

# **Policy & Procedure Manual**

**AAAOM**  
**Student Organization Council**  
**Version 3 2009**

## Table of Contents

<b>Preface:</b> .....	<b>3</b>
History of Organization.....	4
2006-2007 AAAOM-SOC .....	5-6
2006-2007 AAAOM-SOC Committee Positions .....	6
2007-2008 AAAOM-SOC .....	7-8
2007-2008 AAAOM-SOC Committee Positions .....	9
2008-2010 AAAOM-SOC .....	10
2008-2010 AAAOM-SOC Committee Positions .....	11
AAAOM-SO Bylaws .....	12-22
<b>Section One: Procedure</b> .....	<b>23</b>
Meetings .....	24
Roberts' Rules of Order.....	25-27
The Standard Order of Business.....	25
Handling Orders .....	25-26
Taking Minutes.....	26-27
Formation of Local Chapters.....	28
Charter Process.....	29
Approval Process.....	30
Events .....	31
Half Price Membership Campaign .....	32
<b>Section Two: Policy</b> .....	<b>33</b>
Formation of the Board .....	34-35
President .....	35-36
President Emeritus.....	36
Vice President.....	36-37
Secretary .....	37-38
Treasurer.....	38-39
Vice President of Membership .....	39-40
Vice President of Communications .....	40-41
Vice President of Events .....	41-42
Regional Directors.....	42
Committees and Task Forces.....	43-45
Being a Joint Committee Representative .....	45
Officer Commitment .....	46-47
<b>Section Three: AAAOM</b> .....	<b>48</b>
Mission Statement and Public Purposes.....	49-50
History .....	50

# **PREFACE**



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

### *An Introduction & History*

The AAAOM-SO was officially founded, 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 AAOM-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 (Shine) Wilbur, 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, 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**

AAAOM-SO SE Atlantic Regional Director  
AAAOM-SO Membership Development Task Force  
AAAOM-SO Legislative Task Force

#### **Koala Moredo (Moore)**

AAAOM-SO Membership Development Task Force  
AAAOM-SO Legislative Task Force

### **Vice President**

#### **Aeimee Diaz**

AAAOM-SO Mountain Regional Director  
AAAOM-SO Membership Development Task Force

### **Secretary**

#### **Patty Fullin**

AAAOM-SO Legislative Task Force Chair

### **Treasurer**

#### **Maureen Woyci**

AAAOM-SO Legislative Task Force

### **Regional Director Coordinator**

#### **Margo Schaefer**

AAAOM-SO NE Atlantic Regional Director  
AAAOM-SO Membership Development Task Force

### **Regional Directors**

#### **Kimberley Benjamin**

AAAOM-SO NW Pacific Regional Director  
AAAOM-SO Legislative Task Force

#### **Melissa Monroe**

AAAOM-SO SW Pacific Regional Director  
AAAOM-SO Membership Development Task Force

#### **Jolene Habeck**

AAAOM-SO Central Regional Director  
AAAOM-SO Legislative Task Force

### **Other Directors**

#### **Patrick Denny**

AAAOM-SO Membership Development Task Force Co-Chair

**Amanda Troelsen**

AAAOM-SO Membership Development Task Force Co-Chair

**AAAOM-BOD Liaison to Student Organization**

**Cynthia O'Donnell**

**Members at Large**

**John Pirog**

**Marilyn Allen**

**Sheldon Blumenfeld**

### **2006-2007 AAAOM-SO Task Forces**

**Development Task Force:** Patrick Denny and Amanda Troelsen (Co-Chairs), Carolyn Boatman, Rebecca Christy, Patrick Denny, Aimee Diaz, Della Lawhon, Claudia McCalla, Melanie Miller, Melissa Monroe, Koala Moore, Carolyn Munson, Margo Schaefer, Steven Stone, Kathleen Stoneman, Susan Wagner, Jon Walton, and Rhonda Wilbur.

**Legislative Task Force** (includes Herbal Access, Reciprocity and Student Loan Forgiveness): Patty Fullin (Chair), Maria Angel, Brigitte Anderson, Kimberley Benjamin, David Bowles, Mara Brownsmith, Katie Fisher, Patty Fullin, Jolene Habeck, Beverly Lawrence, Koala Moore, Audrey Stewart, Rhonda Wilbur, and Maureen Woyci.

### **2006-2007 AAAOM-SO Joint Committee Representation:**

**Bylaws:** Rhonda Wilbur and Koala Moore.

**Conference/Elections Committee:** Amanda Troelsen, Aimee Diaz, and Rhonda Wilbur.

**Education/Credentialing:** Maureen Woyci.

**Ethics:** Amanda Troelsen.

**Finance:** Rhonda Wilbur, Koala Moore, and Maureen Woyci.

**Fundraising:** Jolene Habeck and Maureen Woyci.

**Government Affairs/National:** Patty Fullin.

**Government Affairs/State:** Margo Schaefer.

**Herbal Medicine:** Kimberley Benjamin and Patty Fullin.

**Insurance:** Rhonda Wilbur and Koala Moore.

**Media Affairs/Publications:** Jolene Habeck and Melissa Monroe.

**Membership:** Patrick Denny.

**Policies and Procedures:** Rhonda Wilbur and Koala Moore.

**Suppliers:** Patrick Denny.

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

### **Co-Presidents**

#### **Amanda Troelsen**

AAAOM-SO Executive Committee Chair  
AAAOM-SO Elections Task Force  
AAAOM-SO Membership Committee  
AAAOM-SO Conference Committee  
AAAOM-SO Media Publications Committee

#### **Patty Fullin**

AAAOM-SO Executive Committee  
AAAOM-SO Legislative Committee Co-Chair  
AAAOM-SO Conference Committee  
AAAOM-SO Membership Committee  
AAAOM-SO Media Publications Committee

### **President Elect**

#### **Jolene Habeck**

AAAOM-SO Executive Committee  
AAAOM-SO Media Publications Committee Co-Chair  
AAAOM-SO Elections Task Force Co-Chair  
AAAOM-SO Legislative Committee

### **President Emeritus:**

#### **Rhonda Wilbur**

#### **Koala Moredo**

### **Vice-President**

#### **Niall Sheehan**

AAAOM-SO Executive Committee  
AAAOM-SO Elections Task Force  
AAAOM-SO Membership Committee Co-Chair

### **Treasurer**

#### **Maureen Woyci,**

AAAOM-SO Executive Committee  
AAAOM-SO Legislative Committee Co-Chair  
AAAOM-SO Conference Committee Co-Chair

### **Secretary**

#### **Daljit Sachdev**

AAAOM-SO Executive Committee  
AAAOM-SO Membership Committee  
AAAOM-SO Media Publications Committee

**Regional Director Coordinator**

**Margo Schaefer**

AAAOM-SO Membership Committee Co-Chair

AAAOM-SO Conference Committee

**Regional Directors:**

**NW Pacific Regional Director**

**Kimberley Benjamin**

AAAOM-SO Conference Committee Co-Chair

**SW Pacific Regional Director**

**Melissa Monroe**

AAAOM-SO Media Publications Co-Chair

**Mountain Regional Director**

**Nancy Robertson**

**Central Regional Director**

**Hilary Patzer**

AAAOM-SO Legislative Committee

AAAOM-SO Media Publications Committee

**NE Atlantic Regional Director**

**Jim Pastore**

AAAOM-SO Legislative Committee

**SE Atlantic Regional Director**

**Jackie O'Meara**

AAAOM-SO Legislative Committee

**AAAOM-BOD Liaison to Student Organization**

**Scott Cormier**

**Members at Large:**

**John Pirog**

**Marilyn Allen**

## **2007-2008 AAAOM-SO Committee/Task Force Positions**

**Conference Committee:** Maureen Woyci and Kimberley Benjamin (Co-Chairs), Patty Fullin, Margo Schaefer, Amanda Troelsen

**Elections Task Force:** Jolene Habeck and Amanda Troelsen (Co-Chairs), Niall Sheehan

**Executive Committee:** Amanda Troelsen, Patty Fullin, Jolene Habeck, Niall Sheehan, Maureen Woyci, Daljit Sachdev

**Legislative Committee:** Patty Fullin and Maureen Woyci (Co-Chairs), Jolene Habeck, Jackie O'Meara, Jim Pastore, Hilary Patzer

**Media Publications Committee:** Jolene Habeck and Melissa Monroe (Co-Chairs), Patty Fullin, Hilary Patzer, Rob Lowe, Amanda Troelsen

**Membership Committee:** Margo Schaefer and Niall Sheehan (Co-Chairs), Patty Fullin, Daljit Sachdev, Amanda Troelsen

## **2007-2008 AAAOM-SO Joint Committee Representation**

**Conference:** Patty Fullin, Amanda Troelsen, Maureen Woyci

**Education/Credentialing:** Maureen Woyci

**Ethics:** Amanda Troelsen

**Finance:** Maureen Woyci

**Fundraising:** Jolene Habeck, Maureen Woyci

**Government Affairs/National:** Patty Fullin

**Government Affairs/State:** Margo Schaefer

**Herbal Medicine:** Kimberley Benjamin, Patty Fullin

**Legislative:** Patty Fullin, Jackie O'Meara, Jim Pastore, Hilary Patzer

**Media Publications:** Jolene Habeck, Melissa Monroe

**Membership:** Daljit Sachdev, Amanda Troelsen

## **2008-2010 AAAOM-Student Organization Council**

### **President**

Jolene Habeck

AAAOM Board of Directors, Director and Student Liaison

AAAOM Conference Committee

AAAOM Policy and Procedures Committee

AAAOM Membership Committee, Chair

AAAOM Action Corps, Membership Mentor

### **President Emeritus**

Amanda Troelsen

AAAOM Conference Committee

AAAOM Elections Committee, Chair

AAAOM Nominations Committee, Chair

AAAOM Ethics Committee

### **Patty Fullin**

### **Vice President and Vice President of Events**

Kimberley Benjamin

AAAOM Conference Committee

AAAOM National Government Affairs Committee, Grassroots Campaign

### **Treasurer**

Earnest Mounce

National Government Affairs Committee, Student Rep

### **VP of Membership**

Austin Homrighaus

AAAOM-SO Membership Committee, Chair

AAAOM Membership Committee, Student Rep

### **VP of Communications**

Elisa Behnk

AAAOM-SO Communications Committee, Chair

AAAOM Media and Publications Committee, Student Rep

### **NW Pacific Regional Director**

Irwin Tjong

### **SW Pacific Regional Director**

Nosh Marzbani

### **Mountain Regional Director**

**Central Regional Director**Ryan Secor

**NE Atlantic Regional Director**

Candice Holt

**SE Atlantic Regional Director**

Cathlene Scoblionko

**Members at Large**

Marilyn Allen

# **SECTION ONE: PROCEDURE**

## 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.

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

Members of the AAAOM-SOC have meetings a minimum of 12 times per year, primarily through means of teleconference. Two of these board meetings will be held in person and must have a majority of officers present, one of which is held at the AAAOM national conference. 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 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, by emailing Angie at [awoodward@aaaomonline.org](mailto:awoodward@aaaomonline.org), and must be requested at least one week in advance.

#### **Conference calls are recommended at the following frequency:**

- AAAOM-SO Executive Committee (EC) – monthly
- AAAOM-SOC – Preferably monthly, at a minimum every 6 weeks
- Regional Directors conference call (led by VP of membership) – every other month.

## **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 goals of the Regional Directors (RDs). There are 6 regional directors that coordinate the six regions of the country. The regions are: *Northwest Pacific, Southwest Pacific, Mountain, Central, Northeast Atlantic and Southeast Atlantic.*

Regional directors are given a predetermined list of student representatives and administrative contacts of their particular region. They receive this list from the VP of membership, or previous regional director.

- 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 regional director will need to contact the school's administrative contact to help them secure another student representative.

First, and foremost, if interest is expressed by the student representative or administrative contact on wanting to form a chapter, the proper forms, which include an AAAOM-SOCC charter and bylaws 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 regional director'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 accept and plan to adhere to the AAAOM-SO bylaws and sustain the order and direction of the student officer council (SOC) and founding organization, the American Association of Acupuncture and Oriental Medicine (AAAOM). This charter is also binding contract of proper conduct and representation of the 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 regional director. 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 the regional director, who also signs the document, and forwards it on to the AAAOM national office for archiving.

## Approval Process

All materials that are used by the organization externally for public relations and student outreach must be approved by the AAAOM executive director, AAAOM president, and AAAOM executive committee (EC), if deemed appropriate. Materials that would qualify for approval include, but are not limited to, the following:

1. Banners
2. Flyers/pamphlets
3. Letters and forms
4. PowerPoint presentations
5. Information packets

### ***The procedure for approving material:***

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 executive director and/or AAAOM-BOD liaison to the SO via email, and await more edits if necessary.
3. The AAAOM executive director and/or AAAOM-BOD liaison to the SO will send final copy to the AAAOM EC for approval if needed.
4. Await approval. \*\*\*

### **Local Chapter Material Approval:**

Local chapters will follow this same approval process, except beginning with the additional step of sending initial copy to their regional director, who will then follow the above approval process

\*\*\*Please note, that you should allow a minimum of 2-4 weeks for approval. Major campaigns and events (membership, conference, etc.) materials should be submitted a minimum of 4-6 weeks in advance.

## 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 includes sending the following information to the designated RD:***

- An event proposal. Event proposals should include the following information pertaining to the event:
  - Purpose of event (i.e., raising money to send students to national conference, a specified charity, donate to the AAAOM PAF, etc.)
  - Speakers, with credentials and contact information, if applicable.
  - Cost for attendance to event, and if the chapter is requesting financial assistance from the SOC.
  - Main contacts for the event and what local chapters are involved.
- All materials displaying the AAAOM/AAAOM-SO name/logo promoting the event.

\*The regional director 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 at least 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 executive director and/or AAAOM BOD liaison to the SO with a one week turnaround.

## **Half Price Membership Campaign**

The AAAOM-SO has at least one themed membership campaign per 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 is held in conjunction with the AAAOM professional membership drive.

The “Half Price Membership Campaign” is usually held in the spring and is one month in duration. The proceeds from the membership drive are split 50/50 between the AAAOM-SO and AAAOM. An additional AAAOM-SO membership special may only be held under the direction of the AAAOM and the AAAOM Membership Committee upon request and approval.

## **SECTION TWO: POLICY**

## **Formation of the Board**

The AAAOM-SO has a 14 person officer team that includes the following positions:

- President
- President Emeritus (non-voting)
- Vice President
- Secretary
- Treasurer
- 3 Vice President Directors
  - VP of Membership
  - VP of Media Publications
  - VP of Events
- 6 Regional Directors
  - Northwest Pacific
  - Southwest Pacific
  - Mountain
  - Central
  - Northeast Atlantic
  - Southeast Atlantic

All of these positions stated above are what form the American Association of Acupuncture and Oriental Medicine-Student Organization Council (SOC), and which serves as the official name of the board.

The AAAOM-SO also has at least 2 members at large, whom are AAAOM members. Members at large serve in an advisory role to the AAAOM-SOC and are non-voting members.

## **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 as a director. 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 presides over all meetings, and serves as a member of all AAAOM-SO committees. It is their responsibility to be the primary contact with the AAAOM executive director and to work “hand in hand” with the AAAOM office 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.

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

Have other such authorities and perform other such duties, as are deemed 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, if desired.

Frequent email correspondence.

Monthly conference calls as well as two in-person SOC board meetings per year (AAAOM national conference serves as one.)

## **President Emeritus**

The president emeritus is the president who immediately precedes 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-SOC, 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 and AAAOM-SOC

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

Monthly conference calls as well as 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 (Events, Membership and Communications) 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 vice-president directors and report back to president on their activities.

Frequent email correspondence.

Monthly conference calls as well as two in-person SOC meetings per year (AAAOM national conference serves as one.)

## **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 student member of the National Government Affairs (NGA) committee 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 an 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 as requested.

Ensure that the financial policies of the AAAOM-SO / AAAOM-SOC are adhered to and assist in preparing the AAAOM-SO annual budget with the AAAOM executive director.

Have access, along with the AAAOM-SO president, to the organization's online bank account.

Serve as the student chairperson of the joint AAAOM/AAAOM-SO Silent Auction.

Serve as the AAAOM-SO student member on the AAAOM National Government Affairs Committee.

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

Frequent email correspondence

Monthly conference calls as well as two in-person SOC meetings per year (AAAOM national conference serves as one).

## **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 on the AAAOM-SOC Yahoo forum.

Notify the general membership of the date, time, and location of any national meeting.

Serve as the AAAOM-SO Elections Committee chairperson.

Moderate, along with the AAAOM-SO president, the on-line AAAOM-SO Facebook page.

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

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

Ensure that the AAAOM-SO and SOC adhere to the guidelines and rules set forth in the AAAOM-SO bylaws and Policy and Procedure Manual.

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

Frequent email correspondence.

Monthly conference calls as well as two in-person SOC meetings per year (AAAOM national conference serves as one).

### **Vice President of Membership**

The vice president of membership oversees the work of the six regional directors (RDs). It is their 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. This position can be served concurrently with the RD position. The VP 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 VP 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 a master list of all school contacts in the country.

Serve as a liaison between regional directors and the AAAOM-SOC Executive Committee.

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 regional directors.

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 member on the AAAOM Membership Committee.

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

Frequent email correspondence.

Monthly conference calls as well as two in-person SOC board meetings per year (AAAOM national conference serves as one.)

### **Vice President of Communications**

The vice president of communications is responsible for the creation of AAAOM-SO communications to AOM students. This may be in the form of articles, brochures, flyers, etc. The VP of communications serves as chair of the AAAOM-SO Media Publications

Committee. In this role, the VP of communications is responsible for all efforts that are necessary to submit an average of three articles per month for publication in *Qi Unity Report*, the monthly electronic news publication of the AAAOM. The VP of communications 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 VP of communications must be an 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 *The 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.

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 as well as two in-person SOC board meetings per year (AAAOM national conference serves as one.)

## **Vice President of Events**

The vice president 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 VP 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 and serve on the AAAOM Conference Committee. 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 on designated committees of the AAAOM as a AAAOM-SOC representative.

Report to the AAAOM-SO vice-president.

Frequent email correspondence.

Monthly conference calls as well as two in-person SOC board meetings per year (AAAOM national conference serves as one.)

### **Regional Director**

There are six AAAOM-SO regional directors (RDs). The RDs are designated according to regions of the country which are: NW Pacific, SW Pacific, Mountain, Central, NE Atlantic, and SE Atlantic. The position of regional director serves as the direct liaison between the AAAOM-SOC and the AAAOM-SOCs in their designated region. This office is a one year term that is open for election each year. An RD must be an 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 communicating with and disseminating information to the local chapter officer teams and non-chapter student representatives within their time zones and regional divisions.

Be in charge of addressing the specific demands of students' state issues within their regions. If specific issues arise, a RD can ask for the assistance from the AAAOM National Government Affairs Committee or the AAAOM executive director.

Be responsible for coordinating monthly phone conferences, if necessary or other electronic communications (e.g., chat rooms) with individual college representatives and for helping the vice-president of membership maintain updated contact information for each school.

Report monthly or bi-monthly to the vice-president of membership on all activities

Serve on designated committees of the AAAOM as an AAAOM-SO representative

Frequent email correspondence.

Monthly conference calls as well as two in-person SOC board meeting per year  
(AAAOM national conference serves as one.)

## 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 – VP of events, Elections – secretary, Executive – president, Legislative – treasurer, Media Publications – VP of communications, Membership – VP 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 their 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 VP directors maybe invited to join the EC, have all the rights therein, only when representation is needed.

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 and 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 AAAOM-BOD Liaison to the Student Organization 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 VP 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 Media Publications Committee chairperson shall be the VP of Communications.** 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 *The 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, as approved by the AAAOM-BOD.

**The AAAOM-SO Membership Committee chairperson shall be the VP 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 student member. These positions are renewed annually, and must be approved by the committee chair.

## **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 or email.
- 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:

- Frequent email correspondence.
- Monthly conference calls.
- Two in-person SOC board meetings per year (AAAOM National Conference serves as one.)

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

## Officer Commitment (Your Copy)

- 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 or email.
- 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:

- Frequent email correspondence.
- Monthly conference calls.
- Two in-person SOC board meetings per year (AAAOM National Conference serves as one.)

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
- First professional doctorate
- 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 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.