

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
 - NW Pacific
 - SW Pacific
 - Mountain
 - Central
 - NE Atlantic
 - SE Atlantic

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 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.

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 sole 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 Executive Director and AAAOM-BOD Liaison to the SO, 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.)

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 Vice-President 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.)

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).

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).

Vice President of Membership

The Vice President of Membership oversees the work of the 6 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 co-currently 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 master documents of college contacts for each region.

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 Vice-President of Membership, Regional Directors, 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.

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.)

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 3 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 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.

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.)

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. 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.

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.)

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-SOCC's, in their designated region. This office is a one year term that is open for election each year. An RD 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 communicating with and disseminating information to the Local College Representatives within their time zones and regional divisions.

Be in charge of addressing the specific demands of students' state issues within their regions.

Be responsible for coordinating monthly phone conferences or other electronic communications (e.g. chat rooms) with individual College Representatives, and for helping the Vice-President of Membership and AAAOM-SOC Secretary maintain updated contact information.

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.

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 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.

Vice-President 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 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 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 Legislative 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 *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 representative of the AAAOM-SO. Depending on the type of committee, these positions may be non-voting.