



**BYLAWS of the  
STUDENT ASSOCIATION of the  
AMERICAN COLLEGE OF OSTEOPATHIC FAMILY PHYSICIANS  
(Student Association of the ACOFP)**

**ARTICLE I - National Student Executive Board**

**Section 1 – Creation and Authority**

The duly elected officers of the Student Association of the American College of Osteopathic Family Physicians shall constitute the National Student Executive Board (NSEB). The authority of the Student Association of the ACOFP shall be vested in, exercised, conducted, and controlled by the National Student Executive Board, which shall be subject to the Constitution and Bylaws of the American College of Osteopathic Family Physicians and the Bylaws contained herein.

**Section 2 – Composition of the National Student Executive Board**

Only members of the Student Association of the ACOFP may become members of the National Student Executive Board. The National Student Executive Board shall consist of the following officers: President, Vice President, Secretary, Chapter Outreach Director, and Parliamentarian.

**Section 3 – Elections**

A. Any student wishing to run for a national officer position may nominate themselves for one position by submitting a Curriculum Vitae, a professional headshot photograph, a letter of intent for the desired office, and a video statement by the established deadline for national officer elections. These materials shall be made available for review by the Student Association of the ACOFP chapter delegates at least twenty-four (24) hours prior to the election.

B. At the ACOFP Annual Convention and Scientific Seminars, the officers of the National Student Executive Board shall be elected from the student membership of the ACOFP by the chapter delegates from each Student Association of the ACOFP chapter. Each Student Association of the ACOFP chapter shall be given up to two (2) votes.

C. The officers hereinbefore designated shall be elected by secret ballot.

D. A majority of all delegates present at the ACOFP Annual Convention and Scientific Seminars shall be required for election of a national officer. In the absence of any candidate receiving a majority vote, a run-off election shall be held between the two (2) candidates with the most votes for that office. Provisions may be made in extenuating circumstances as determined by the National Student Executive Board.

E. The order of elections shall be President, Vice President, Secretary, Chapter Outreach Director, and Parliamentarian.

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

**Section 4 – Quorum**

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

### **Section 5 – Vacancies**

Vacancies occurring in the National Student Executive Board shall be filled by a majority vote of the remaining members of the National Student Executive Board. The person appointed shall hold office until a successor is elected at the next ACOFP Annual Convention and Scientific Seminars.

### **Section 6 – Powers**

The powers of the National Student Executive Board are:

- A. To conduct, manage, and oversee the business and affairs of the Student Association of the ACOFP.
- B. To formulate rules, regulations, projects, ideas, and concepts for approval by the student membership, consistent with the Constitution and Bylaws of the ACOFP, for the guidance of the national student officers and members of the Student Association of the ACOFP.

### **Section 7 – Duties**

The duties of the National Student Executive Board are:

- A. To oversee the proper performance of the duties of all Student Association of the ACOFP chapter officers and committees and to work toward achieving the initiatives, projects, and goals established by the Student Association of the ACOFP.
- B. To present to the Board of Governors of the ACOFP any unresolved problems arising within the Student Association of the ACOFP that are pertinent to the welfare of the Association or the American College of Osteopathic Family Physicians.
- C. To consider all recommendations from all local Student Association of the ACOFP chapters and support initiatives that strengthen student engagement and participation.
- D. To present to the Board of Governors of the ACOFP a quarterly summary of its activities, prepared by the Secretary and approved by the National Student Executive Board.

### **Section 8 – Meetings**

- A. The President or any two (2) other members of the National Student Executive Board may call a meeting of the National Student Executive Board. Written notice of such meeting shall be sent to all members of the National Student Executive Board by the President or the Secretary.
  - 1. Not less than one (1) day prior to the meeting when such meeting is held virtually.
  - 2. Not less than thirty (30) days prior to the meeting when physical attendance is required.
- B. Meetings of the National Student Executive Board shall be confined to matters pertaining to the Student Association of the ACOFP, and the Secretary shall keep minutes of these meetings.

## **ARTICLE II - National Officers**

### **Section 1 – Officers**

The officers of the National Student Executive Board of the Student Association of the ACOFP shall be President, Vice President, Secretary, Chapter Outreach Director, and Parliamentarian.

The President, Vice President, and Secretary shall be members of the third-year or fourth-year class (as defined by the academic year following the ACOFP Annual Convention and Scientific Seminars at which they are elected). The Chapter Outreach Director and Parliamentarian shall be members of the second-year class (as defined by the academic year following the ACOFP Annual Convention and Scientific Seminars at which they are elected).

## **Section 2 – Term and Tenure**

The officers of the National Student Executive Board shall be elected by the delegates from each Student Association of the ACOFP chapter seated in the Congress of Delegates. Officers shall hold office for a term of one (1) year.

The term shall begin upon officer installation at the ACOFP Annual Convention and Scientific Seminars and shall end at the next ACOFP Annual Convention and Scientific Seminars, at which time new officers will be elected.

## **Section 3 – Delegates to the Congress of Delegates of Student Association of the ACOFP**

The delegates from each local Student Association of the ACOFP chapter shall be the outgoing Chapter President and the President-Elect, or their designees. Each Student Association of the ACOFP chapter shall have up to two (2) voting delegates seated in the Congress of Delegates.

## **Section 4 – Powers and Duties of the National President**

The powers and duties of the National President shall be:

- A. To preside at all meetings of the National Student Executive Board and of the general membership of the Student Association of the ACOFP.
- B. Together with the National Secretary, to execute all documents and instruments in the name of, and on behalf of, the Student Association of the ACOFP, subject to the approval of the National Student Executive Board and the Board of Governors of the ACOFP.
- C. To ensure that a permanent record of official acts is recorded in the minutes of the Student Association of the ACOFP, subject to the right of inspection by any member of the Student Association of the ACOFP and the Board of Governors of the ACOFP.
- D. To have charge of and general management of the affairs and business matters of the Student Association of the ACOFP, subject to the advice and authority of the National Student Executive Board.
- E. To perform all other duties as may be required by the National Student Executive Board of the Student Association of the ACOFP.
- F. May serve as a student representative on a national committee, task force, or work group of the ACOFP, as appointed by the President of the ACOFP.
- G. To oversee the student committees and ensure communication and collaboration with appropriate ACOFP national committees on shared goals or activities.
- H. To prepare and present a report to the Student Delegates of the Student Association of the ACOFP at the Annual Meeting of the Student Association of the ACOFP.

## **Section 5 – Powers and Duties of the National Vice-President**

The powers and duties of the National Vice President shall be:

- A. To perform all duties of the National President if the National President is unable to act. The National Vice President shall assume the President's responsibilities and exercise the powers and duties of the National President until the President is able to resume their duties.
- B. To perform all duties pertaining to this office as required by the National Student Executive Board.
- C. May serve as a student representative on a national committee, task force, or work group of the ACOFP, as appointed by the President of the ACOFP.

D. To serve as the NSEB liaison for assigned student committees and provide monthly reports to the National Student Executive Board.

E. To assist in planning the national student community service, diversity, or OMT project or event to be conducted during the ACOFP Annual Convention and Scientific Seminars.

### **Section 6 – Powers and Duties of the National Secretary**

The powers and duties of the National Secretary shall be:

A. To maintain all records required by the National Student Executive Board.

B. To maintain complete rosters of all local Student Association of the ACOFP chapter executive boards.

C. To record and maintain minutes of the proceedings of the National Student Executive Board and the Annual Meeting of the Student Association of the ACOFP.

D. To perform all duties pertaining to this office as required by the National Student Executive Board.

E. If the National President and the National Vice President are unable to act, the Secretary shall assume the responsibilities of the National President and exercise the powers and duties of that office.

F. Together with the National President, to execute all documents and instruments in the name of, and on behalf of, the Student Association of the ACOFP, subject to the approval of the National Student Executive Board and the Board of Governors of the ACOFP.

G. May serve as a student representative on a national committee, task force, or work group of the ACOFP, as appointed by the President of the ACOFP.

H. To serve as the NSEB liaison for assigned student committees and provide monthly reports to the National Student Executive Board.

### **Section 7 – Powers and Duties of the Chapter Outreach Director**

The powers and duties of the Chapter Outreach Director shall be:

A. To serve as the primary point of contact for forming new chapters and revitalizing inactive chapters.

B. To collaborate with appropriate national committees to support student membership engagement and recruitment.

C. To assist the National Secretary in maintaining accurate and up-to-date records of all local chapter presidents and chapter officers.

D. To serve as the NSEB liaison for assigned student committees and provide monthly reports to the National Student Executive Board.

E. May serve as a student representative on a national committee, task force, or work group of the ACOFP, as appointed by the President of the ACOFP.

### **Section 8 – Powers and Duties of the National Parliamentarian**

The powers and duties of the National Parliamentarian shall be:

A. To maintain order at meetings of the Student Association of the ACOFP in accordance with the most current edition of *Robert's Rules of Order Newly Revised*.

B. To perform duties as required by the National Student Executive Board.

C. If the National President, National Vice President, National Secretary, or Chapter Outreach Director are unable to act, the Parliamentarian shall assume the responsibilities of the National President and exercise the powers and duties of that office.

D. May serve as a student representative on a national committee, task force, or work group of the ACOFP, as appointed by the President of the ACOFP.

E. To serve as the NSEB liaison for assigned student committees and provide monthly reports to the National Student Executive Board.

### **ARTICLE III - National Committees of the Student Association of the ACOFP**

#### **Section 1 – Composition**

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

#### **Section 2 – Duties**

Members of each committee shall determine the charges of their respective committees. Each committee shall maintain a record of its activities, and the Student Board Liaison shall report these activities to the National President on a monthly basis.

### **ARTICLE IV - Local Chapters of the Student Association of the ACOFP**

#### **Section 1 – Composition of the Board**

Only members of the Student Association of the ACOFP may serve as officers of the Local Chapter Executive Board. The Local Chapter Executive Board shall consist of the following officers: President, Vice President, Secretary, Treasurer, and Officers-Elect.

#### **Section 2 – Elections**

Local Chapter officers shall be elected as follows:

##### **A. Nominating Committee**

Local Chapters shall establish a nominating committee composed of outgoing chapter officers, unless an outgoing officer is nominated for a chapter office. Applications for nomination shall be delivered to the nominating committee no less than two (2) weeks prior to elections. Applications shall be posted for review by the chapter membership no less than one (1) week prior to elections.

##### **B. President-Elect**

The President-Elect shall be elected by the last week of January during the academic year prior to the ACOFP Annual Convention and Scientific Seminars. Local Chapters must notify the National ACOFP office of the newly elected President-Elect no later than April 1.

The President-Elect should make every effort to attend the ACOFP Annual Convention and Scientific Seminars to participate in Student Association meetings, educational programming, and leadership seminars. The President-Elect shall be installed at the ACOFP Annual Convention and Scientific Seminars, at which time their term of office shall begin.

C. Vice President, Secretary, and Treasurer

These officers shall be elected by the end of February during the academic year prior to the ACOFP Annual Convention and Scientific Seminars. Local Chapters must notify the National ACOFP office of the newly elected officers no later than April 1.

The officers-elect should make every effort to attend the ACOFP Annual Convention and Scientific Seminars to participate in Student Association meetings, educational programming, and leadership seminars. Officers-elect shall be installed at the ACOFP Annual Convention and Scientific Seminars, at which time their term of office shall begin.

D. The Local Chapter Executive Board shall be elected by a majority vote of the Local Chapter membership.

E. A majority vote of members present shall be required for election of any officer. If no candidate receives a majority vote, a run-off election shall be held between the two (2) candidates receiving the most votes.

**Section 3 – Duties**

Local Chapters shall prepare monthly and annual reports of local chapter activities and submit these reports to the ACOFP Staff Liaison.

**Section 4 – Constitution and Bylaws Compliance**

Local Chapters of the Student Association of the ACOFP shall be subject to the Constitution and Bylaws of the Student Association of the ACOFP as well as those of the ACOFP.

**ARTICLE V -Dues**

**Section 1 – Prohibition of Membership Dues**

Local Chapters shall not charge dues for membership in the Student Association of the ACOFP.

**Section 2 – Event Participation Fees**

Local Chapters may charge members a participation fee per event, if deemed necessary. The participation fee shall be determined by the individual chapter.

**ARTICLE VI - Meetings**

**Section 1 - Meetings**

The order of business of all meetings shall conform to the most current edition of *Robert’s Rules of Order Newly Revised*, unless otherwise provided by the Constitution and Bylaws of the Student Association of the ACOFP.

**ARTICLE VII - Anti-Discrimination**

**Section 1 – Anti-Discrimination**

The National Student Executive Board and the Student Association of the ACOFP chapters shall not refuse membership based on race, religion, color, sex, sexual orientation, disability, national origin, or creed.

**ARTICLE VIII - Amendments**

**Section 1 – Authority to Amend Bylaws**

The Student Association of the ACOFP shall have the right to amend its Bylaws, make additions thereto, repeal the same, or adopt new Bylaws; provided that such Bylaws or amendments do not conflict with the Constitution and Bylaws of the ACOFP and are approved by the Board of Governors of the ACOFP.

**Section 2 – Notice of Proposed Amendments**

Written notice of proposed amendments must be submitted to the National President and National Secretary of the Student Association of the ACOFP sixty (60) days prior to the ACOFP Annual Convention and Scientific Seminars. These amendments will then be distributed to all Student Association of the ACOFP chapters and submitted to the Board of Governors of the ACOFP.

**Section 3 – Approval of Amendments**

The Bylaws of the Student Association of the ACOFP shall be amended, repealed, or added to only by a majority vote of the Delegates of the Student Association of the ACOFP. Amendments approved through this process must receive final approval by the Board of Governors of the ACOFP before they become effective.

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