

# **Policy & Procedure Manual**

**AAAOM-SOC**  
Version 3 2010

## Table of Contents

<b>Preface:</b> .....	<b>3</b>
History of Organization.....	4
2006-2007 AAAOM-SOC .....	5-6
2007-2008 AAAOM-SOC.....	7-8
2008-2010 AAAOM-SOC.....	10-11
2010-2011 AAAOM-SOC.....	12
AAAOM-SO Bylaws .....	13-25
<b>Section One: Procedure</b> .....	<b>26</b>
Communication.....	27
Meetings .....	27-28
Roberts' Rules of Order.....	29
The Standard Order of Business.....	29
Handling Orders .....	30-31
Taking Minutes.....	31
Formation of Local Chapters.....	32
Charter Process.....	33
Approval Process.....	34
Events .....	35
Half Price Membership Campaign .....	36
<b>Section Two: Policy</b> .....	<b>37</b>
Formation of the Board .....	38-39
President .....	39-40
President Emeritus.....	40-41
Vice President.....	42
Treasurer.....	42
Secretary .....	43-44
Director of Membership .....	44-45
Director of Communication.....	45-46
Director of Events .....	46-47
Alternates.....	47
Committees and Task Forces.....	47-49
Being a Joint Committee Representative.....	49
Officer Commitment .....	50-51
<b>Section Three: AAAOM</b> .....	<b>52</b>
Mission Statement and Public Purposes.....	53-54

History .....54-55

# **PREFACE**



## **American Association of Acupuncture & Oriental Medicine Student Organization**

### ***An Introduction & History***

The AAAOM-SO was founded officially, in 2006, at the AAOM National Conference in Phoenix. The groundwork for this organization was started in 2002, when AAOM Directors Gene Bruno and William Pettis wrote the bylaws and guidelines of the first national student organization. This was followed up at the AAOM's national conference in Orlando in 2003 by student caucus meetings to organize students nationally. Director Cynthia O'Donnell organized these caucuses in 2003, 2004, 2005 and 2006.

The 2005 Chicago AAOM National Conference was a major turning point for the future of the AAAOM-SO. Here, students from across the nation gathered at the national student caucus and began the processes for development of the current AAAOM-SO. The students, under the direction of Rhonda Wilbur (Shine), from Midwest College in Wisconsin, and Koala Moore (Moredo), from Five Branches Institute in California, divided into two task forces at this meeting, the Development Task Force and the Legislative Task Force. A year's worth of hard work and dedication brought them to the official adopting of by-laws and the formation their board, the Student Organization Council (SOC) in October of 2006, under a charter from the AAOM.

**AAAOM-SO Mission Statement:** “Promoting communication and cooperation between Acupuncture and Oriental Medicine students, professionals, and government agencies in an effort to insure optimal standards of care and integrity in the professions of Acupuncture and Oriental Medicine.”

**AAAOM-SO Action Statement:** “The AAAOM-SO represents and advocates on behalf of all Acupuncture and Oriental Medicine students nationwide for the opportunity to provide quality health care to the public, advance competent research and public awareness, and preserve the equitable and just interests of all practitioners of Acupuncture and Oriental Medicine.”

**2006-2007 AAAOM-Student Organization Council (SOC)**

**Co-Presidents**

**Rhonda Wilbur (Shine)**

**Koala Moore (Moredo)**

**Vice President**

**Aimee Diaz**

**Secretary**

**Patty Fullin**

**Treasurer**

**Maureen Woyci**

**Regional Director Coordinator**

**Margo Schaefer**

**Regional Directors:**

**NW Pacific**

**Kimberley Benjamin**

**SW Pacific**

**Melissa Monroe**

**Central**

**Jolene Habeck**

**Mountain**  
**Aemiee Diaz**

**NE Atlantic**  
**Margo Shaefer**

**SE Atlantic**  
**Rhonda Wilbur (Shine)**

**Other Directors**  
**Patrick Denny**  
**Amanda Troelsen**

**AAAOM-BOD Liaison to Student Organization**  
**Cynthia O'Donnell**

**Members at Large**  
**John Pirog**  
**Marilyn Allen**  
**Sheldon Blumenfeld**

**2007-2008 AAAOM-Student Organization Council (SOC)**

**Co-Presidents**

**Amanda Troelsen**

**Patty Fullin**

**President Elect**

**Jolene Habeck**

**President Emeritus:**

**Rhonda Wilbur (Shine)**

**Koala Moore (Moredo)**

**Vice-President**

**Niall Sheehan**

**Treasurer**

**Maureen Woyci**

**Secretary**

**Daljit Sachdev**

**Regional Director Coordinator**

**Margo Schaefer**

**Regional Directors:**

**NW Pacific**

**Kimberley Benjamin**

**SW Pacific**

**Melissa Monroe**

**Mountain**

**Nancy Robertson**

**Central**

**Hilary Patzer**

**NE Atlantic**

**Jim Pastore**

**SE Atlantic  
Jackie O'Meara**

**AAAOM-BOD Liaison to Student Organization  
Scott Cormier**

**Members at Large:  
John Pirog  
Marilyn Allen**

**2008-2010 AAAOM-Student Organization Council (SOC)**

**President**

**Jolene Habeck (resigned 9/09 to become AAAOM Operations Manager)**

**Kimberley Benjamin (appointed 9/09)**

**President Emeritus**

**Amanda Troelsen**

**Patty Fullin**

**Vice President**

**Jim Pastore (resigned 8/09)**

**Irwin Tijiong (appointed 8/09)**

**Secretary**

**Marlene Baczek (resigned 3/09)**

**Lina Castilla (appointed 9/09)**

**Treasurer**

**Earnest Mounce**

**Vice-President Directors:**

**VP of Membership**

**Austin Homringhaus**

**VP of Communication**

**Elisa Behnk**

**VP of Events**

**Kimberley Benjamin**

**Beth Jones-Prizer (8/09-1/10, resigned 1/10)**

**Regional Directors:**

**NW Pacific Regional Director**

**Irwin Tijiong**

**SW Pacific Regional Director**

**Nosh Marzbani**

**Mountain Regional Director**

**Anna Suter resigned 8/09**

**Central Regional Director  
Ryan Secor**

**NE Atlantic Regional Director  
Candace Holt**

**SE Atlantic Regional Director  
Cathlene Scoblionko**

**Members at Large  
John Pirog  
Marilyn Allen**



**2010-2011 AAAOM-Student Organization Council (SOC)**

**President**

**Vice President**

**Treasurer**

**Secretary**

**Directors:**

**Director of Communication**

**Director of Events**

**Director of Membership**

**Alternates (max 2):**

**Member At Large:**

**Marilyn Allen**

## AAAOM-SO Bylaws

### ARTICLE I - GENERAL/CHARTER

#### Section 1 – Name

The name of this organization shall be the “American Association of Acupuncture and Oriental Medicine - Student Organization,” hereafter referred to as "AAAOM-SO.”

The governing body of the AAAOM-SO will be an elected group of Officers that represents the general membership. This governing body is called the “American Association of Acupuncture and Oriental Medicine - Student Organization Council,” hereafter referred to as "AAAOM-SOC," or “SOC.”

#### Section 2 - Establishment/Charter by AAAOM

Provisions for establishment, formal organization, and operation of the AAAOM-SO and AAAOM-SOC are under an official charter granted by the AAAOM. The charter requires the AAAOM-SO / AAAOM-SOC to adopt by-laws approved by the AAAOM, which can be amended only with the approval of the AAAOM.

### ARTICLE II - PURPOSE

The Purpose of the AAAOM-SO shall be as follows:

To promote and support high standards of education and research in the medical art and science of Oriental medicine.

To promote intercollegiate functions, share solutions to mutual problems, and support legislation promoting Oriental medicine.

To provide a platform for students to have a voice in local, regional, and national issues that affect the practice of Oriental medicine.

To represent students and their interests at Regional AAAOM-SO Conferences and at the National Conference of the AAAOM.

To serve as a liaison between Oriental medicine students, student associations, governmental, and private groups, to inform students and the AAAOM of significant happenings within these groups.

To promote cooperation between Oriental medical students and licensed acupuncture and Oriental medicine professionals, cooperation between Oriental medicine associations, and

cooperation relating to Oriental medicine research in the field and within the U.S. acupuncture and Oriental medicine colleges, hereafter referred to as “Colleges.”

To track legislation that directly or indirectly affects Oriental medicine in a specific state, in which the AAAOM-SO has membership affiliations and/or interests.

To collaborate with and support the interests of the parent organization (the AAAOM) with clear understanding that the AAAOM-BOD is the ultimate authority with regard to AAAOM-SO policies and actions.

To help guide, direct, and support local, state and national public relations efforts to increase public awareness and interest in Oriental medicine.

### ARTICLE III - MEMBERSHIP to the AAAOM-SO

#### Section 1 - Categories of Membership

There shall be two categories of membership: Student and Member-at-Large.

##### A. Student

(i) A Student Member must be a current member of AAAOM.

(ii) A student member must be currently registered and in good standing at the college of acupuncture or Oriental medicine he/she is representing within the AAAOM-SO. The college must be an ACAOM accredited institution, meeting criteria, which enables its graduates to be eligible for application, testing, and certification through the NCCAOM examinations for acupuncture & Oriental medicine. Students enrolled in a DAOM, PhD, DAc, or OMD program are not eligible to be a student member, however they may serve as a Member-at-Large and act in an advisory role only.

(iii) Student members may continue to work with the AAAOM-SO and seek election as officers for the AAAOM-SOC for up to one year following their official graduation and, if in an elected position, remain in that elected position for the remainder of that term. If a student member takes an academic leave of absence or discontinues enrollment in an eligible AOM college, the student may no longer participate in the AAAOM-SO in any capacity. If a student member returns to an ACAOM accredited or candidate college to continue their degree following an academic leave of absence, they may resume service work with AAAOM-SO and run for elected office again.

##### B. Member-at-Large (2)

(i) A Member-at-Large must be a current member in good standing with the AAAOM.

A Member-at-Large purpose shall be to provide guidance and support in the form of council to the leadership of the AAAOM-SO.

There shall be a minimum of 1 Member-at-Large position.

## Section 2 – Application

Application for membership to the AAAOM-SO shall be made via application forms online and mail-in.

## Section 3 - Officers and Representatives

The AAAOM-SO shall be governed by a Council of Officers, known as the “AAAOM-Student Organization Council: or “SOC.” The duty and purpose of the SOC is to preserve the direction of the AAAOM-SO.

### A. College Chapters and Representatives to the AAAOM-SO

For College Chapter rules and regulations, please refer to the document in appendix 1: "AAAOM-SOCC-Bylaws," the AAAOM-Student Organization College Chapter Bylaws.

(i) Each college chapter having at least two members in good standing with the AAAOM-SO may elect one member to act as their representative with the AAAOM-SOC. It is recommended that the AAAOM-SOCC President serve as their representative.

(ii) The term of representation shall be one year. Election of the College's Representative shall be decided within each eligible college prior to the AAAOM-SO Annual General Meeting and the Officer Elections. Student Representatives must be re-elected every year within their local college chapter; however, there are no term limits for service.

### B. Officers

(i) The AAAOM-SO elected Officer positions shall be: (1) President, (1) Vice-President, (1) Treasurer and (1) Secretary; and (3) Directors: Director of Communications, Director of Events, and Director of Membership. There may also be (2) appointed Alternate SOC Officer positions. Additionally, the President who served immediately prior to the current President shall be known as President Emeritus. The total number of elected SOC positions, thus is 7. The maximum number of SOC Officer positions, elected and appointed, is 10, which includes 7 elected Officers, 1 President Emeritus, and 2 Appointed Members

(ii) Officers shall be nominated from among the general student membership of the AAAOM-SO. Eligible candidates must be an AAAOM member in good standing and a currently enrolled student at an ACAOM accredited institution. In addition, to be eligible for the office of President the candidate must have served in the SOC the previous year. By accepting a nomination, nominees must accept general responsibilities of SOC officers.

(iii) SOC Officers are expected to spend an average of 5 hours per week on AAAOM-SO-related activities. Activities and responsibilities include but are not limited to: frequent email, committee work (which may involve conference calls, creation of documents and articles, organizing events, etc.), monthly (and possibly weekly) conference calls, contact and communication with AOM schools to increase membership and inform of AAAOM-SO/AAAOM-related events and opportunities, and two in-person SOC board meetings per term. The AAAOM-SO will offer a stipend for travel costs related to in-person meetings; however, the amount may or may not cover all expenses. SOC members are responsible for their individual travel costs. Officers shall be elected by the General Membership of the AAAOM-SO as described in ARTICLE VI (Voting). Self-nomination is allowed.

(iv) Each Officer shall hold office for a one year term, with no term limits, until his/her successor has been elected and qualified, unless the officer in question resigns or is removed. Elections will be held every year at the AAAOM-SO Annual General Meeting, which takes place at the AAAOM Annual Exposition and Conference. Should the AAAOM discontinue or change the format of their Annual Exposition and Conference, the AAAOM-SO will move elections to electronic format as appropriate

(iv) If an officer position is vacant at any time and for any reason, this position may be filled by an appointment by the President of the AAAOM-SO and confirmed by a majority vote of the AAAOM-SOC.

(v) Should an officer choose to resign, they must give the AAAOM-SO Executive Committee 30 days notice of vacating the position, and remain in that position those 30 days while aiding the President in finding their replacement.

(vi) Each officer shall have one vote in matters of AAAOM-SOC which require voting, with all ballot ties to be decided by the President.

## ARTICLE IV - OFFICERS' DUTIES

### Section 1 – President

The President shall:

(i) Preside over all meetings of the General Membership and the SOC.

(ii) Prepare an agenda for all meetings.

(iii) Make all required appointments for Standing Committees, Special Committees, and Task Force Chairpersons, as well as have the authority to name members to these Committees.

(iv) Serve as a member ex-officio with the right to vote on all committees, including the AAAOM-SOC Executive Committee (EC).

- (v) Work with all SOC members on all matters as needed.
- (vi) Perform the duties of AAAOM-SO / AAAOM-SOC Representative with the public, the government, and other Oriental medicine organizations.
- (vii) Keep the AAAOM-SOC updated on all AAAOM affairs.
- (viii) Upon AAAOM BOD approval, sit on the AAAOM-BOD, or appoint an approved representative, with all rights and privileges therein, including attending quarterly AAAOM-BOD meetings and voting.
- (ix) Have other such authorities and perform other such duties, as are necessary for the functioning of AAAOM-SO / AAAOM-SOC, as prescribed by these by-laws of the AAAOM-SO or by the AAAOM-BOD.
- (x) Assist the SOC to contact AOM colleges and Student Representatives to establish and maintain communication, increase membership, provide guidance for school chapters and inform of AAAOM/AAAOM-SO events and opportunities as needed.

## Section 2 – Vice-President

The Vice-President shall:

- (i) Assist the President in all duties.
- (ii) Serve as a voting member of the AAAOM-SOC Executive Committee.
- (iii) Preside over meetings in the absence of the President.
- (iv) Perform the duties of President, if the President is unable to serve.
- (v) Oversee the Directors and report back to President on their activities.
- (vi) Contact AOM colleges and Student Representatives to establish and maintain communication, increase membership, provide guidance for school chapters and inform of AAAOM/AAAOM-SO events and opportunities as needed.
- (vii) Work collaboratively with other SOC members on projects/events/committees as needed.

## Section 3 –Treasurer

The Treasurer shall:

- (i) Keep and maintain full and accurate records of all financial transactions of the AAAOM-SO / AAAOM-SOC, and report thereon to the AAAOM-SOC and the General Membership.
- (ii) Ensure that the financial policies of the AAAOM-SO/AAAOM-SOC are adhered to.
- (iii) Assist in preparing the AAAOM-SO Annual Budget, if requested.
- (iv) Be responsible for the preparation and delivery of the Annual Financial Report and Budget to the General Membership at the Annual General Meeting.
- (v) Serve as the Student Chairperson of the Joint AAAOM/AAAOM-SO Silent Auction, reporting to the Director of Events on this project
- (vi) Contact AOM colleges and Student Representatives to establish and maintain communication, increase membership, provide guidance for school chapters and inform of AAAOM/AAAOM-SO events and opportunities as needed.
- (vii) Work collaboratively with other SOC members on projects/events/committees as needed.
- (viii) Serve as a voting member of the AAAOM-SO Executive Committee.
- (ix) Serve as the AAAOM-SOC Representative on the AAAOM National Government Affairs (NGA) Committee, as approved by the NGA Chairperson.

#### Section 5 – Secretary

The Secretary shall:

- (i) Be in charge of all AAAOM-SO / AAAOM-SOC records, with the exception of financial records.
- (ii) Follow the proper recording of proceedings of meetings of the General Membership and the AAAOM-SOC.
- (iii) Deliver AAAOM-SO Meeting Minutes to be approved by the meeting attendees, distribute as appropriate, and archive thereafter.
- (iv) Notify the General Membership of the date, time, and location of any meeting.
- (v) Serve as the AAAOM-SO Elections Committee Chairperson.
- (vi) Moderate the on-line AAAOM-SO Forum.

(vii) Maintain and update AAAOM-SO bylaws according to AAAOM-SOC approved amendments.

(viii) Maintain and update AAAOM-SO Policy and Procedures Manual according to AAAOM-SOC approved amendments.

(ix) Ensure that the AAAOM-SO, SOC, and SOCC adhere to the guidelines and rules set forth in the AAAOM-SO and AAAOM-SOCC bylaws.

(x) Serve as a voting member of the AAAOM-SO Executive Committee.

(xi) Contact AOM colleges and Student Representatives to establish and maintain communication, increase membership, provide guidance for school chapters, and inform of AAAOM/AAAOM-SO events and opportunities as needed.

(xii) Work collaboratively with other SOC members on projects/events/committees as needed.

#### Section 6 – Director of Membership

The Director of Membership shall:

(i) Be in charge of assisting and coordinating SOC members in their efforts to communicate with AOM colleges and Student Representatives to establish and maintain communication, increase membership, provide guidance for school chapters, and inform of AAAOM/AAAOM-SO events and opportunities as needed.

(ii) Maintain the master documents of college contacts list for each region.

(iii) Serve as a liaison between AAAOM-SO Membership Committee, AAAOM Membership Committee and the AAAOM-SOC Executive Committee.

(iv) Serve as the AAAOM-SO Membership Committee Chairperson. Duties include coordinating all activities necessary for the AAAOM-SO Annual Half-Price Membership Campaign.

(v) Serve as the AAAOM-SOC Student Representative on the AAAOM Membership Committee.

(vi) Report to the AAAOM-SO Vice-President.

#### Section 7 – Directors of Communications

The Director of Communications shall:

(i) Serve as the AAAOM-SO Media Publications Committee Chairperson. Duties include: writing, editing and soliciting articles for the AAAOM monthly and quarterly publications, and editing SOC documents as needed

(ii) Serve as the AAAOM-SOC Student Representative on the AAAOM Media Publications Committee (MPC), as approved by the AAAOM MPC Chairperson.

(iii) Report to the AAAOM-SO Vice-President.

(iv) Contact AOM colleges and Student Representatives to establish and maintain communication, increase membership, provide guidance for school chapters and inform of AAAOM/AAAOM-SO events and opportunities as needed.

(v) Work collaboratively with other SOC members on projects/events/committees as needed.

#### Section 8 - Director of Events

The Director of Events shall:

(i) Serve as the AAAOM-SO Conference Committee Chairperson. Duties include coordinating all efforts necessary to promote the AAAOM Annual Conference & Exposition to students, coordinating all efforts for student volunteers at the AAAOM Annual Conference & Exposition, providing guidance to Treasurer in Silent Auction activities

(ii) Serve as the AAAOM-SOC Student Representative on the AAAOM Conference Committee, as approved by the AAAOM Conference Committee Chairperson.

(iii) Report to the AAAOM-SO Vice-President.

(iv) Contact AOM colleges and Student Representatives to establish and maintain communication, increase membership, provide guidance for school chapters and inform of AAAOM/AAAOM-SO events and opportunities as needed.

(v) Work collaboratively with other SOC members on projects/events/committees as needed.

#### Section 10 – President Emeritus

The President Emeritus shall:

(i) Serve as a non-voting member of the AAAOM-SO Executive Committee.

(ii) Serve as a non-voting member of the AAAOM-SOC.

(ii) Provide guidance and council to the leadership of the AAAOM-SO.

#### Section 11 - Appointed Officer(s)

The Appointed Officer(s) shall:

(i) Be appointed at any time by the President, with approval by SOC vote.

(ii) Be limited to a maximum of two appointed officers at any time.

(iii) Should all officer positions already be filled, an appointed officer does not carry voting rights.

(iv) Shall share the duties and responsibilities of the SOC, as set forth in Article II, Section 2B (ii)

(iv) If an officer position is vacant at any time an appointed officer may be appointed to fill that position, except the office of president, for the remainder of the term, with all rights and privileges of that position.

#### Section 12 - Members-At-Large

The Members-at-Large shall:

(i) Be invited at all meetings of the AAAOM-SOC.

(ii) Provide guidance and support in the form of council to the leadership of the AAAOM-SO. Members-at-Large do not have voting rights in the AAAOM-SO.

### ARTICLE V - COMMITTEES AND TASK FORCES

#### Section 1 – Formation

General Committees and Task Forces shall be created and disbanded by the AAAOM-SOC as needed, to facilitate the Purpose of the AAAOM-SO, as described in ARTICLE II. The AAAOM-SO Executive Committee shall be a standing committee.

#### Section 2 - Powers, Responsibilities, and Duties

A. All Committee and Task Force Chairpersons must be AAAOM-SOC members. The Committee Chairperson are as follows: Membership Committee – Director of Membership; Media Publications Committee – Director of Communications; Conference Committee – Director of Events; ; Elections Committee – Secretary. The President, by and with the consent of a majority of the AAAOM-SOC, shall appoint Committee and

Task Force Chairpersons if the designated Chairperson cannot serve for any reason. Committee Chairpersons shall serve as the AAAOM-SOC Student Representative on all applicable AAAOM Committees, as needed and approved by the AAAOM committee Chairperson.

B. AAAOM-SOC Executive Committee (EC) - Members shall consist of President, Vice-President, Treasurer, Secretary and President Emeritus. The President shall serve as Chairperson of the EC.

The AAAOM-SOC EC Shall:

(i) Provide editing and approval of all promotional materials that are for distribution to the AAAOM-SO General Membership.

(ii) Provide guidance on policy and procedure issues as they arise.

(iii) Carry out AAAOM-SO business as directed by the SOC.

(iv) Hold monthly meetings via conference call.

(v) Invite Directors to EC meetings as needed, but they shall not have voting rights.

(vi) Invite the President Emeritus to all EC meetings, but he/she shall not have voting rights.

(vi) Report to the SOC on decisions and actions of the EC, on SOC conference calls.

C. Unless otherwise provided, all Committee and Task Force chairpersons and members shall hold their positions until the next election, or until their successors are appointed.

## ARTICLE VI – AAAOM-SOC VOTING

A. AAAOM-SOC Officer Elections shall be by secret ballot at the AAAOM-SO Annual General Meeting, with those receiving the greatest number of votes being elected as Officers to the AAAOM-SOC. The Secretary shall be responsible for coordinating the nomination, voting, tallying, and posting of election results, unless those responsibilities are delegated to an Election Committee. The AAAOM-SO President Emeritus or any other SOC member that is not running for re-election shall oversee the election process. Individual AAAOM-SO members at the Annual General Meeting shall have one vote each. The election process is subject to change to electronic format when that method is appropriate.

B. For the purposes of voting on issues, a quorum shall consist of 50% of AAAOM-SOC members, one of whom shall be the President.

C. All items presented for a vote shall require a 51% majority of persons present for passage, with the exception of the following:

1. Removal of an officer: 2/3 majority vote.
2. Change in the Bylaws: 2/3 majority vote. Note: Changes to bylaws are subject to approval by the AAAOM-BOD.
3. Officers, student members, or Members-At-Large of the AAAOM-SO may be removed at any time by the AAAOM-BOD or by the AAAOM-SOC, through the process of documented 2/3 vote due to "just cause." This includes, but is not limited to, indictment of criminal acts, moral turpitude, or lack of completion of their prescribed duties.

## ARTICLE VII – MEETINGS

### Section 1 - Meetings of the AAAOM-SOC

A. Meetings of the members of the AAAOM-SOC shall be held a minimum of four times each year, preferably at the quarter mark of the AAAOM Annual General Meeting. Meetings of the AAAOM-SOC are preferred to be held every 4-6 weeks. Meetings of the AAAOM-SO EC shall be held monthly. Meetings may be held electronically (e.g. via internet chat room or conference call), as necessary.

B. The President shall issue the agenda for each meeting and make it available to all members at least one week in advance of any meeting.

### Section 2 - Meetings of the Membership, or AAAOM-SO

There shall be an AAAOM-SO Annual General Meeting, otherwise known as “Student Caucus,” involving the General Membership of the AAAOM-SO, the principal business of which is the election of the Officers to the AAAOM-SOC, unless voting moves to an electronic format, and disclosing to the General Membership of AAAOM-SO activities.

## ARTICLE VIII - FINANCES/MEMBERSHIP FEES

The AAAOM-SO will claim fifty percent of every Standard Annual AAAOM Student Membership Fee to facilitate the purpose of the AAAOM-SO, as described in ARTICLE II. If a AAAOM-SO member continues to serve in the first or second year post graduation their AAAOM membership fee shall increase to first and second year practitioner rates. All monies from these memberships shall go directly to the AAAOM as these members are considered professional members.

The AAAOM-SO funds will be held as a separate class in AAAOM financial management system. The current AAAOM-SO President is responsible for authorization and management of reimbursements. All reimbursements and expenses that are not budgeted need to be voted on the AAAOM-SO EC. All monetary requests are to be

addressed to the AAAOM Operations Manager who will disburse checks, or seek further approval, if deemed appropriate.

#### ARTICLE IX - RULES OF ORDER

The rules contained in ROBERT'S RULES OF ORDER shall govern meetings of the AAAOM-SO and AAAOM-SOC in all cases which they are applicable and not inconsistent with these Bylaws.

# **SECTION ONE: PROCEDURE**

## **Communication**

The AAAOM-SO is a 100% volunteer organization with members spread across the entire country. Due to these geographical challenges, communication between SOC members is of utmost importance. Communication takes place electronically via email and a web based project management application, called Basecamp, and also via telephone calls and conference calls. SOC members must be willing to communicate frequently, often daily, in order to foster a professional and productive organization.

It is important to note, all documents and the majority of communications should take place on Basecamp as this provides a central location to store documents and track conversations that all SOC members can access at any time. It also serves as a historical reference for SOC business.

## **Meetings**

### **AAAOM-SO General Membership Meeting**

An annual meeting of the General AAAOM-SO Membership will be held in conjunction with the AAAOM National Conference. This meeting will serve as a national caucus for students across the country to come and voice their opinions, and to engage in the groundwork of their profession at the national level. A large majority of the meeting will also be set aside to conduct AAAOM-SO business (e.g. elections of national officers and committee reports) and for speakers. Should the AAAOM change conference formats to regional (vs. the current national) conferences, the student caucus may be subject to format change as well.

### **AAAOM-SOC Business Meetings:**

Members of the AAAOM-SOC shall meet a minimum of four times per year. Two of these board meetings will be held in person, and must have a majority of officers present. The two remaining meetings may be held electronically (e.g. via internet chat room or

conference call). The President(s) shall issue the agenda for each meeting and make it available to all members at least one week in advance of any meeting.

➤ **Guidelines:**

- For a meeting of the SOC to be referred to as a “board meeting”, there must be a majority of officers present.
- 2/3 of SOC is required for a change in the bylaws
- 2/3 of SOC is required for the removal of an officer
- In-person board meetings are open to the AAAOM-SO General Membership, except during closed/confidential sessions.

**AAAOM-SOC Conference Calls**

Conference calls may be used as a form of SOC Board Meetings. The same guidelines used at in-person meetings are required, please see above. Conference calls are set up through the AAAOM home office, and must be requested at least one week in advance. Conference calls are recommended at the following minimum frequency:

AAAOM-SO Executive Committee (EC) – Monthly

AAAOM-SOC – Every 6 Weeks

## **Robert's Rules of Order**

As stated in the AAAOM-SO Bylaws, all meetings must be conducted in accordance to the parliamentary procedure guidelines stated in the Robert's Rules of Order Manual (RROM). It is each officer's responsibility to be familiar with the proper conduct of business. Please see the following pages for guidelines regarding the categories below:

- **The Standard Order of Business**
- **Handling Motions**
- **Taking Minutes**

### **The Standard Order of Business:**

**(Excerpt from Robert's Rules of Order, 10<sup>th</sup> ed.)**

It is customary for every society having a permanent existence to adopt an order of business for its meetings. When no rule has been adopted, the following is the standard order of business:

1. Reading and Approval of the Minutes of the Previous Meeting
2. Reports of Officers, Boards, and Standing Committees
3. Reports of Special (Select or Ad Hoc) Committees
4. Special Orders
5. Unfinished Business and General Orders\*
6. New Business

\* The fifth item includes, first, the business pending and indisposed of at the previous adjournment; and then the general orders that were on the calendar for the previous meeting and were not disposed of; and finally, matters postponed to this meeting that have not been disposed of.

The secretary should prepare, prior to each meeting, a memorandum of the order of business for the use of the presiding officer, showing everything known in advance that is to come before the meeting. The chairman, as soon as one thing is disposed of, should announce the next business in order.

### **Handling Motions:**

**(Excerpt from Robert's Rules of Order, 10<sup>th</sup> ed.)**

1. A member seeks recognition for the floor
2. Chairman recognizes the member (member obtains the floor)

3. Member makes a motion
4. Another member seconds the motion
5. Chairman **states** the question
6. Debate (amendment and secondary motions)
7. Chairman **puts** the question to a vote
8. Chairman announces the result of the vote

### **What Precedes Debate:**

Before a subject is open to debate, it is necessary for a motion to be made by a member who has obtained the floor; next it is seconded (with certain exceptions); and then it is stated by the chair (presiding officer). The fact that a motion has been made and seconded does not place it before the assembly for consideration, as the chair alone can do that. He must either rule it out of order, or state the question on it so that the assembly may know what is before it for consideration and action. If several questions are pending, as a resolution and an amendment and a motion to postpone, the last one stated by the chair is the "immediately pending" question.

Until the motion is stated or ruled out of order by the chair, no debate or other motion is in order. However, members may suggest modifications to the motion, and the mover, without the consent of the seconder, has the right to make such modifications as he pleases, or even to withdraw his motion entirely **before** the chair states the question. This is the case only for a brief interval, because after the question is stated by the chair, the mover can do neither without the consent of the assembly. A little informal consultation before the question is stated often saves much time, but the chair must see that this privilege is not abused and allowed to run into debate. When the mover modifies his motion, the one who seconded it has a right to withdraw his second. After debate has begun, a second is immaterial.

The procedure in small boards of not more than about a dozen members present is relaxed a bit. The formalities necessary in order to transact business in a large assembly would hinder business in so small a body.

### **The Minutes:**

#### **(Excerpt from Robert's Rules of Order, 10<sup>th</sup> ed.)**

The record of the proceedings of a deliberative assembly is usually called the Minutes, or the Record, or the Journal. In the meetings of ordinary societies, there is no object in reporting the debates; the duty of the secretary, in such cases, is mainly to record what is "done" by the assembly, and not what is said by the members. The minutes should show:

- Kind of meeting, "regular" (or stated) or "special," or "adjourned regular" or "adjourned special";
- Name of the organization or assembly;
- Date/time of meeting and place, when it is not always the same;
- The fact of the presence of the regular chairman and secretary, or in their absence the names of their substitutes,

- Whether the minutes of the previous meeting were read and approved, or approved as corrected, and the date of the meeting if other than a regular business meeting;
- All main motions and motions that bring a main question again before the assembly, stating the wording as adopted or disposed of, and the disposition-- including temporary disposition (with any primary and secondary amendments and adhering secondary motions then pending;
- Secondary motions not lost or withdrawn where needed for clarity of the minutes;
- Points of order and appeals, and reasons the chair gives for the ruling;
- Time of adjournment.

Generally the name is recorded of the mover, but not of the seconded, unless ordered by the assembly. When corrections to the minutes are made by the assembly, the corrections are made in the written text of the minutes being approved, and the minutes of the meeting where they are corrected merely state that the minutes were approved "as corrected", without actually stating the details of those corrections.

The secretary should sign the minutes, and in some societies the minutes are also signed by the president. When the minutes are approved, the word "Approved" should be written on the minutes with the secretary's initials and the date.

Where the regular meetings are held weekly, monthly, or quarterly, the minutes are read at the opening of each day's meeting, and, after correction should be approved. Where the meetings are held several days in succession with recesses during the day, the minutes are read at the opening of business each day. If the next meeting of the organization will not be held for a long period, as six months or a year, the minutes that have not been read previously should be read and approved before final adjournment. If this is not practical, then the executive committee or a special committee should be authorized to correct and approve them. A special meeting does not approve minutes, and its minutes should be approved at the next regular meeting.

## Formation of Local Chapters

The establishment of local chapters is crucial to the AAAOM-SO. Without local chapters, we lack representation, membership and future motivation. Formation of local chapters and increasing student membership are the main **responsibility of the Director of Membership**. However, all SOC members are expected to work collaboratively in building relationships with AOM colleges and students from across the country. This may include but is not limited to creation of flyers, letters, membership materials, etc., to be used to notify colleges and students of AAAOM/AAAOM-SO events, campaigns, and opportunities. SOC members are given a list of Student Representatives and administrative contacts.. The Director of Membership is responsible for keeping a master list of all United States AOM colleges contact information, including administration contacts and student representatives. (All of these contacts *should have had initial* contact with the student organization. However, due to the high turnover of student representatives due to graduation, this contact list may be outdated. In this case, the SOC members will need to contact the administrative contact to help them secure another Student Representative.) First, and foremost, if the student representative or administrative contact expresses an interest on wanting to form a chapter, the proper forms, which include a AAAOM-SOCC charter, bylaws and information packet, should be forwarded. If the student representative or administrative contact expresses that their school does not want to form a local chapter, it is still the SOC's responsibility to keep them informed on events and specials that are available to them. *It is important to make sure ALL schools of AOM are kept informed about the AAAOM-SO and what it offers to students, whether they have a local chapter or not.*

### **Excerpt from a Sample Script for contacting AOM schools:**

*"Hello. My name is \_\_\_\_\_, and I am a representative of the American Association of Acupuncture and Oriental Medicine Student Organization. How are you today?"*

*Response.*

*"I am calling you today to inform you of our organization. The AAAOM-SO is the first and only national student organization formed to serve the students of the AOM field. We have been contacting schools across the country and forming local chapters. We are wondering if your school might be interested in getting on board."*

## Charter Process

A **charter** is a binding document incorporating an **organization** or institution and specifying its purpose and bylaws. The AAAOM-SO uses this charter as a starting point for any local college chapter. This historical document represents that officer team, and its quorum of members, accepting and carrying out the AAAOM-SO bylaws, and sustaining the order and direction of its Student Officer Council (SOC) and parent organization, the American Association of Acupuncture and Oriental Medicine (AAAOM). This charter is also binding contract of proper conduct and representation of AAAOM and AAAOM-SO.

This document becomes crucial to a chapter once they have elected an official officer team, and have the formation of a general quorum. Once this process is complete, the chapter will then receive a copy of a *Local Chapter Charter* from their designated SOC contact. The charter requires signatures of all chapter officers, up to ten associate members, and their faculty/administrative liaisons. Once the charter is completed, it is submitted to their SOC contact or the Director of Membership, who also signs the document, and forwards it on to the AAAOM national office for approval.

## Approval Process

The AAAOM Media Publications Committee (MPC) and/or AAAOM Operations Manager must approve all materials that are used by the organization, whether internally for business, or externally for public relations and student outreach. These materials include, but are not limited to, the following:

- Banners
- Flyers/Pamphlets
- Letters
- PowerPoint Presentations
- Information Packets
- Forms
- Graphics/Photographs

### *The procedure for getting materials approved:*

1. Send your initial copy via email to the AAAOM-SO EC for edits and approval.
2. The AAAOM-SO President will send edited draft to AAAOM Operations Manager and/or AAAOM MPC to the SO via basecamp, and await more edits if necessary.
3. The AAAOM Operations Manager and/or AAAOM MPC will send final copy to the AAAOM EC for approval if needed.
4. Await approval. \*\*\*

(Local Chapters will follow this same approval process, except beginning with the additional step of sending initial copy to their SOC contact, which will then follow the above approval process).

\*\*\*Please note, that you should allow a minimum of 2-4 weeks for approval. Major campaigns (membership, conference, etc.) materials should be submitted a minimum of

4-6 weeks in advance. The AAAOM-EC meets the first Monday of each month to discuss and approve matters.

## Events

One of the many goals of the AAAOM-SO is to promote the AOM profession. Public relations, community service, and fundraising events are a way of doing this effectively. All events, like all materials, must be approved by the AAAOM. This approval process is important to make sure that the correct and professional image is being portrayed at our institutions and in our communities. The AAAOM-SO and its local college chapters are expected to hold these events, as stated in the bylaws, during the year.

### *Approval process for events:*

- Fill out an events form, clarifying the type of event.
  - Send form, along with all materials displaying the AAAOM/AAAOM-SO name/logo, to their SOC contact via email.
  - The SOC contact will follow the approval protocol detailed on the previous page.
- \*\*\*

\*\*\*For events to be approved on the national and local chapter levels, it is important to have all information submitted 4-6 weeks in advance.

### *Fast Track Approval Process:*

Although all local chapter events must be approved individually, some events may meet Fast Track Approval Process requirements. In order to facilitate quicker approval times for local chapter events a short list of events have been given partial approval. For these specific events flyers/copy has already been created by the AAAOM-SOC. If a local chapter uses this copy and inserts their school/chapter name, location, date, and time without making any other changes to the copy approval of the event is likely to be given by the AAAOM Operations Manager to the SO with a one week turnaround.

## **Half Price Membership Campaign**

The AAAOM-SO has a themed membership campaign once a year, in which a Half Price Membership Special is offered to students. This reduce fee is open to all new and renewing student members. The AAAOM-SO Half Price Membership Campaign is conducted under the AAAOM, and can be limited or expanded by them only.

The Half Price Membership Campaign is usually held mid-year, and is one month in duration. The proceeds from the membership drive are split 50/50 between the AAAOM-SO and AAAOM. The AAAOM has graciously agreed to this 50/50 split of revenue in exchange for the AAAOM-SO organizing and coordinating student volunteers at the Annual AAAOM Exposition & Conference. Therefore, it is very important that the AAAOM-SO uphold its end of this agreement by actively and aggressively pursuing student volunteers for the Annual Conference.

Any additional AAAOM-SO membership specials may only be held under the direction and approval of the AAAOM only

## **SECTION TWO: POLICY**

## **Formation of the Board**

The AAAOM-SO has a 8 person officer team that includes the following positions:

- President
- President Emeritus (non-voting) immediate Past President
- Vice President
- Secretary
- Treasurer
- 3 Directors
  - Director of Communication
  - Director of Events
  - Director of Membership
  -
- Additionally, there may be up to 2 appointed, non-voting Alternate positions.
- All of these positions stated above are what form the American Association of Acupuncture and Oriental Medicine-Student Organization Council (SOC), and serves as the official name of the board, per the approved AAAOM-SO bylaws.

The AAAOM-SO also has at least 1 Member at Large, whom is a AAAOM member. Members at Large serve in an advisory role to the AAAOM-SOC, and are non-voting members.

SOC Officers are expected to spend an average of 5 hours per week on AAAOM-SO related activities. Activities and responsibilities include but are not limited to: frequent email, committee work (which may involve conference calls, creation of documents and articles, organizing events, etc.), monthly (and possibly weekly) conference calls, contacting and communicating with AOM schools to increase membership and inform of AAAOM-SO/AAAOM related events and opportunities, and two in-person SOC board meetings per term. The AAAOM-SO will offer a stipend for travel costs related to in-person meetings, however, the amount may or may not cover all expenses. SOC members are responsible for their individual travel costs.

Please see the following pages for detailed Student Organization Council (SOC) job descriptions.

### **President**

The President is the voice of the AAAOM-SO not only to the public and general student membership, but also as the Student Representative of the AAAOM-SO to serve on the AAAOM-BOD. The President must be a AAAOM member in good standing and currently attending an ACAOM accredited institution or be no more than one year post-graduation at the time of election. The President will preside over all meetings, and will serve as a member of all AAAOM-SO committees. It is their responsibility to be the primary contact with the AAAOM Operations Manager and AAAOM Executive Committee, and to work “hand in hand” with these people in the preparation of events and approval processes.

#### ***Duties (include but not limited to):***

Preside over all meetings of the General Membership and the SOC.

Prepare an agenda for all meetings.

Make all required appointments for Standing Committees, Special Committees, and Task Force Chairpersons, as well as have the authority to name members to these Committees.

Serve as a member ex-officio with the right to vote on all committees, including the AAAOM-SOC Executive Committee (EC).

Work with all SOC members on all matters as needed.

Perform the duties of AAAOM-SO / AAAOM-SOC Representative with the public, the government, and other Oriental Medicine organizations.

Keep the AAAOM-SOC updated on all AAAOM affairs.

Sit on the AAAOM-BOD, with all rights and privileges therein, including attending quarterly AAAOM-BOD meetings and voting.

Have other such authorities and perform other such duties, as are necessary for the functioning of AAAOM-SO / AAAOM-SOC, as prescribed by these bylaws of the AAAOM-SO or by the AAAOM-BOD.

Serve on designated committees of the AAAOM as an AAAOM-SOC representative.

Frequent email correspondence.

Monthly conference calls.

Two in-person SOC board meetings per year (AAAOM National Conference serves as one.)

Assist the SOC, to contact AOM colleges and Student Representatives to establish and maintain communication, increase membership, provide guidance for school chapters and inform of AAAOM/AAAOM-SO events and opportunities as needed.

### **President Emeritus**

The President Emeritus is the President whom immediately preceded the current President. President Emeritus must be a AAAOM member in good standing. President Emeritus serves as a non-voting member of the AAAOM-SOC and Executive Committee. President Emeritus is a purely advisory role to the President, the Executive Committee and the entire SOC. This office is one year in length. At the end of the year President Emeritus can no longer serve as a Student Member of the AAAOM-SO, but can however become a Member at Large.

#### ***Duties (include but not limited to):***

Serve as a non-voting member of the AAAOM-SO Executive Committee.

Serve as a non-voting member of the AAAOM-SOC.

Provide guidance and council to the leadership of the AAAOM-SO.

Monthly conference calls.

Two in-person SOC meetings per year (AAAOM National Conference serves as one).

## **Vice President**

The Vice President plays an important role in assisting the President carry out all administrative duties. Should the President not be able to serve for any reason the Vice President shall assume the office of President. The Vice President Directors report to the Vice President. The Vice President is a member of the AAAOM-SO Executive Committee. This office is a one year term that is open for election each year. The Vice President must be a AAAOM member in good standing and currently attending an ACAOM accredited institution or be no more than one year post-graduation at the time of election.

### ***Duties (include but not limited to):***

Assist the President in all duties.

Serve as a voting member of the AAAOM-SOC Executive Committee.

Preside over meetings in the absence of the President.

Perform the duties of President, if the President is unable to serve.

Oversee the Directors and report back to President on their activities.

Frequent email correspondence.

Monthly conference calls.

Two in-person SOC meetings per year (AAAOM National Conference serves as one.)

Contact AOM colleges and Student Representatives to establish and maintain communication, increase membership, provide guidance for school chapters and inform of AAAOM/AAAOM-SO events and opportunities as needed.

Work collaboratively with other SOC members on projects/events/committees as needed.

## **Treasurer**

The Treasurer position is responsible for the budget and financial documents of the AAAOM-SO. The Treasurer serves as the Student Chairperson of the Joint AAAOM/AAAOM-SO Silent Auction. The Treasurer also serves as the AAAOM-SO Legislative Committee Chair and is member of the AAAOM-SO Executive Committee. This office is a one-year term that is open for election each year. The Treasurer must be a AAAOM member in good standing and currently attending an ACAOM accredited institution or be no more than one year post-graduation at the time of election.

### ***Duties (include but not limited to):***

Keep and maintain full and accurate records of all financial transactions of the AAAOM-SO / AAAOM-SOC, and report thereon to the AAAOM-SOC and the General Membership.

Ensure that the financial policies of the AAAOM-SO / AAAOM-SOC are adhered to.

Assist in preparing the AAAOM-SO Annual Budget, if requested.

Be responsible for the preparation and delivery of the Annual Financial Report and Budget to the General Membership at the Annual General Meeting.

Serve as the Student Chairperson of the Joint AAAOM/AAAOM-SO Silent Auction.

Serve as the AAAOM-SO Legislative Committee Chairperson.

Serve as the AAAOM-SOC Student Representative on the AAAOM Legislative Committee, as approved by the AAAOM-BOD.

Serve as a voting member of the AAAOM-SO Executive Committee.

Frequent email correspondence

Monthly conference calls.

Two in-person SOC meeting per year (AAAOM National Conference serves as one).

Contact AOM colleges and Student Representatives to establish and maintain communication, increase membership, provide guidance for school chapters and inform of AAAOM/AAAOM-SO events and opportunities as needed.

Work collaboratively with other SOC members on projects/events/committees as needed.

## **Secretary**

The Secretary is responsible for all written documentation of the AAAOM. The Secretary shall also be the AAAOM-SO Elections Committee Chairperson and serve on the AAAOM-SO Executive Committee. This office is a one year term that is open for election each year. The Secretary must be a AAAOM member in good standing and currently attending an ACAOM accredited institution or be no more than one year post-graduation at the time of election.

***Duties (include but not limited to):***

Be in charge of all AAAOM-SO / AAAOM-SOC records, with the exception of financial records.

Follow the proper recording of proceedings of meetings of the General Membership and the AAAOM-SOC.

Deliver AAAOM-SO and AAAOM-SO Meeting Minutes to be approved by the meeting attendees, distribute as appropriate, and archive thereafter.

Notify the General Membership of the date, time, and location of any meeting.

Serve as the AAAOM-SO Elections Committee Chairperson.

Moderate the on-line AAAOM-SO Forum.

Maintain and update AAAOM-SO bylaws according to AAAOM-SOC approved amendments.

Maintain and update AAAOM-SO Policy and Procedures Manual according to AAAOM-SOC approved amendments.

Ensure that the AAAOM-SO, SOC, and SOCC adhere to the guidelines and rules set forth in the AAAOM-SO and AAAOM-SOCC bylaws.

Serve as a voting member of the AAAOM-SO Executive Committee.

Frequent email correspondence.

Monthly conference calls.

Two in-person SOC meetings per year (AAAOM National Conference serves as one).

Contact AOM colleges and Student Representatives to establish and maintain communication, increase membership, provide guidance for school chapters and inform of AAAOM/AAAOM-SO events and opportunities as needed.

Work collaboratively with other SOC members on projects/events/committees as needed.

## **Director of Membership**

The Vice President of Membership oversees the work of the SOC in reaching out to AOM Colleges and students. It is the SOC's job to ensure that proper communication between the AAAOM-SO and Student Representatives and college administration contacts is satisfied, and that all schools, members or not, are aware of all AAAOM-SO events. The Director of Membership will also serve as the Chair of the Membership Committee, which is responsible for creating the materials for the yearly Half Price Membership Campaign. This role is a one-year term that is open for election each year. The Director of Membership must be a AAAOM member in good standing and currently attending an ACAOM accredited institution or be no more than one year post-graduation at the time of election.

### ***Duties (include but not limited to):***

Be in charge of assisting and coordinating Regional Directors in their efforts to communicate with AOM colleges.

Maintaining master documents of college contacts for each region.

Be responsible for bi-monthly phone conferences with the AAAOM-SO Regional Directors to motivate, provide encouragement, and manage membership building activities and communications of the Regional Directors.

Provide a monthly or bi-monthly report to the Vice-President of all efforts and activities of the Director of Membership, Membership Committee, and SOCC's (as appropriate).

Serve as the AAAOM-SO Membership Committee Chairperson. Duties include coordinating all activities necessary for the AAAOM-SO Annual Half-Price Membership Campaign.

Serve as the AAAOM-SOC Student Representative on the AAAOM Membership Committee, per AAAOM Membership Committee approval.

Report to the AAAOM-SO Vice-President.

Serve on designated committees of the AAAOM as a AAAOM-SOC representative.

Frequent email correspondence.

Monthly conference calls.

Two in-person SOC board meetings per year (AAAOM National Conference serves as one.)

Contact AOM colleges and Student Representatives to establish and maintain communication, increase membership, provide guidance for school chapters and inform of AAAOM/AAAOM-SO events and opportunities as needed.

Work collaboratively with other SOC members on projects/events/committees as needed.

### **Director of Communication**

The Director of Communication is responsible for the creation of AAAOM-SO communications to AOM students. This may be in the form of articles, brochures, flyers, etc. The Director of Communications serves as Chair of the AAAOM-SO Media Publications Committee. In this role, the Director of Communication is responsible for all efforts that are necessary to submit an average of 3 articles per month for publication in *Qi Unity Report*, the monthly electronic news publication of the AAAOM. The Director of Communication is also responsible for all efforts necessary to submit articles for the *American Acupuncturist*, the quarterly print journal of the AAAOM. This office is a one year term that is open for election each year. The Director of Communications must be a AAAOM member in good standing and currently attending an ACAOM accredited institution or be no more than 1 year post-graduation at the time of elections.

#### ***Duties (include but not limited to):***

Serve as the AAAOM-SO Media Publications Committee Chairperson. Duties include: writing, editing and soliciting articles for the AAAOM monthly and quarterly publications (*Qi Unity Report* and *American Acupuncturist*).

Creation of AAAOM-SO print materials such as brochures, new member welcome materials, etc., as needed.

Serve as the AAAOM-SOC Student Representative on the AAAOM Media Publications Committee (MPC), per AAAOM MPC approval.

Serve on designated committees of the AAAOM as an AAAOM-SOC representative.

Report to the AAAOM-SO Vice-President.

Frequent email correspondence.

Monthly conference calls.

Two in-person SOC board meetings per year (AAAOM National Conference serves as one.)

Contact AOM colleges and Student Representatives to establish and maintain communication, increase membership, provide guidance for school chapters and inform of AAAOM/AAAOM-SO events and opportunities as needed.

Work collaboratively with other SOC members on projects/events/committees as needed.

## **Director of Events**

The Director of Events is responsible for coordinating all activities, materials, etc. necessary for communicating to the AAAOM-SO general membership and AOM students nationwide about AAAOM-SO events. The Director of Events serves as Chair of the AAAOM-SO Conference Committee. This office is a one year term that is open for election each year. The VP of Events must be a AAAOM member in good standing and currently attending an ACAOM accredited institution or be no more than one year post-graduation at the time of election.

### ***Duties (include but not limited to):***

Serve as the AAAOM-SO Conference Committee Chairperson. Duties include coordinating all efforts necessary to promote the AAAOM Annual Conference & Exposition to students, coordinating all efforts for student volunteers at the AAAOM Annual Conference & Exposition.

Serve as Chairperson for AAAOM-SO events.

Serve as the AAAOM-SOC Student Representative on the AAAOM Conference Committee, per AAAOM Conference Committee approval.

Serve on designated committees of the AAAOM as a AAAOM-SOC representative.

Report to the AAAOM-SO Vice-President.

Frequent email correspondence.

Monthly conference calls.

Two in-person SOC board meetings per year (AAAOM National Conference serves as one.)

Contact AOM colleges and Student Representatives to establish and maintain communication, increase membership, provide guidance for school chapters and inform of AAAOM/AAAOM-SO events and opportunities as needed.

Work collaboratively with other SOC members on projects/events/committees as needed.

## **Alternate**

There may be up to two appointed Alternate SOC members. The purpose of this position is to allow dedicated students that are willing to contribute their talents to the AAAOM-SO be apart of the SOC. Historically, there are a couple students during the course of a year desire to be involved with the SOC but were not available a the theime of elections or all of the election positions were filled. The Alternate position serves as a way that these students can be involved. Additionally, there are often SOC members that have to resign for personal reasons over the course of a year. The Alternate position allows the SOC to have alternate members ready to fill in a vacated position as needed. Alternate members must be a AAAOM member in good standing and currently attending an ACAOM accredited institution or be no more than one year post-graduation at the time of election. Alternate members may be appointed by the President, confirmed by SOC vote, at any time during the year.

Alternate SOC members do not have voting rights, but do have all other rights of SOC members.

Contact AOM colleges and Student Representatives to establish and maintain communication, increase membership, provide guidance for school chapters and inform of AAAOM/AAAOM-SO events and opportunities as needed.

Work collaboratively with other SOC members on projects/events/committees as needed.

## **Committees and Task Forces**

**Definition of a Committee and Task Force:** A small team given responsibility for a specific assignment with expected outcomes. A committee is standing, ongoing group. A task force is created for a specific need of shorter duration.

The AAAOM-SO has six standing committees: Conference, Elections, Executive, Legislative, Media Publications and Membership. . All Committee and Task Force Chairpersons must be AAAOM-SOC members. The Committee Chairpersons are as follows: Conference – Director of Events, Elections – Secretary, Executive – President, Legislative – Treasurer, Media Publications – Director of Communication, Membership – Director of Membership. The President, by and with the consent of a majority of the AAAOM-SOC, shall appoint Committee and Task Force Chairpersons if the designated Chairperson cannot serve for any reason. Committee Chairpersons shall serve as the AAAOM-SOC Student Representative on all applicable AAAOM Committees, as needed and approved by the AAAOM-BOD. With the exception of the Executive and Elections committees all other committees are open to the General Membership of the AAAOM-SO. No committee shall have more than 10-15 members. Unless otherwise provided, all Committee and Chairpersons and Members shall hold their positions until the next elections or until there successors are appointed.

The Executive Committee (EC) Chairperson is the President. The EC consists of the President, Vice President, Treasurer, Secretary and President Emeritus. President Emeritus is a non-voting member of the EC.

The AAAOM-SOC EC Shall:

Provide editing and approval of all promotional materials that are for distribution to the AAAOM-SO General Membership.

Provide guidance on policy and procedure issues as they arise.

Carry out AAAOM-SO business as directed by the SOC.

Hold monthly meetings via conference call.

Directors shall be invited to EC meetings as needed, but shall not have voting rights.

President Emeritus shall be invited to all EC meetings, but shall not have voting rights.

Report to the SOC on decisions and actions of the EC, on SOC conference calls.

The AAAOM-SO Elections Committee Chairperson shall be the Secretary. The Elections Committee is open only to SOC members. The Elections Committee shall prepare all necessary materials to inform the General Membership of the AAAOM-SO of impending election nominations, officer requirements and expectations, the election process, date, time and location of elections. The Election Committee Chair shall assist the President Emeritus in carrying out and officiating elections at the AAAOM-SO Annual Meeting (Student Caucus) held in conjunction with the annual AAAOM National Conference. Should AAAOM-SO elections move to an electronic format in the future, the Elections Committee will continue to prepare all materials to inform the General Membership of the AAAOM-SO about above stated Elections timelines, policies and procedures.

The AAAOM-SO Conference Committee Chairperson shall be the Director of Events. The Conference Committee is open to the General Membership of the AAAOM-SO. The Conference Committee is responsible for the creation of all materials for dissemination to all AAAOM-SO members and AOM colleges relating to the annual AAAOM National Conference and annual AAAOM-SO meeting. This may include but is not limited to flyers, power point presentations, and articles relating to the Conference, volunteer opportunities at the Conference, and the Student Caucus to be held during the Conference. The Conference Committee Chairperson shall serve on the AAAOM Conference Committee, as approved by the AAAOM-BOD.

The AAAOM-SO Legislative Committee Chairperson shall be the Treasurer. The Legislative Committee is open to the General Membership of the AAAOM-SO. This

committee is responsible for investigating and responding to legislative issues at the state and national levels that may impact the AOM profession. The Legislative Committee Chairperson shall serve on the AAAOM National Government Affairs Committee (NGA), as approved by the AAAOM NGA..

The AAAOM-SO Media Publications Committee Chairperson shall be the Director of Communication. The Media Publications Committee is open to the General Membership of the AAAOM-SO. This committee is responsible for the creation, solicitation and editing of all communication materials for submission to *Qi Unity Report* and *American Acupuncturist*, monthly and quarterly publications of the AAAOM. The Media Publications committee is also responsible for the creation of brochures, new AAAOM-SO member materials and other print materials as needed. The Media Publications Committee Chairperson shall serve on the AAAOM Media Publications Committee (MPC), as approved by the AAAOM MPC.

The AAAOM-SO Membership Committee Chairperson shall be the Director of Membership. The Membership Committee is open to the General Membership of the AAAOM-SO. This committee is responsible for creating all materials necessary for communicating to AAAOM-SO members and AOM students about the annual Half Price Membership Campaign. These materials may include but are not limited to: flyers, power point presentations and letters. The Membership Committee Chairperson shall serve on the AAAOM Membership Committee, as approved by the AAAOM-BOD.

### **Being a Joint Committee Representative**

As a branch of the AAAOM, AAAOM-SOC members are offered opportunities to sit on various AAAOM National Committees as a representative of the AAAOM-SO. Depending on the type of committee, these positions may be non-voting.

## **Officer Commitment (Turn in to President)**

- As a member of the AAAOM-Student Organization Council (SOC), each person is to serve at least a one-year term.
- Those members with voting positions must attend all meetings, unless discussed with the President.
- Mandatory monthly communication is expected by each officer to the SOC, regarding what they are working on and various projects. This can be via phone, email or basecamp.
- When forms, presentations and various other publications are sent out by members for edits and approval by the EC, each officer is expected to respond within 3 days. *Everyone's input is crucial to making this organization successful.*
- Family and school always come first. If for some reason you must abandon your position for a period of time, please contact the President or EC immediately. Failure to do this may lead to the termination of the position held.

### General SOC requirements:

SOC Officers are expected to spend an average of 5 hours per week on AAAOM-SO related activities. Activities and responsibilities include but are not limited to: frequent email, committee work (which may involve conference calls, creation of documents and articles, organizing events, etc.), monthly (and possibly weekly) conference calls, contacting and communicating with AOM schools to increase membership and inform of AAAOM-SO/AAAOM related events and opportunities, and two in-person SOC board meetings per term. The AAAOM-SO will offer a stipend for travel costs related to in-person meetings, however, the amount may or may not cover all expenses. SOC members are responsible for their individual travel costs.

By signing this document, I am willing to serve in the position elected to me for a one year term, and I recognize the terms and conditions that go with this commitment, as stated above.

---

SIGNATURE

---

DATE

## Officer Commitment (Turn in to President)

- As a member of the AAAOM-Student Organization Council (SOC), each person is to serve at least a one year term..
- Those members with voting positions must attend all meetings, unless discussed with the President.
- A mandatory monthly communication is expected by each officer to the SOC, regarding what they are working on and various projects. This can be via phone, email or basecamp.
- When forms, presentations and various other publications are sent out by members for edits and approval by the EC, each officer is expected to respond within 3 days. *Everyone's input is crucial to making this organization successful.*
- Family and school always come first. If for some reason you must abandon your position for a period of time, please contact the President or EC immediately. Failure to do this may lead to the termination of the position held.

### General SOC requirements:

SOC Officers are expected to spend an average of 5 hours per week on AAAOM-SO related activities. Activities and responsibilities include but are not limited to: frequent email, committee work (which may involve conference calls, creation of documents and articles, organizing events, etc.), monthly (and possibly weekly) conference calls, contacting and communicating with AOM schools to increase membership and inform of AAAOM-SO/AAAOM related events and opportunities, and two in-person SOC board meetings per term. The AAAOM-SO will offer a stipend for travel costs related to in-person meetings, however, the amount may or may not cover all expenses. SOC members are responsible for their individual travel costs.

By signing this document, I am willing to serve in the position elected to me for a one year term, and I recognize the terms and conditions that go with this commitment, as stated above.

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Signature

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Date

## **SECTION THREE: AAAOM**

## **American Association of Acupuncture and Oriental Medicine (AAAOM)**

### **Mission Statement and Public Purposes**

**Mission Statement:** To promote excellence and integrity in the professional practice of acupuncture and Oriental medicine, in order to enhance public health and well-being.

#### **AAAOM Purposes:**

- To establish, maintain and advance the professional field of Oriental medicine, with acupuncture and other modalities, as a distinct, primary care (ability to exercise professional judgment within the scope of practice) field of medicine.
- To integrate acupuncture and Oriental medicine in to mainstream health care in the United States.
- To advance the science, art and philosophy of acupuncture and Oriental medicine.
- To protect the body of knowledge of acupuncture and Oriental medicine.
- To advance the professional welfare of our members.
- To educate legislators, regulators, healthcare interests and the public regarding acupuncture and Oriental medicine.
- To develop and maintain standards of ethics, education and professional competence, and to promote research and inter-professional relationships, nationally and internationally.
- To insure that the public receives high quality AOM services
- To educate the public
- To serve the public effectively through improving access to our services

#### **AAAOM Values:**

- Integrity – that we do what we say we do
- Honesty – that we say what we do
- Excellence – that we seek the highest quality in all of our efforts
- Impeccability – that we act authentically from our values

- Trust – that we are impeccable in our communications and treatment of each other
- Compassion – that we care for each other, our community and the planet
- Responsibility – that we act with integrity and honesty in the fulfillment of our purview
- Consideration – we are thoughtful of ourselves, the leadership team, the membership, the profession, and the wellness of the public and the place where they reside.
- Diplomacy – that we communicate in a way that is imbued with emotional intelligence and for the greatest good
- Transparency – that we maintain no covert processes
- Diversity – that we respect and embrace the full plurality of practices within the medicine
- Validity of current practice standards
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- Fully trained AOM practitioners

### **AAAOM History:**

The American Association of Acupuncture and Oriental Medicine (AAAOM) was formed in 1981 to be the unifying force for American acupuncturists who are committed to high ethical and educational standards, and a well regulated profession to ensure the safety of the public. There was a split in our profession in 1993, resulting in two organizations being formed: The American Association of Oriental Medicine (AAOM) and the AOM Alliance. On February 1, 2007, the two organizations again reunited to form a new organization, The American Association of Acupuncture and Oriental Medicine (AAAOM). By taking the name of the organization that split in 1993, the new organization has signaled that events of the past that led to the split have been resolved, and that a new era in Acupuncture and Oriental Medicine leadership has arrived. AAAOM is incorporated as a 501(c)(6) Professional Corporation, AAAOM is governed by a 16-person Board of Directors, consisting of 12 Directors and 4 Alternate Directors. AAAOM has sixteen Standing Committees.

**Note:** As a result of the merger, the board is larger. On the first election following this reunification (October 2007), the membership, as governed by the AAAOM By-Laws, will vote new directors. At that time, the AAAOM Board of Directors returns to a governance of 12 individuals.

**Corporate Offices:** In June, 2004, the AAAOM moved their corporate of Offices from Chevy Chase, Maryland to Sacramento, California.