



AMERICAN ASSOCIATION of  
ACUPUNCTURE *and* ORIENTAL MEDICINE

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**AAAOM-SO**

College Chapter Policy and Procedure Manual  
**2009**



Dear College Chapter,

On behalf of the AAAOM-SO, I would like to officially welcome your school as the latest AAAOM-SO College Chapter.

Within these pages you will find an outline of chapter expectations, including a practical guide to help your college chapter effectively contribute to the future of AOM, both locally and nationally.

Please retain this original *Policy and Procedure Manual* copy. In subsequent years, your chapter will be sent updated pages/sections of the manual only.

If you have any questions, please contact your Regional Director via the information provided in this manual.

Yours in Health,

Jolene Habeck  
AAAOM-SO President

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## PREFACE



### ***Introduction and 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. The AAAOM is incorporated as a 501(c) 6 professional corporation, governed by a 16-person Board of Directors, consisting of 12 directors and 4 alternate directors. The AAAOM has sixteen standing committees.

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

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



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

The AAAOM-SO was officially founded at the AAOM national conference in Phoenix, AZ, in 2006. The groundwork for this organization began in 2002, when AAOM Directors Gene Bruno and William Pettis wrote the bylaws and guidelines of the first national student organization. This was followed at the AAOM's national conference by student caucus meetings to organize students nationally in Orlando, FL, in 2003. 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. It was here that 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 officially adopt by-laws and to 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.”



### ***History of Your College Chapter***

The following page(s) will help you, as your college chapter begins (and continues) the documentation process for your chapter. This documentation will also establish continuity for future student members at your school.

Things to include in your documentation:

When was the chapter formed?

Who was responsible for its formation?

What have you, as a group, accomplished from year to year? This includes fundraising and membership milestones, local outreach events, participation in the national dialogue, etc.

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***American Association of Acupuncture and Oriental Medicine  
Student Organization College Chapter  
(AAAOM-SOCC)  
BYLAWS***

**ARTICLE I - GENERAL**

**Section 1 - Name**

The name of this organization is the "American Association of Acupuncture and Oriental Medicine - Student Organization College Chapter," hereinafter referred to as "AAAOM-SOCC." The governing body of the AAAOM-SOCC is an elected group of officers that represents the general membership.

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

Provisions for establishment, formal organization, and operation of the AAAOM-SOCC are under an official charter granted to the AAAOM Student Organization Council (SOC) by the AAAOM. This charter requires the AAAOM-SOCC to adopt bylaws approved by the AAAOM-SOC, which can be amended only with the approval of both the AAAOM-SOC and AAAOM.

**Section 3 – Regional Directors**

There are six national Regional Directors (RDs) of the AAAOM-SOC. The RDs are dedicated to the formation of chapters (chapters of what? of the SOCC; if so that needs to be stated) and they serve as liaisons (1) among students attending acupuncture schools and (2) between students and the national organization. Each RD is responsible for one of six regions across the United States: Northwest Pacific, Southwest Pacific, Mountain, Central, Northeast Atlantic and Southeast Atlantic.

**Section 4- Formal acknowledgement of an AAAOM-SOCC**

Acknowledgement of an AAAOM-SOCC is done by having completed the official AAAOM-SOCC Local College Chapter Charter. This charter is a historical and binding document that signifies adherence to bylaws set by the AAAOM-SO and AAAOM. [above says AAAOM SOC and AAAOM; here it says SO and AAAOM] .

**ARTICLE II – PURPOSE**

The Purpose of the AAAOM-SOCC is the same as the AAAOM-SO, which is as follows:

1. To promote and support high standards of practice, education, and research in acupuncture and Oriental medicine.

2. To promote intercollegiate functions and support legislation promoting acupuncture and Oriental medicine.
3. To provide a platform for students to have a voice in local, regional and national issues that affect the practice of acupuncture and Oriental medicine.
4. To represent students and their interests at regional AAAOM-SO Conferences and at the national conference of the AAAOM.
5. To promote cooperation between students of acupuncture and Oriental medicine and licensed acupuncture and Oriental medicine professionals, promote cooperation between Oriental medicine associations, and promote cooperation relating to Oriental medicine research in the field and within the U.S. Acupuncture and Oriental Medicine Colleges, hereafter referred to as "Colleges."
6. To collaborate with and support the interests of the parent organization, the AAAOM, with clear understanding that the AAAOM-SOC is the ultimate authority with regard to AAAOM-SO policies and actions.
7. To help guide, direct, and support local, state and national public relations efforts to increase public awareness and interest in acupuncture and Oriental medicine.

## **ARTICLE III - MEMBERSHIP to the AAAOM-SOCC**

### **Section 1 - Categories of Membership**

There shall be two categories of chapter participation and membership: Faculty Advisor and Student.

#### **A. Faculty Advisor**

(i) The [is there only one? if so could be more clearly stated] advisor must be a current member in good standing with the AAAOM.

(ii) He/she must be currently on staff at the college he/she is representing in the AAAOM-SOCC. This college must meet the criteria that allow its graduates to sit for the NCCAOM examination in Acupuncture & Oriental Medicine.

(iii) The advisor shall be elected by their college's AAAOM-SOCC and will serve indefinitely, until he/she is no longer employed by said institution, or until he/she is replaced or removed by the AAAOM-SOCC (see Article VI - Voting).

(iv) The advisor position is to help maintain continuity and facilitate dissemination of information within each college chapter; however, it is not a required position for a college chapter to exist. The advisor is an optional support position, and holds no authority over the student college chapter.

#### **B. Student**

(i) A student member must be a current member of AAAOM-SO.

(ii) A student member must be currently registered and in good standing at a “College that meets criteria which enables its graduates to be eligible for application, testing, and certification through the NCCAOM examinations for acupuncture & Oriental medicine.”

(iii) Student members may continue to work with the AAAOM-SOCC and serve as officers for the AAAOM-SOCC for up to one year following their official graduation, or for the same time period following any academic leave of absence prior to graduation. If a student member returns to an NCCAOM recognized college to continue their degree following an academic leave of absence, they may resume service work with AAAOM-SOCC and run for elected office, with one additional year of service following graduation still available to them.

## **Section 2 - Application for Membership**

Application for membership to the AAAOM-SO shall be made via the interactive form on the AAAOM website ([www.aaaomonline.org](http://www.aaaomonline.org)).

## **Section 3 - Officers and Representatives**

The AAAOM-SOCC shall be governed by elected officers selected by the college chapter.

### **Officers**

(i) The AAAOM-SOCC Officer positions shall be president, vice president, treasurer, and secretary.

(ii) Officers shall be nominated from among the general membership of an individual school’s AAAOM-SOCC. Officers shall be elected by the general membership of the AAAOM-SOCC as described in ARTICLE VI (Voting). Self nomination is allowed.

(iii) Each officer shall hold office for a one year term, with no term limits, until his/her successor has been elected and qualified, unless he/she resigns or is removed. Elections will be held once yearly as determined by said AAAOM-SOCC.

(iv) Officer Holdings—Ideally, each of the four offices will be held by a different person. In smaller chapters, however, where fewer participating members are available, it is acceptable for one person to hold two or more of the offices of secretary, treasurer, and vice president; with the exception of the president, who may not hold any other office (for example, a college chapter may combine the offices of secretary and treasurer).

(v) In the event that an officer position is vacant at any time and for any reason, this position may be filled by an appointment from the president and confirmed by a majority vote of the AAAOM-SOCC. If the vacant position is that of president, the appointment shall be made by the remaining officers of the AAAOM-SOCC and sustained by a majority vote of the AAAOM-SOCC membership.

(vi) Each officer shall have one vote in AAAOM-SOCC matters, which require voting, with the president abstaining, unless there is a tie vote.

## **ARTICLE IV - OFFICERS' DUTIES**

### **Section 1 - President**

The president shall:

- (i) Preside over all meetings of the SOCC general membership.
- (ii) Prepare an agenda for all meetings.
- (iii) Communicate as the SOCC representative with the AAAOM-SO regional director for their region, about chapter activities, affairs, and events.

### **Section 2 - Vice President**

The vice president shall:

- (i) Assist the president in all duties.
- (ii) Preside over meetings in the absence of the president.
- (iii) Perform the duties of president, if the president is unable to serve.

### **Section 3 - Treasurer**

The treasurer shall:

- (i) Keep and maintain full and accurate records of all financial transactions of the AAAOM-SOCC, and report thereon to the AAAOM-SOCC Officers and the general membership.
- (ii) Ensure that the financial policies of the AAAOM-SO/AAAOM are adhered to regarding local SOCC activity.
- (iii) Assist in preparing the AAAOM-SOCC's budget, if requested.
- (iv) Set up and maintain, with the supervision of the president, the AAAOM-SOCC checking/savings account, if applicable (see Local Chapter P&P, page, 28)

### **Section 4 – Secretary**

The secretary shall:

- (i) Be in charge of all AAAOM-SOCC records, with the exception of financial records.
- (ii) Follow the proper recording of meeting proceedings of the general membership.
- (iii) Notify the general membership of the date, time, and location of any meeting or event.
- (iv) Be responsible for coordinating the annual officer elections, including, but not limited to: nomination, voting, tallying, and posting of results.

### **ARTICLE V – AAAOM-SOCC VOTING**

**A.** AAAOM-SOCC officer elections shall be done by secret ballot at an official AAAOM-SOCC meeting. Those nominees receiving the greatest number of votes will be elected as officers to the AAAOM-SOCC.

**B.** For the purposes of voting on issues, a quorum shall consist of 50% of AAAOM-SOCC members, one of whom shall be either the president or vice president.

**C.** All items presented for a vote requires a 51% majority vote of members present for passage, with the exception of the following:

1. Removal of an officer requires a 2/3 majority vote from a quorum of the SOCC general membership
2. Removal of student members, or liaisons requires a 2/3 majority vote from a quorum of the SOCC general membership.

***\*\*\*Removal of the above individuals must be based upon "just cause." This includes, but is not limited to, indictment of criminal acts, moral turpitude, or lack of completion of their prescribed duties.***

## **ARTICLE VI - MEETINGS**

### **Meetings of the AAAOM-SOCC**

**A.** Meetings of the members of the AAAOM-SOCC shall be held a minimum of eight times each year.

**B.** The president shall issue the agenda for each meeting and make it available to all members, preferably on a monthly basis.

[I don't know why this is needed; Article V already addresses this.]

## **ARTICLE VII - FINANCES/MEMBERSHIP FEES**

### **Section 1 – Membership Fees**

The AAAOM-SOCC membership fee is \$50 and payable directly to the AAAOM.

### **Section 2 – Finances**

Finances for the AAAOM-SOCC budget may be raised through local fundraisers, student fees, if determined appropriate, and donations. All funds raised by SOCCs are their own, and not to be used by the AAAOM-SO. Funds may be used as the SOCC deems acceptable i.e., speakers, community services, conference registrations, and in accordance with the *Local Chapter Policy and Procedure Manual*.

### **Section 3 – Savings Accounts**

AAAOM has established a streamlined program through which Student Organization College Chapters (SOCCs) can obtain banking privileges to conduct the activities of local chapters. This is a **voluntary program**, whereby chapters that do not have a banking relationship through their school, can obtain this relationship through the AAAOM.

## **ARTICLE VIII - ACTIVITY/EVENT GUIDELINES**

Each AAAOM-SOCC with at least five members is required to participate in the following activities a minimum of once per year:

- (i) Local fundraising to help offset the cost for members to attend the annual national AAAOM conference, and to provide local opportunities for AOM students.
- (ii) Public relations activities/events to promote acupuncture and Oriental medicine by educating the public and to build practice management skills.
- (iii) Community/charitable service activities to support and provide awareness of prevalent issues in the area.

The president of the AAAOM-SOCC shall keep the RD informed of all AAAOM-SOCC activities and events and it is realized that some events may require pre-approval.

## **ARTICLE IX – GROUNDS FOR TERMINATION**

The AAAOM-SOCC shall not be a platform to address local school issues and policies. The AAAOM-SOCC name may not be used in any manner for purposes outside those stated previously in this document, without prior approval. Partaking in the improper use of the AAAOM/AAAOM-SO name may lead to termination of a local college chapter and possibly individual membership.

## **SECTION ONE: PROCEDURE**

## The College Chapter and its Charter

Provided you are already a student member of the AAAOM-SO, it is very simple to start a college chapter at your school. The College Chapter Charter is available online at [www.aaaomonline.org/student-services](http://www.aaaomonline.org/student-services) and via your regional director. It takes two interested students and a faculty advisor to get the process started. These participants need to then sign the official charter. The charter is a binding document that signifies the chapter's compliance with the AAAOM/AAAOM-SO rules, guidelines and bylaws. Once the charter is completed, the document needs to be mailed to your regional director. The regional director will sign and then mail it directly to the AAAOM office. Official notification of your chapter will soon follow.

### Officers

Once established, a college chapter will then need to hold elections for the following positions:

- **The President:**
  - (i) Preside over all meetings of the SOCC general membership.
  - (ii) Prepare an agenda for all meetings.
  - (iii) Communicate as the SOCC representative with the AAAOM-SO regional director for their region, about chapter activities, affairs, and events.
- **The Vice President:**
  - (i) Assist the president in all duties.
  - (ii) Preside over meetings in the absence of the president.
  - (iii) Perform the duties of president, if the president is unable to serve.
- **The Treasurer:**
  - (i) Keep and maintain full and accurate records of all financial transactions of the AAAOM-SOCC and report thereon to the AAAOM-SOCC officers and the general membership.
  - (ii) Ensure that the financial policies of the AAAOM-SO/AAAOM are adhered to regarding local SOCC activity.
  - (iii) Assist in preparing the AAAOM-SOCC's budget, if requested.
  - (iv) Set up and maintain, with the supervision of the president, the AAAOM-SOCC checking account, if applicable (see pages 26-27).
- **The Secretary:**
  - (i) Be in charge of all AAAOM-SOCC records, except financial records.
  - (ii) Follow the proper recording of meeting proceedings of the general SOCC membership.
  - (iii) Notify the general SOCC membership of the date, time, and location of any meeting or event.
  - (iv) Be responsible for coordinating the annual officer elections, including, but not limited to: nomination, voting, tallying, and posting of results.

\*\*Please note that with the exception of the president, multiple officer positions may be filled by one person, if necessary. For example, if your college chapter is small, one member could hold both secretary and treasurer positions.

### Elections

- AAAOM-SOCC officer elections shall be done by secret ballot at an official AAAOM-SOCC meeting. Those candidates receiving the greatest number of votes will be elected as officers to the AAAOM-SOCC.
- The secretary is responsible for officiating elections including: taking nominations, voting, tallying, and posting results.
- Your college chapter can create its own online voting process, subject to approval from the AAAOM-SOC and AAAOM-SO (see approval process below)

## **Voting**

- For the purposes of voting on issues, a quorum shall consist of 50% of AAAOM-SOCC members, one of whom shall be either the president or vice president.
- All items presented for a vote shall require a 51% majority vote of members present for passage, with the exception of the following:
  1. Removal of an officer must be done by a 2/3 majority vote from a quorum of the SOCC general membership
  2. Removal of student members, or liaisons must be done by a 2/3 majority vote from a quorum of the SOCC general membership.

## **College Chapter Bylaws**

- Every college chapter formed officially via the charter agrees to adhere to SOCC bylaws, and any amendments made to them by the AAAOM and AAAOM-SO. In the rare event that AAAOM-SOCC bylaws conflict with the regulations or structure of the ACAOM accredited institution where the chapter is located, the situation will be reviewed by the AAAOM-SOC and the AAAOM office.
  - Example: At Tai Sophia Institute, there are two tracks of students that rarely overlap in their studies. They proposed that they have 2 vice presidents—one for each track of students. This was accepted by the AAAOM-SOC and AAAOM.

## **Approval Process**

All materials are used by the organization externally for public relations and student outreach must be approved by the AAAOM-SO EC and the AAAOM executive director, AAAOM president, and AAAOM executive committee (EC). Materials that necessitate 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, via your regional director, for edits and approval.
2. The AAAOM-SO president will send the final draft to AAAOM executive director and/or AAAOM-BOD liaison and await more edits if necessary.
3. The AAAOM executive director and/or AAAOM-BOD liaison will send final copy to the AAAOM EC for approval if needed.
4. Await approval. \*\*

\*\*Please note, that you should allow a minimum of 2-4 weeks for approval.

**National/Local Communication Chain of Command**

- To enable information to flow as smoothly as possible between the AAAOM-SOC and your college chapter, it is important to note the established chain of command in place for effective communication.
- The regional director (RD) is your first and most consistent contact with the AAAOM-SOC. Your RD will be in contact with you regarding any AAAOM-SO news or action items. Establishing a relationship between your RD and a member of your officer team (ideally the president) is critical. If you have any questions regarding any facet of your college chapter, your RD is the person to ask.
- If you are having problems communicating with your regional director, contact the AAAOM-SO VP of Membership. The SOC's goal is to provide answers to college chapter questions in an appropriate time-frame. Please note that questions and answers will occasionally need to be sent along appropriate channels between your college chapter, the AAAOM-SOC, and the AAAOM.

**Meetings**

- Meetings of the members of the AAAOM-SOCC shall be held a minimum of eight times each year. These meetings can be a place where information from the AAAOM-SO/AAAOM can be communicated to student members, fundraising and other event planning, as examples.

- The president shall issue the agenda for each meeting and make it available to all members, preferably on a monthly basis.
- Any voting done by the SOCC must follow the guidelines provided in Article V of the SOCC Bylaws.
- Communicate with your RD about any meetings that you have, issues that are raised within the meeting, and any actions being planned by your college chapter.

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

All meetings must be conducted in accordance to the parliamentary procedure guidelines stated in the *Robert's Rules of Order Manual* (RROM) when applicable. 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 seconded, 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.

## **Section Two: Policy**

## Activities/Events

- Per the SOCC bylaws, each AAAOM-SOCC with at least five members is required to participate in the following activities a minimum of once per year:
  - (i) Local fundraising to help offset the cost for members to attend the annual, national AAAOM conference and to provide local opportunities for AOM students through speakers, education seminars, etc.
  - (ii) Public relations activities/events to promote acupuncture and Oriental medicine by educating the public and by building practice management skills.
  - (iii) Community/charitable service activities to support and provide awareness of prevalent issues in the area.
- The president of the AAAOM-SOCC shall keep the regional director informed of all AAAOM-SOCC activities and events, understanding that some events may require pre-approval.

## Fundraising

- There are many types of fundraising events that your college chapter can engage in to raise money: silent auctions, bake sales, parties, etc. Fundraising efforts should bear the appropriate spirit in mind: supporting the purpose of the AAAOM-SO/AAAOM-SOCC. Contact your RD with your fundraising plans to determine if formal approval by the AAAOM-SO is necessary.
- The monies raised by your college chapter are yours to use as you see fit, be it to fund a public relations event, a community event put on by your college chapter, or to help send student members to the AAAOM conference to represent your chapter. Funds raised should be deposited and kept in a separate college chapter bank account. How you set up this account is your choice, be it through your school or via AAAOM's savings account program (described below):

### ***Savings Account through the AAAOM***

- AAAOM has established a streamlined program through which Student Organization College Chapters (SOCCs) can obtain banking privileges to conduct the activities of local chapters. This is a **voluntary program**, whereby chapters that do not have a banking relationship through their school, can obtain this relationship through the AAAOM.
- Therefore, under AAAOM's corporate tax ID number and current banking relationship, savings accounts will be set up for SOCCs, on an "as needed" basis.

### ***AAAOM Account Management:***

1. **Responsible party for local oversight:** On an annual basis, following the AAAOM-SO annual meeting, a responsible party (aka student representative) will be identified by each school to oversee this account with the AAAOM

corporate office. Again, this is a voluntary service, and any SOCC that has a student organization bank account that is overseen by its college administration may forfeit the opportunity to participate in this program.

2. **Service fees: savings accounts, which are the least expensive type of account to open and maintain, will be opened** since account activity is deemed to be very low. AAAOM will allocate a minimum balance as a “loan” to each account opened such that service charges will not apply.
3. **Income:** Student representatives may deposit income to these savings accounts through the following means:
  - a. Depositing directly to the account at their local branch via savings deposit slips that are provided by the AAAOM office. Specific bank information can be obtained via the SOCC’s appropriate regional director.
  - b. Each deposit slip must be accompanied by a copy of all checks and/or identification of cash deposits to the account.
  - c. A copy of the deposit slip and supporting deposit information must be forwarded to the AAAOM office at the time the deposit is made (via fax, email, or U.S. mail) ; or
  - d. The designated student representative may send deposits and cash to the AAAOM office for processing into their SOCC account.
4. **Disbursements:** To request disbursements; a disbursement request slip will need to be completed and faxed to the AAAOM office to include the following information:
  - a. Person requesting disbursement;
  - b. Amount and date of request;
  - c. Purpose of disbursement;Allow a one-week processing time from date of request to date of disbursement.  
When each request is received, the AAAOM office will transfer from the requesting SOCC savings account into the AAAOM-SO checking account and will disburse a check. The supporting documentation will be the completed request from submitted by the SOCC.
5. **Reporting:** AAAOM will provide the SOCC and the AAAOM-SO quarterly reports, detailing the account activity from the past quarter. These reports will be transmitted within 45 days of the prior quarter’s ending. As an example, a fiscal reporting covering activity from January 1-March 31, will be reported by May 15. An annual activity report will be provided by fiscal year-end.

## Membership Drive

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

- Membership drive materials will be provided to your chapter. How you incorporate these materials and execute the campaign at your school is largely up to you. Each school offers its own unique way of being, so consider how you can adapt the national plan to your chapter/school.

## **Ethics**

The ethics of college chapters and individual members of the AAAOM-SO are outlined in the preceding pages. There are several topics, though, that need to be made clear to each college chapter:

- ***Local issues and the AAAOM/AAAOM-SO***  
Local issues at your school are not within the scope of the AAAOM/AAAOM-SO/AAAOM-SOCC. If a political issue comes up at your school, you cannot issue statements or engage in any way using your title as an officer of the AAAOM-SOCC. You cannot invoke or attribute positions to the AAAOM or AAAOM-SO in any attempt to impact or sway a local issue. Any questions about this should be directed to your regional director.
- ***Use of AAAOM-SOCC title in email/communications***  
Be aware that any communication you initiate as an officer of the AAAOM-SOCC may imply that you do so on behalf of the AAAOM or AAAOM-SO. Unless expressly authorized through approval, you are not permitted to speak on behalf of the AAAOM or AAAOM-SO.
- ***\* \*Personal emails/communications should not include your AAAOM-SOCC title/role as part of the communication, including your title with your signature.***
- ***Appropriate use of AAAOM-SOCC Funds***  
Any use of AAAOM-SOCC funds must be voted on by a quorum of your membership and must be approved as per the voting guidelines included in the SOCC Bylaws listed previously.
- ***Just cause for removal of student officer, or student member***  
In the event that a student member has been involved in an unethical act, this member may be removed based upon "just cause." This includes, but is not limited to, indictment of criminal acts, moral turpitude, or dereliction of duty.

If you find your college chapter involved in an ethical issue, you may contact your regional director and the AAAOM-SOC for assistance.

***The following are guidelines for voting to remove an offer/member/advisor:***

1. Removal of an officer must be done by a 2/3 vote from a quorum of the SOCC's general membership
2. Removal of student members must be done by a 2/3 vote from a quorum of the SOCC's general membership.