corporation. The Advisory Boards may be expanded or dissolved at any time by the Board of Directors.

## **Article X - Standing Committees, Bureaus, and Councils**

**Section 1.** The following shall be established as Standing Committees:

- a) Committee on Research and Development
- b) Committee on Medically Underserved Areas
- c) Committee on International Health
- d) Committee on Osteopathic Practice and Principles
- e) Committee on Scholarships and Student Loans
- f) Committee on Capital Campaign

**Section 2.** Members of the committees shall be appointed by the Board of Directors by a **simple** majority vote. Terms of service on the committees shall be designated by the Board of Directors upon appointment.

**Section 3.** Each committee may adopt rules and regulations for the conduct of its own affairs and duties not inconsistent with the **Bylaws** of the SOMA Foundation. Said rules and regulations are subject to the approval of the Board of Directors.

## **Article XI - Fiscal Policies**

**Section 1.** The fiscal and business year of the Corporation shall be from July 1st through June 30th.

**Section 2.** The National Treasurer of National SOMA shall serve as the Treasurer of the SOMA Foundation and will undertake all duties assigned by the Board of Directors and/or the Chairman of the SOMA Foundation. The Treasurer shall keep correct and complete books and records of account, that may be inspected by any director or his/her agent for any proper purpose at any reasonable time, and shall provide a Treasurer's Report at every meeting of the Board of Directors.

**Section 3.** The Board of Directors shall establish a bank account for the SOMA Foundation and a separate accounting system shall be established and maintained for each separate and distinct fund; namely,

- a) the *SOMA Foundation General Fund* containing all funds and assets acquired and received and not specifically designated by the grantor for any special purpose or fund. Funds shall be used in such manner as the Board of Directors designates.
- b) the *SOMA Foundation Research and Development Fund* containing all funds and assets acquired and received from grantors for the promotion of research by osteopathic medical students in all fields of medicine with emphasis in areas dealing with osteopathic principles.
- c) the *SOMA Foundation Medically Underserved Area Fund* containing all funds and assets acquired and received from grantors for the purpose of providing funds for the promotion of physician practices in medically underserved areas.
- d) the *SOMA Foundation International Health Fund* containing all funds and assets acquired and received from grantors for the purpose of providing funds for promoting physician practices in international health care, developing international health clerkships, and educating foreign medical professions about osteopathic medicine.
- e) the *SOMA Foundation Osteopathic Practice and Principles Fund* containing all funds and assets acquired and received from grantors for the purpose of providing osteopathic medical students the opportunity to engage in clerkships with physicians specializing in osteopathic manipulative practice.
- f) the *SOMA Foundation Scholarship and Student Loan Fund* containing all funds and assets acquired and received from grantors for the purpose of providing a fund to be available for scholarships and loans to worthy and qualified students in colleges of osteopathic medicine.
- g) and such other funds as may be established.

These funds shall be administered in accordance with such rules and regulations as may be established by the Board of Directors.

**Section 4.** The Foundation Board of Directors shall vote to approve, disapprove and/or modify the budget submitted by the National Treasurer on behalf of the SOMA.

## **Article XII - Contracts, Checks, and Deposits**

**Section 1.** All checks, drafts, or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation, shall be signed by the Treasurer and the Chairman or other agent, namely the Executive Director, of the Corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors.

**Section 2.** The funds of the Corporation shall be deposited to the credit of the Corporation in such banks, trust companies, or other depositories as the Board of Directors may select.

**Section 3.** The Board of Directors may solicit and accept on behalf of the Corporation any contribution, gift, bequest, or device for the general purposes of the Corporation.

## **Article XIII - Amendments to the Bylaws**

These Bylaws may be amended, altered, or repealed and new Bylaws may be adopted by a vote of at least **two-thirds** of the Directors present and voting at any meeting of the Board of Directors where quorum is attained, providing that at least thirty days written notice is given to all directors of such intention to amend, alter, or repeal and adopt new Bylaws at such meeting.

## **Article XIV - Dissolution**

At any time that the dissolution of the Corporation shall be authorized pursuant to the "General Not for Profit Act" of the State of Illinois, the Board of Directors shall distribute the assets of the Corporation (remaining after the payment, satisfaction and discharge or adequate provision thereof, of all liabilities and obligations of the Corporation in accordance with the requirements of said Act) to one or more non-profit organizations qualified for tax exemption under Section 501 (c) (3) or Section 501 (c) (6) of the Internal Revenue Code and engaged in activities to promote osteopathic medical education.

### **Resolution S89-24**

### **Effective Time Period: Undeclared**

BE IT RESOLVED that in the criteria for judgement of scholarship applications, points will be distributed in the following manner:

- 50% consideration given to SOMA involvement and service
- 25% consideration given to academic merit
- 25% consideration given to financial need

BE IT FURTHER RESOLVED that the consideration and judgement of scholarship applications will be in such a manner that academic merit and financial need will continue to be evaluated by an objective board and SOMA involvement will be assessed by the National President and the Programs & Benefits Coordinator, and

BE IT FURTHER RESOLVED that once an application is submitted by a student, the "SOMA Involvement" portion will thereby be considered complete and no additions or deletions will be permitted by said student.

**FOUNDATION CHAIRPERSON**  
**Job Description and Task List**

**Basic Functions:**

1. To uphold the objectives of the SOMA Foundation.
2. To establish long and short-term goals that are aimed to accomplish the objectives of the SOMA Foundation.
3. To establish and maintain superior communication with:
  - a) SOMA Foundation members;
  - b) Potential members of the SOMA Foundation;
  - c) The SOMA National President, the SOMA Board of Trustees and the remainder of the SOMA National Board;
  - d) The SOMA National Administrator;
  - e) Other Foundation officers;
  - f) The executive officers of osteopathic foundations, associations, hospitals and affiliated societies;
  - g) Corporations and other potential benefactors.
4. To raise funds for the SOMA Foundation and SOMA's affiliated programs.
5. To oversee affiliated program proposal development and promotion.
6. To oversee the establishment and continued activity of the Corporate Advisory Board (CAB) and to relate Foundation progress to these groups.
7. To act as a meeting chairperson for the CAB.
8. To act as official spokesperson and inspirational leader for the SOMA Foundation and take part in important monitoring and evaluation of organizational performance.
9. Writing of motivational updates to be published in the newsletter.
10. Attend all SOMA meetings and receive all Foundation information.
11. To act as master of ceremonies and to conduct presentation of honors and non-scholarship awards at the annual SOMA Foundation reception
12. To act as a voting member of the SOMA Board of Trustees.

### **Duties and Responsibilities:**

Within the limits of the SOMA Foundation's Bylaws and policies, the Chairman is responsible for accomplishing the duties set forth below:

1. To develop, carry out and evaluate the objectives, long term and short term goals, and create a timeline from which to fulfill duties with the SOMA Foundation before the mid-year meeting in July.
2. To develop, execute and evaluate all general SOMA Foundation meeting preparations such as agendas, invitations, facilities and informational materials at least one (1) month prior to each meeting.
3. To develop, execute and evaluate all SOMA Foundation CAB meetings including agendas, invitations, facilities and informational materials at least one (1) month prior to each meeting.
4. To monitor the Associate Director of Membership of the SOMA Foundation and supervise his/her initial contacts, membership promotion, follow-up calls, donation collections, membership benefits, and continued communications.
5. To develop, edit and distribute the SOMA Foundation newsletter (printed biannually) to the General Membership and the SOMA National Board on a timely basis.
6. To ascertain or develop, carry out and evaluate a sales and marketing plan to promote the SOMA Foundation's program increase funding. Sales and marketing plans will be evaluated at each meeting by the Board of Trustees.
7. To supervise the SOMA Foundation Associate Director of Grants in his/her review, revision and development of program proposals and help promote these proposals along with the program Director/Coordinator to interested parties. Each proposal should be reviewed by SOMA Foundation Chairperson at least once a year.
8. To receive and incorporate advice from the following individuals and relate this information to the SOMA Foundation officers:
  - a) SOMA National President
  - b) SOMA National President Vice President
  - c) SOMA National/Foundation Treasurer
  - d) SOMA Newsletter Editor
  - e) SOMA Foundation Citizen Seats
  - f) SOMA Foundation CAB
  - g) SOMA Administrator
  - h) American Osteopathic Association
  - i) American Osteopathic Foundation

**Relationships:**

1. Establish strong and trusting relationships with the SOMA Foundation Board of Trustees and program Director/Coordinators through personal telephone calls, letters, meetings and newsletters on at least a quarterly basis.
2. Establish a strong personal and working relationship with the members of the CAB through personal telephone calls, letters, meetings and newsletters on at least a biannual basis.
3. Seek out and establish strong personal and working relationships with SOMA Foundation members through personal telephone calls, letters, meetings and newsletters that will follow the marketing and strategic plans of the SOMA Foundation.
4. Establish and perpetuate working and personal relationships with the National SOMA membership and National Board.
5. Establish strong personal and working relationships with the various leaders of the osteopathic medical profession including leaders from other foundations, especially the American Osteopathic Foundation; student groups; Deans, Directors of Medical Education; pharmaceutical companies and other corporations and associations through personal telephone calls, letters, meetings and newsletters on a basis that will promote the SOMA Foundation and the osteopathic medical profession.

**FOUNDATION DIRECTOR/FINANCE DIRECTOR**  
**Job Descriptions and Task List**

1. Help the Chairperson develop and implement marketing plans.
2. Help the Chairperson develop agenda for the following meetings: Corporate Advisory Board (CAB) and the Board of Trustees.
3. Help develop and produce SOMA Foundation brochures and promotional material.
4. Help the Chairperson review proposals for educational and philanthropic programs.
5. Help the Chairperson contact larger non-healthcare corporations and foundations for donations.
6. To oversee the finances of the SOMA Foundation in conjunction with the American Osteopathic Foundation.
7. To help regulate the budget and help the SOMA Treasurer submit the Annual Report of the SOMA Foundation for publication two (2) months prior to all SOMA meetings.
8. Act as Foundation liaison in recruiting potential benefactors.
9. Work on the development and execution of marketing plans. Convey these plans to the Foundation Chair, the AOF, the SOMA Administrator, the remainder of the Foundation, and the Board of Trustees.
10. Writing of motivational Foundation updates to be published in the newsletter.
11. Attend all SOMA Foundation meetings and receive all SOMA Foundation information.
12. Work closely with Foundation Treasurer on maintenance of financial records.
13. Prepare yearly tax statements in conjunction with the SOMA National Treasurer, the SOMA Administrator, and a Certified Public Accountant.
14. Send billing to Foundation members for annual dues and keep a log of all SOMA contributors to submit to the Associate Director of Membership. Send thank you letters to paying members.
15. Allocate 25% of the annual dues of each Foundation member to be invested in the SOMA Capital Campaign.
16. To receive logs of grant donors, scholarship contributors and scholarship winners, with special attention to the Medical Education Scholarship recipients.

17. To submit all logs of Foundation members, grant donors, scholarship contributors, and scholarship recipients to the Chairperson.
18. Carry out all additional projects assigned by the Chairperson.
19. Act as a voting member of the SOMA Board of Trustees.

**FOUNDATION ASSOCIATE DIRECTOR OF MEMBERSHIP**  
**Job Description and Task List**

1. Act as Foundation liaison to recruit potential Foundation members.
2. Work closely with the Chairperson and Finance/Billing Director on development and execution of marketing plans.
3. Work closely with the Chairperson and Finance/Billing Director on reviewing and preparing proposals for developing and funding educational philanthropic programs.
4. Writing of motivational updates to be published in the SOMA newsletter.
5. Attend all SOMA Foundation meetings and receive all SOMA Foundation information.
6. Receive a list of paid Foundation members from the Finance/Billing Director each year and place the paid members in the appropriate categories as follows: Corporate Members; Institutional Members (Diamond Club, Ruby Club, Emerald Club); Individual Members (Platinum Club, Silver Club, Bronze Club, Well Wisher Club). Submit this information biannually in the SOMA newsletter.
7. Assist the Finance/Billing Director to incorporate 25% of each foundation member's annual dues for investment in the SOMA Capital Campaign.
8. Send Foundation membership recruitment packets biannually to SOMA alumni, osteopathic state associations, osteopathic schools and practice and non-practice affiliates.
9. Devise innovative and creative tactics for Foundation membership recruitment.
10. Maintain extensive correspondence with Foundation members by letter, phone and email.
11. Carry out additional projects assigned by the Chairperson or Director.

**FOUNDATION ASSOCIATE DIRECTOR OF GRANTS**  
**Job Description and Task List**

1. Act as a procurer of new funding sources for the Foundation and as a liaison to recruit potential benefactors.
2. Provide a template grant proposal for SOMA program directors/chairpersons to complete for funding and send these proposals to various corporations for approval.
3. Work closely with the SOMA Administrator and inform SOMA program directors/chairpersons when the Administrator has received grant funding from corporations.
4. Work as the sole individual in the SOMA National Board to request grant funding.
5. Work closely with the Chairperson and Finance/Billing Director on development and execution of marketing plans.
6. Work closely with the Chairperson and Finance/Billing Director on reviewing and preparing proposals for developing and funding educational and philanthropic programs.
7. Attend all SOMA Foundation meetings and receive all SOMA Foundation information.
8. Writing of motivational updates to be published in the newsletter.
9. To keep a log of all grant donors and submit this information to the Finance/Billing Director and biannually in the newsletter.
10. To send thank you letters to all grant donors.
11. Carry out additional projects assigned by the Chairperson or Director.

**FOUNDATION ASSOCIATE DIRECTOR OF SCHOLARSHIPS**  
**Job Description and Task List**

1. Act as Foundation liaison to recruit potential benefactors.
2. Work closely with the Chairperson and Finance/Billing Director on development and execution of marketing plans.
3. Work closely with the Chairman and Director on reviewing and preparing proposals for developing and funding educational and philanthropic programs.
4. Writing of motivational updates to be published in the newsletter.
5. Attend all SOMA Foundation meetings and receive all Foundation information.
6. Submit Scholarship information and applications to all SOMA Chapter Presidents annually.
7. Submit annual letters to approximately 200 osteopathic Directors of Medical Education for funding of the Medical Education Scholarship.
8. Submit annual letters and follow up in six months with telephone calls to corporations for funding of the Corporate Grant Scholarship.
9. Distribute a description of the scholarship point system and confidential copies of scholarship applications to the Citizen Seats for scoring.
10. Tabulate the points, as scored by the Citizen Seats, and present the points only to the SOMA Administrator prior to the award ceremonies.
11. Conduct the presentation of scholarship awards at the Foundation Reception and distribute award letters notifying the recipients where to send thank you letters.
12. Send each scholarship contributor and the Citizen Seats thank you letters.
13. Assure the turnover of original applications by the individual schools to the Administrator at the National Office for review and storage.
14. Assist the Chairperson and Director in the development of new scholarship programs and the improvement and execution of existing scholarship programs.
15. Recruit potential scholarship benefactors, especially for Corporate Grant Scholarship.
16. Provide a listing of all scholarship recipients, including name, school, and address to the National Treasurer upon disbursement of awards.

17. Submit names of scholarship winners, contributors and amounts given, and names of Citizen Seats to the SOMA newsletter after the awards ceremony.
18. Maintain a log of all scholarship contributors and winners and submit to the Finance/Billing director, with special attention to the Medical Education Scholarship recipients.
19. Carry out additional projects assigned by the Chairman of Director.

**SOMA NATIONAL TREASURER/FOUNDATION TREASURER**  
**Job Description and Task List**

1. Provide advice to the SOMA Foundation and the SOMA Board of Trustees on the establishment and implementation of present and future educational and philanthropic programs.
2. Receive and place all funds into the SOMA Foundation Treasury.
3. Manage all funds in the SOMA Foundation Treasury as directed by the SOMA Foundation Finance/Billing Director and the SOMA Administrator.
4. Keep and maintain accurate records of all funds deposited in, and disbursed from, the SOMA Foundation Treasury, both hard and computerized records.
5. Work with the American Osteopathic Foundation to provide advice and guidance on managing the funds of the SOMA Foundation.
6. Assist the Foundation Finance/Billing Director in preparing the Annual Report and receive all records of transactions that have occurred within the Foundation.
7. Act as a part-time officer of the SOMA Foundation.
8. Prepare yearly tax statements in conjunction with the Foundation Finance/Billing Director, the SOMA Administrator, and a Certified Public Accountant.
9. Attend all SOMA Foundation meetings, if possible, and receive all Foundation meeting minutes.
10. Act as a voting member of the SOMA Board of Trustees.

**CITIZEN SEATS**  
**Job Description and Task List**

1. Provide advice to the SOMA Foundation on the establishment and implementation of present and future educational and philanthropic programs.
2. Provide advice to the SOMA Foundation on the direction of marketing and fund raising and the direction of educational and philanthropic programs.
3. Provide guidance to the SOMA Foundation Chairperson on fund raising, marketing, the establishment of educational and philanthropic programs, scholarships, and endowments.
4. Act as voting members of the SOMA Foundation and as members of the Corporate Advisory Board.
5. Each year, rank SOMA Scholarship applications with a scholarship point system implemented by the SOMA Foundation Associate Director of Scholarships.
6. Attend all SOMA Foundation Corporate Advisory Board meetings, if possible, and receive minutes of all general Foundation meetings.
7. Serve as a dues paying member of the SOMA Foundation.
8. If possible, attend the SOMA Foundation Reception held annually at the SOMA Fall Convention.

**SOMA NATIONAL PRESIDENT  
Job Description and Task List**

1. Provide advice to the SOMA Foundation Chairperson on the establishment and implementation of present and future educational philanthropic programs, so that the Chairperson may relate such information to the Foundation.
2. Provide advice to the SOMA Foundation Chairperson on the direction of marketing and fund raising and the direction of educational and philanthropic programs as they pertain to the objectives of National SOMA, so that the Chairperson may relate such information to the Foundation.
3. Act as a part-time member of the SOMA Foundation.
4. Attend all SOMA Foundation meetings, if possible, and receive minutes of the meetings.
5. Act as a liaison to recruit potential benefactors.
6. Act as a voting member of the SOMA Board of Trustees.

**SOMA NATIONAL VICE PRESIDENT**  
**Job Description and Task List**

1. Provide advice to the Foundation Chairperson on the direction of marketing and fund raising and the direction of educational and philanthropic programs, so that the Chairperson may relate this information to the SOMA Foundation.
2. Continually monitor and enforce parliamentary procedure for the SOMA Foundation.
3. Continually monitor the SOMA Foundation officers and Program Directors/Coordinators of educational/philanthropic programs for compliance with their job descriptions.
4. Act as a part-time member of the SOMA Foundation
5. Attend all SOMA Foundation meetings, if possible, and receive minutes of the meetings.
6. Act as a liaison to recruit potential members.
7. Act as a voting member of the SOMA Board of Trustees.

**SOMA STUDENT DOCTOR NEWSLETTER EDITOR**  
**Job Description and Task List**

1. Assist Foundation officers with the publication of Foundation-related materials and names of Foundation members, grant and scholarship donors and scholarship recipients.
2. Act as a liaison to recruit potential benefactors.
3. Provide suggestions to the Foundation Chairperson concerning fund raising, Foundation membership recruitment, and the establishment and implementation of present and future educational and philanthropic programs, so that the Chairperson may relate this information to the SOMA Foundation.

**SOMA FOUNDATION CORPORATE ADVISORY BOARD (CAB)**  
**Job Description and Task List**

1. Serve as a dues paying member of the SOMA Foundation
2. Provide advice to the SOMA Foundation on the establishment and implementation of present and future educational and philanthropic programs.
3. Provide advice to the SOMA Foundation on the direction of marketing and fund raising and the direction of educational and philanthropic programs.
4. Provide guidance to the SOMA Foundation Chairperson on fund raising, marketing, the establishment of educational and philanthropic programs, scholarships, and endowments.
5. Attend all SOMA Foundation CAB meetings and receive minutes of all general Foundation meetings.
6. If possible, attend the SOMA Foundation Reception held annually at the SOMA Fall Convention.

## **Convention Evaluation Form:**

1. Overall opinion of the convention
2. What did you like the most?
3. What did you like least?
4. What do you think could make the convention better?
5. What would you like to see at the next convention?
6. Has the convention given you a better understanding of SOMA?
7. Have you learned things to take back to your schools?
8. Was there enough interaction between students?
9. Will you attend future SOMA conventions?