

**AMERICAN COLLEGE OF OSTEOPATHIC PEDIATRICIANS
STUDENT CHAPTER BY-LAWS**

ARTICLE I

NAME

The name of the organization is **AMERICAN COLLEGE OF OSTEOPATHIC PEDIATRICIANS, [name of school] STUDENT CHAPTER** hereinafter sometimes referred to as **ACOP-SC**.

ACOP-SC shall be affiliated with the national organization, the **AMERICAN COLLEGE OF OSTEOPATHIC PEDIATRICIANS**.

ARTICLE II

OBJECTIVES & POWERS

Section 1 The purposes of the organization are:

- A. To foster and stimulate interest among osteopathic medical students in the practice of Pediatrics.
- B. To cooperate with other organizations having similar purposes either at other osteopathic schools or at other locations.
- C. To maintain the dignity of the AMERICAN COLLEGE OF OSTEOPATHIC PEDIATRICIANS (ACOP) and the Osteopathic Medical Profession.

Section 2 ACOP-SC shall have all the powers of an organization within its school of medicine, and its members shall have all the privileges as are now or shall hereinafter be conferred by the ACOP and ACOP-SC.

ARTICLE III

MEMBERSHIP & PRIVILEGES

Section 1 Students

A. Qualifications

- 1) Current enrollment in good standing at an accredited or provisionally accredited College of Osteopathic Medicine.
- 2) Profess an interest in the care and needs of children.
- 3) Payment of any dues and/or assessments set by the Executive Board.
- 4) The Executive Board shall determine the application or other mechanism of joining.
- 5) The Executive Board of ACOP shall retain the right, power and privilege to review and/or change the qualifications and/or procedures for membership.

B. Privileges

- 1) The undergraduate active members of ACOP-SC shall consist of and be known as Students Members.

- 2) Student Members of ACOP-SC shall also be members of the ACOP at the appropriate.
- 3) Student Members may vote only at meetings of their respective student chapters.
- 4) Student Members may attend meetings of the American College of Osteopathic Pediatricians.
- 6) Student Members may hold office within ACOP-SC.
- 7) Student Members may, if selected by the ACOP, serve on an ACOP committee.

Section 2 Honorary Members

A. Qualifications.

- 1) An individual of outstanding achievement in the medical field or in an allied discipline or with special affinity to the care of children may be elected to Honorary Membership.
- 2) Honorary members of the ACOP-SC are elected by the membership of the chapter.
- 3) Nomination for Honorary membership shall be by formal motion of a Student Member and shall be approved by majority vote of the Student Members of an undergraduate chapter.

B. Privileges.

- 1) Honorary members shall not be eligible to vote or hold office in ACOP-SC and they shall not be required to pay fees or assessments.

Section 3 Alumni Liaison

A. Qualifications.

- 1) Member in good standing of the American College of Osteopathic Pediatricians.
Approved by the ACOP Board to serve as an Alumni sponsor and mentor for ACOP-SC.

B. Privileges.

- 1) The Alumni Liaison shall not be eligible to vote in ACOP-SC and shall not be required to pay fees or assessments. The Alumni Liaison shall serve on the Executive Board of ACOP-SC.

ARTICLE IV

TERMINATION OF MEMBERSHIP

Section 1 Resignation or death

All rights and privileges of any Student Member shall terminate upon the member's resignation, death, graduation from the College of Osteopathic Medicine or withdrawal as a student from the College of Osteopathic Medicine

Section 2 Expulsion

The Executive Board of the ACOP-SC shall have the power to expel a Student Member for failure to maintain requirements for such membership or for any instances of unethical or improper behavior. An affirmative vote by at least three-fourths of the total members of the Executive Board of ACOP-SC shall be necessary for expulsion. No member shall be expelled until he or she has had notice in writing of the charge proffered and has been given an opportunity to respond to the charge at a hearing before the Executive Board. Upon such expulsion all rights and privileges of membership shall be forfeited and terminated.

Section 3 Delinquency

A Student Member shall become delinquent after failure for one year to pay any annual dues and/or special assessments. The Student Member will then be notified of his/her delinquency. If there is no response by the end of the second year, he/she will be dropped from the rolls. Reinstatement may be accomplished by petitioning the Executive Board and paying the current dues and/or assessments.

**ARTICLE V
OFFICERS**

Section 1 The officers of ACOP-SC shall consist of the following: President, Vice President, Secretary and Treasurer.

Section 2 Notification

The slate of nominees for all elective offices shall be submitted to all Student Members prior to the annual election meeting. Intent to run for an elective office must be received by the Executive Board at least two weeks prior to the election meeting.

Section 3 Elections

The elections of all officers shall be by simple majority vote of all qualified voters in person voting at the annual election meeting. In the event of a tie the outgoing Executive Board will decide the winner.

Section 4 Term

All terms of elective officers shall be from election until conclusion of the next annual election meeting.

Section 5 Duties of Officers

A. President

1. Overall responsibility for ACOP-SC operation.

2. Preside at all Executive Board meetings and, special and general meetings of ACOP-SC.
3. Prepare an agenda for each meeting and submit it to the Secretary prior to the meeting.
4. Assign special duties to other officers as necessary.
5. Maintain communication with the Alumni Liaison.

B. Vice President

1. Assume the duties of the President if said President is unavailable or unable to carry out the duties as determined by the Executive Board.
2. Preside at any Executive Board meeting and special and general meetings when the President is not in attendance.
3. Perform any other responsibilities and special duties assigned by the President.

C. Secretary

1. Communicate information to the Student Members and Honorary Members.
2. Prepare the minutes of each Executive Board, general and special meeting and submit the minutes for review to the ACOP.
3. Maintain an up to date roster of all members and their contact information to be submitted to the ACOP student liaison at the beginning of each fall semester.

d. Treasurer

1. Maintain the financial records concerning the ACOP-SC's transactions.
2. Collect annual ACOP dues from members of ACOP-SC and submit to ACOP along with membership application for each member. This shall be collected one time during a student's membership.

**ARTICLE VI
EXECUTIVE BOARD**

Section 1 Composition

The Executive Board of ACOP-SC shall consist of all elected officers and the Alumni Liaison.

Section 2 Contracts, Checks, Deposits and Funds

A. The Executive Board may authorize any officer or officers, agent or agents of the organization, in addition to the officers so authorized by the By-Laws to enter into any contract or execute and deliver any instrument in the name of and behalf of the organization and such authority may be general or confined to specific instances.

B. All checks, drafts, or other order for payments or money, notes or other evidence of indebtedness issued in the name of ACOP-SC shall be signed by such officer or officers, agent or agents of the organization and in such manner as shall be determined by action of the Executive Board.

Section 3 Books and Records

The financial records and minutes of proceedings shall be available for inspection by any Student Member in good standing for any proper purpose at any reasonable time, provided that the Student Member

shall submit a request to review the books and records at least 10 business days prior to the inspection.

Section 4 Indemnification

The Alumni Liaison and each officer of the ACOP-SC whether or not in office, shall be indemnified by the organization against all costs and expenses reasonably incurred by or imposed upon him or her in connection with or arising out of any transaction, suit or proceeding, in which he or she may be involved, and to which he or she may be a party by reason of being or having been an officer of ACOP-SC, and ACOP-SC is authorized to make such expenditures of money, when and if the occasion arises to carry out the intent and purpose of the By-Laws. Notwithstanding the foregoing, an Alumni Liaison and/or officer shall not be entitled to indemnification if he or she incurs costs or expenses as a result of conduct that is determined to be grossly negligent or intentional.

Section 5 Dues and Assessments

Annual dues and assessments shall be fixed by action of the Executive Board and collected annually by the treasurer. Notice of dues and/or assessments to the membership shall be determined by the Executive Board and announced to the chapter at a regular meeting.

Section 6 Meetings

The Executive Board shall meet at least annually at the time of the Spring Convention of the College, or during the fall ACOP conference meeting in congruence with the annual AOA meeting. Each member shall be given at least seven (7) days' notice of the time and place of any Executive Board meeting. **Two (2)** members shall constitute a quorum.

ARTICLE VII

MEETINGS OF THE MEMBERSHIP

Section 1 Annual Business Meeting

An Annual Meeting shall be held each year at a time and place designated by the Executive Board. Election of Officers shall be conducted at the Annual Meeting, or by mail ballot as provided in these Bylaws. Notices of Annual Meetings should be distributed by the Secretary to Student Members, Honorary Members and the Alumni Liaison at their last known address, and can be sent by means of mail or email at least fourteen (14) days before the meeting date. A majority of the membership present and voting at the Annual Meeting shall constitute a quorum.

Section 2 Special Meetings

Special meetings may be called by the Executive Board or by a majority of the Student Members. Notices of Special Meetings should be distributed by the Secretary to Student Members, Honorary Members and the Alumni Liaison at their last known address, and can be sent by means of mail or email at least fourteen (14)

days before the meeting date. A majority of the membership present and voting at a Special Meeting shall constitute a quorum.

ARTICLE VIII

PARLIAMENTARY AUTHORITY

Roberts Rules of Order (newly revised) shall govern the proceedings of ACOP-SC except in such cases as are covered by the By-Laws and special rules adopted by the ACOP-SC.

ARTICLE VIVI

AMENDMENTS

Proposed amendments to these By-Laws shall be submitted to the Executive Board for presentation to the membership at any announced meeting. A two-thirds vote of the voting members present on any proposed amendment shall be required for its adoption. Notification of any amendments proposed by the ACOP-SC must be submitted via email to the acting ACOP Board of Trustees Student Members.