

2018–19



Chapter Notebook

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Introduction to the Student American Academy of Osteopathy (SAAO)

SAAO History

In 1949, Drs. George W. and Thomas L. Northup met with Dr. Angus Cathie and initiated the first student American Academy of Osteopathy (AAO) group. To accord increased recognition to groups of inquiring students, the bylaws of the AAO were amended at the annual meeting in Chicago in July 1959 to provide status for the undergraduate academies as component societies of the Academy of Applied Osteopathy (now the American Academy of Osteopathy). The Undergraduate American Academy of Osteopathy (UAAO) Board of Governors voted to change the name to the Student American Academy of Osteopathy (SAAO) at the 2011 AAO Convocation in Colorado Springs.

In 1982, the forerunners of the UAAO Council wanted to provide a vehicle for intercommunication among the osteopathic medical schools and the AAO. Today, there is an active SAAO membership of more than 8,000 students under the guidance of the American Academy of Osteopathy. Many former SAAO members have gone on to obtain leadership roles in the AAO.

Purpose

The purpose of the SAAO is to preserve and further develop the use of osteopathic principles and practices in osteopathic medical students.

Objectives

The objectives of the SAAO are for its members to acquire a better understanding of osteopathic principles and practices; to attain maximum efficiency in osteopathic structural diagnosis and manipulative treatment; and to foster, in themselves and others, a clear concept of the clinical application of osteopathic principles and practices in health and disease. Membership serves to broaden and expand students' understanding of the osteopathic concepts in practice.

Benefits

Membership benefits include: discounts on many osteopathic publications sold in the AAO bookstore; discounts for the annual AAO Convocation and many AAO courses; a preceptorship program (one scholarship per school is available); mentorship program; access to *The AAO Journal* and *AAO Member News*; research updates from the AAO in the *OsteoBlast*; and most importantly, guidance in the path to obtaining your full potential as an osteopathic physician! Individual chapters will have additional benefits. Please refer to your local SAAO leadership for more information.

SAAO Executive Council (EC) Officers

| | | |
|------------------------------|--|--|
| SAAO national adviser | Amy Jo Davison, DO | adavisondo@gmail.com |
| SAAO EC chair | Paula Archer, OMS IV School: PNWU-COM | saaochair@gmail.com |
| SAAO EC vice chair | Anna Mercer, OMS IV School: NSU-COM | saaovchair@gmail.com |
| SAAO EC immediate past chair | Amber Brown, OMS V School: DMU-COM | saaopastchair@gmail.com |
| SAAO EC secretary-treasurer | Danielle Dukes, OMS III School: OUH-COM, Dublin | saaosect@gmail.com |
| SAAO EC national coordinator | Phuong Nguyen, OMS III School: OUH-COM, Cleveland | saaonatcoord@gmail.com |
| NUFA liaison | Thomas Lindsey, OMS V School: ACOM | nufaliaison@gmail.com |
| NUFA adviser | Hugh M. Ettlinger, DO, FAAO | hughettlinger@hotmail.com |

AAO Staff

| | | |
|---|--------------------|--|
| Executive director | Sherril L. Quarles | squarles@academyofosteopathy.org |
| Communications and administration assistant | Taylor Bridgeforth | tbridgeforth@academyofosteopathy.org |
| Assistant to the executive director and board and committee liaison | Debbie Cole | dcole@academyofosteopathy.org |
| Communications specialist | Lauren Good | lgood@academyofosteopathy.org |
| Postdoctoral education liaison and CME coordinator | Amber Rausch | arausch@academyofosteopathy.org |
| Finance and membership liaison and SAAO staff liaison | Bev Searcy | bsearcy@academyofosteopathy.org |
| Event planner | Gennie Watts | gwatts@academyofosteopathy.org |

SAAO website: <http://www.academyofosteopathy.org/SAAO>

AAO website: <http://www.academyofosteopathy.org>

American Academy of Osteopathy
3500 DePauw Blvd., Suite 1100
Indianapolis, IN 46268-1136

Chapter Responsibilities

Email any questions to the SAAO Executive Council (EC) national coordinator.

Deadlines

September

- ___15 Updated list of chapter officers and their contact information due to the SAAO staff liaison. **Chapter officers must be SAAO members!**
- ___15 Signed Terms of Agreement form due to the SAAO EC national coordinator and SAAO staff liaison. *(5 VIP points)*
- ___30 Submit monthly report to the SAAO EC national coordinator. *(accumulated VIP points)*
- ___30 Submit a Still Point to be considered for online publication to the SAAO EC secretary-treasurer. *(See Pages 6 and 11 for more information on VIP points and submission requirements.)*

October

- ___1 Submit Sherri L. Quarles Award application to the SAAO EC chair. *(optional)*
- ___31 Submit monthly report to the SAAO EC national coordinator. *(accumulated VIP points)*
- ___31 Submit a Still Point to be considered for online publication to the SAAO EC secretary-treasurer.

November

- ___30 Submit monthly report to the SAAO EC national coordinator. *(accumulated VIP points)*
- ___30 Submit a Still Point to be considered for online publication to the SAAO EC secretary-treasurer.

December

- ___31 Submit monthly report to the SAAO EC national coordinator. *(accumulated VIP points)*
- ___31 Submit a Still Point to be considered for online publication to the SAAO EC secretary-treasurer.
- ___31 Final date to submit activities completed from March through December for VIP points.

January

- ___26 Submit A. Hollis Wolf Case Presentation Competition school registration form via Google Docs.
- ___31 Submit monthly report to the SAAO EC national coordinator. *(accumulated VIP points)*
- ___31 Submit a Still Point to be considered for online publication to the SAAO EC secretary-treasurer.

February

- ___2 Submit A. Hollis Wolf Case Presentation Competition participant registration form via Google Docs.
- ___2 Submit initial A. Hollis Wolf Case Presentation Competition presentation to SAAO EC vice chair at saaovchair@gmail.com.
- ___15 AAO Convocation exhibit table reservation and payment due to the SAAO staff liaison. *(15 VIP points)*
- ___28 Submit monthly report to the SAAO EC national coordinator. *(accumulated VIP points)*
- ___28 Submit a Still Point to be considered for online publication to the SAAO EC secretary-treasurer.

March

- ___1 Electronic unsigned copy of year-end report due to the SAAO EC national coordinator. *(15 VIP points)*
- ___2 Submit final A. Hollis Wolf Case Presentation Competition presentation to SAAO EC vice chair at saaovchair@gmail.com.
- ___8 New officer contact information sent to the SAAO staff liaison. *(5 VIP points)*
- ___11 Electronic signed copy of year-end report due to the SAAO EC national coordinator by 11:59 p.m. Eastern Daylight Time. *(5 VIP points)*
- ___13-14 AAO Convocation: Two officers from each chapter must attend the SAAO Board of Governors' meetings. *(15 VIP points offered for bringing at least one incoming officer)*

June

- ___30 Submit Vicki E. Dyson Scholarship application to the SAAO staff liaison. *(optional)*

VIP Points

What are VIP points?

VIP points are a way for the SAAO to encourage and reward chapter activity and participation and to help guide chapters through requirements and deadlines. VIP points are used to determine annual SAAO chapter awards, including SAAO Chapter of the Year, SAAO Outreach Chapter of the Year, and Most Improved Chapter. VIP points are calculated throughout the year, and awards are distributed at the AAO Convocation. Chapters will receive quarterly updates on VIP point totals via their chapter email. VIP point totals can also be acquired by emailing the SAAO EC national coordinator (saaonatcoord@gmail.com).

VIP point Allocation

| 2018-19 | Points |
|--|----------------------------|
| Membership | |
| Largest % increase in membership | 5 |
| Largest % first-year class joined | 10 |
| 30% first-year class joined | 5 |
| Monthly Report | |
| Monthly reports submitted to the SAAO EC national coordinator on time | 5 each |
| All monthly reports received by last day of each month | 15 extra points |
| Community service events | 5 each (max 50 per month) |
| Educational events | 5 each (max 50 per month) |
| Speakers | 5 each (max 20 per month) |
| Fundraising events (minimum \$50 raised per event) | 2 each (max 20 per month) |
| Year-End Report | |
| Electronic unsigned copy submitted to the SAAO EC national coordinator | 5 |
| Electronic signed copy of year-end report submitted to the SAAO EC national coordinator at the AAO Convocation | 5 |
| Still Points | |
| Submit article for publication each month from September to February (max one per month) | 5 each |
| High-quality article chosen for publication by the SAAO EC secretary-treasurer | 20 each |
| AAO Convocation | |
| Exhibit table purchased | 15 |
| A. Hollis Wolf Case Presentation Competition contestant | 15 |
| At least one incoming chapter officer attends all Board of Governors' meetings | 15 |
| Volunteer a minimum of three hours | 10 |
| Donation made to SAAO silent auction (estimated minimum value of \$25) | 5 each (max 30 VIP points) |
| Miscellaneous | |
| Updated list of current chapter officers sent to the SAAO staff liaison by Sept. 15 | 5 |
| Submit Terms of Agreement to the SAAO EC national coordinator and the SAAO staff liaison | 5 |
| List of new chapter officers sent to the SAAO staff liaison by March 8 | 5 |

**Where applicable, VIP points are provided only if deadlines are met*

Terms of Agreement

Deadline: Sept. 15, 2018

I have read the contents of the 2018-19 SAAO Chapter Notebook. I understand:

- What is expected of my chapter concerning responsibilities and due dates for this academic year.
- Two chapter officers must attend the SAAO Board of Governors' meetings at the AAO Convocation on their scheduled days. It is highly recommended that the chapter officers be the president and national representative. Officer reimbursement is dependent on attendance at these meetings.
- Students running for SAAO Executive Council offices are strongly encouraged to attend the SAAO Board of Governors' meetings at the AAO Convocation.
- Each chapter, both historic and new, agrees to uphold and conduct themselves according to the most current SAAO bylaws stated in the SAAO Chapter Notebook.

Please sign and print your name to confirm that you have read and agree to the terms outlined above.

| | | |
|---|--------------------|---------------|
| _____ President's printed name | _____ Signature | _____ Date |
| _____ Vice president's printed name | _____ Signature | _____ Date |
| _____ National representative's printed name | _____ Signature | _____ Date |
| _____ Secretary's printed name | _____ Signature | _____ Date |
| _____ Treasurer's printed name | _____ Signature | _____ Date |
| _____ Chapter adviser's printed name | _____ Signature | _____ Date |

School

| | |
|--|------------------|
| _____ Complete school name and location | _____ Acronym |
|--|------------------|

Please send the completed form to the SAAO Staff Liaison, American Academy of Osteopathy, 3500 DePauw Blvd., Suite 1100, Indianapolis, IN 46268-1136, or bsearcy@academyofosteopathy.org, or (317) 879-0563 (fax).

Please also send a copy of this form to the SAAO EC national coordinator (saaonatcoord@gmail.com).

KEEP A COPY OF THIS FORM FOR YOUR RECORDS.

Chapter Officer Responsibilities

A listing of new chapter officers must be provided to the SAAO staff liaison by the deadlines. This list should include the officer's title, name, OMS year, address, email address and phone number. **As a reminder, students must be SAAO members by the time of election to be eligible to serve as an officer.** All terms of office begin at the conclusion of the AAO Convocation and are one year in duration. It is recommended that all outgoing officers assist incoming officers in assuming their chapter duties. **All chapter officers are encouraged to attend the AAO Convocation.**

President

1. Facilitates and oversees the activities and functions of the chapter.
2. Completes the Terms of Agreement page from the SAAO Chapter Notebook.
3. Submits year-end report.
4. Should attend all Board of Governors' meetings at the AAO Convocation with the national representative.
5. Assumes or delegates all responsibilities of unfilled chapter positions.

Vice president

1. Assists and supports the president.
2. Takes over any and all duties of the president, should the president be unable to attend functions or complete elected term in office.
3. Organizes fundraising and community service activities.
4. Responsible for membership recruitment.
5. Sends thank-you letters to speakers, club supporters, etc.
6. Maintains the chapter's social media, e.g. Facebook.

National representative

1. Acts as a liaison between the chapter, chapter adviser, and SAAO Executive Council (EC).
2. Should attend all Board of Governors' meetings at the AAO Convocation with the president.
3. Organizes logistics for attendance of members at the AAO Convocation.
4. Keeps records of all SAAO events for inclusion in the year-end report.
5. Submits the monthly report online to the SAAO EC national coordinator.
6. Coordinates the monthly chapter Still Point submissions to the SAAO EC secretary-treasurer.

Secretary

1. Takes accurate minutes of all chapter business and organizational meetings.
2. Maintains an accurate list of current SAAO members for all classes.
3. Assists the treasurer with new member registration.
4. Creates advertising for all chapter events.
5. Involves students in their clinical years in chapter activities.

Treasurer

1. With the president, assures the prudent use of all club funds.
2. Maintains accurate records of all chapter funds.
3. Ensures any local SAAO chapter dues are collected.
4. Provides annual or semi-annual financial reports to the chapter and chapter adviser.
5. Disperses funds as needed.
6. Collects and deposits all monies.

Removal of a Chapter Officer

If a chapter officer fails to fulfill his/her duties as specified in the SAAO Chapter Notebook, he/she may be removed from office. If the chapter does not have regulations in place to remove an officer, it may use the following guidelines:

The chapter adviser will review the complaints of officers and/or club members. A two-week probationary period may be granted to the officer in question. During this time, the officer will be given the opportunity to fulfill the duties of his/her position. At the end of the probationary period, the officer will meet with the adviser for a review of the actions taken by the officer in question during the probationary period. The chapter adviser will give his/her recommendation to the rest of the chapter officers, who will then vote on the dismissal of the officer in question. If chapter officers vote to dismiss the officer in question, a general chapter election will be held for the vacant office following the election criteria as outlined in the SAAO bylaws. If the officer in question is removed, and another officer wishes to fill the position, approval must be given by the chapter adviser and remaining officers. A general chapter election will then be held for the remaining vacancy.

Protocol for Resignation

If, during the course of the year, a chapter officer must resign his/her position for any reason, it is recommended that the vacant seat be filled in the following manner. If the resigning officer is the president, the vice president or co-president will assume the role of president. If the resigning officer is any other position besides president, it is recommended that the remaining officers and the chapter adviser convene to appoint a replacement, with the chapter adviser having the authority to decide in the case of a tie.

SAAO Chapter Monthly Report

The SAAO Executive Council (EC) national coordinator will send a link to complete monthly reports to the chapter email account. Monthly reports should be submitted by the **last day of each month** and should include all events since the last monthly report. Each event may be recorded in only one category (see below for category descriptions). If no events were held, please submit a monthly report stating there were no events. VIP points will be awarded for individual events, and additional points will be awarded for submitting completed monthly reports on time. Monthly reports are not required for March through August. Chapters should keep track of events held within this time frame and submit them in the September monthly report. Events on the September through December monthly reports will not be awarded points if submitted after December 31st, 11:59 p.m. Eastern Standard Time. A mid-year report will be sent in January with updated VIP point totals.

Monthly Report Event Categories

- Community service: Events that enrich and increase the awareness of the SAAO in the community. Services provided directly to the AAO do not qualify for VIP points.
- Educational: Workshops geared toward teaching osteopathic manipulation, principles and practices.
- Speaker: Lectures organized for SAAO members.
- Fundraising for SAAO: Submit all fundraising events, regardless of funds raised. VIP points will be awarded if a minimum of \$50 was raised.

SAAO Chapter Year-End Report

The SAAO EC national coordinator will send a link to complete a year-end report to the chapter email account. An unsigned electronic form of the year-end report should be completed and submitted to the SAAO EC national coordinator by the date indicated on the form. An electronic signed copy of the year-end report should also be submitted to the SAAO EC national coordinator on the day of the Wednesday SAAO Board of Governors' meeting by 11:59 p.m. Eastern Daylight Time.

SAAO Membership Application Process

Students may join the SAAO by completing the electronic application using the steps below.

SAAO dues consist of three portions: an amount to be paid to the AAO (\$20), an amount to be paid to the SAAO (\$20), and an amount to be paid to the local SAAO chapter at the chapter's discretion. The amount due to the national office is a one-time fee of \$40 per member with membership that lasts until graduation. Students will pay dues to the national office electronically upon registration. Local SAAO chapter dues may be collected by SAAO chapter officers. It is suggested that students present a receipt of membership payment from the AAO to their chapter officers, at which time local dues can be collected.

Create a user profile

Students who do not have a user profile on the American Academy of Osteopathy (AAO) website should create one using the steps below. Students who have a user profile on the AAO website should not create a new user profile.

1. Follow this link to the AAO website login page: app.academyofosteopathy.org/login.
2. From the login page, choose "Quick Signup."
3. Enter your email address and other essential information. Be sure to check the box next to "Are you a student?"
4. When finished filling out essential information, choose "Signup."
5. An email will be sent to complete the signup process. Click the link in the email to confirm your identity.
6. **Creating a user profile does not mean you are registered as an SAAO member.**

Complete the SAAO membership application

Students who have a user profile on the AAO website may follow these steps to join the SAAO.

1. Login to your user profile at: app.academyofosteopathy.org/login.
2. Choose "Shop" from the top menu; then choose "AAO Membership."
3. Add the membership to your cart by choosing "Add to Cart."
 - a. After confirming your Membership Type on Page 1 of the application, the price will adjust accordingly.
4. Complete all required fields for the application
 - a. **Enter OMS in the Designation field.** If OMS I, II, etc. is entered, it will need to be updated annually. AAO staff will **not** update this field for SAAO members.
 - b. Students **MUST identify their college of osteopathic medicine** on the SAAO Chapter field so that the AAO office can report accurate information to SAAO chapter officers.
5. When you have completed all pages of the application, choose "Save Application."
6. Choose "Go to Cart."
7. Complete the checkout and payment process.

After the application and payment are complete, your membership will be on hold until the application is approved. You can view the application status on your user profile. Membership status will be indicated as "On Hold" while the application is pending approval.

Applications should be approved within 3 business days. You will receive an email notification when the application has been approved. Please keep this electronic receipt to present to your local chapter for membership. Once approved, membership status will be indicated as "Active" on your user profile.

Once your application is approved, you may register for the AAO Convocation or purchase items with the SAAO member discount.

SAAO chapter officers will be notified during the months of September, October, November, and January of students from their college of osteopathic medicine who have been approved for SAAO membership. It is highly advised that SAAO chapter officers keep a list of ALL current SAAO members.

Member Number: 6000969
AOA Number: N/A
Member Type: None
Member Status: On Hold
Active Through: N/A

Member Number: 6000969
AOA Number: N/A
Member Type: SAAO
Member Status: Active
Active Through: 7/31/2019

End-of-Year Chapter Awards

Each year, the SAAO gives awards to recognize outstanding SAAO chapters. These awards are presented at the AAO Convocation. They are: Chapter of the Year, Outreach Chapter of the Year, Most Improved Chapter, and AAO Presidential Accolade. Award recipients are based on chapter activity as calculated by VIP points. Chapters are not eligible for these awards if their designated chapter officers do not submit electronic unsigned and electronic signed copies of the year-end report by the deadlines or are not in attendance at the Wednesday and Thursday Board of Governors' meetings at the AAO Convocation. Exceptions will be made on a case-by-case basis for extenuating circumstances as per the SAAO EC.

SAAO Chapter of the Year

This award is presented to the SAAO chapter that best exemplifies the spirit of SAAO as determined by VIP points. The SAAO chapter that accumulates the most VIP points throughout the year receives this award along with a \$250 grant, which we recommend be used for educational purposes.

SAAO Outreach Chapter of the Year

This award is presented to the chapter that demonstrates outstanding involvement in their school and surrounding community as determined by VIP points. The SAAO chapter that accumulates the most VIP points in the categories of Community Service and Educational events throughout the year receives this award.

Most Improved Chapter

This award is presented to the SAAO chapter that demonstrates the greatest percent increase in total VIP points compared to the previous year or at the discretion of the SAAO Executive Council. A \$250 grant also will be provided, which we recommend be used for educational purposes.

AAO Presidential Accolade

This award is presented to SAAO chapters earning the top 25 percent of VIP points for the current academic year.

Still Points

A Still Point is a creative expression of the osteopathic student experience. These expressions can range from essay, video or photography to poetry and beyond. Quality submissions may be published on the AAO website and social media to allow students to get a glimpse of the talents of others in the osteopathic family. Below are the guidelines for submission. Any questions or concerns may be emailed to the SAAO EC secretary-treasurer (saaosect@gmail.com).

Rules for Submission

1. Submissions must be sent to the SAAO EC secretary-treasurer by the last day of every month between September and February.
 - a. Each chapter may submit one Still Point per month.
 - b. 5 VIP points will be awarded for each monthly submission. However, quality submissions that are chosen for publication will be awarded 20 additional VIP points.
 - c. Crosswords, word searches or similar submissions will be awarded 0 (zero) VIP points.
 - d. Examples of submissions may include articles, photography, videos, poems or other original content.
 - e. The submission must include the author's name as they would like it to appear, as well as their position in the SAAO and school affiliation.
2. All questions about submission format should be sent to the SAAO EC secretary-treasurer (saaosect@gmail.com).

The National Undergraduate Fellows Association (NUFA)

The National Undergraduate Fellows Association (NUFA) is a division of the SAAO that enhances the learning of the undergraduate teaching fellows. To become a member of NUFA, one must be a member of SAAO. SAAO members are automatically enrolled in NUFA when they begin their fellowship. It is the responsibility of the chapter's NUFA representative to notify the EC NUFA liaison with the names of the new NUFA members.

Being a member of NUFA has several benefits:

- A workshop program designed specifically for NUFA members on Wednesday at the AAO Convocation.
- A chance to work with FAOs during the Magoun Memorial FAO-NUFA workshop at the AAO Convocation.
- The option to register for the physician Convocation program.
- Networking with other fellowship programs throughout the year and at the NUFA social during the AAO Convocation.

NUFA has a liaison on the SAAO Executive Council. The liaison is elected each year during the NUFA committee meeting at the AAO Convocation. The nominated member must be present at the Wednesday meeting at the AAO Convocation. The NUFA liaison is involved in planning the NUFA student program for the AAO Convocation and other NUFA-specific benefits. If you have any questions or are interested in learning more, please contact the NUFA liaison at nufaliation@gmail.com.

Political Actions: The National Osteopathic Student Caucus (NOSC)

Each year before the annual July meeting of the American Osteopathic Association's House of Delegates, leaders from various osteopathic student groups meet to discuss student-relevant resolutions. To help the student population have a unified voice in our osteopathic governing body and bylaws, the National Osteopathic Student Caucus (NOSC) was started by the Council of Osteopathic Student Government Presidents (COSGP). The NOSC is open to all students and can be attended online. Immediately following the NOSC, a student leadership panel convenes to have a final vote on resolutions and amendments that will become the official opinion of the osteopathic student body. The SAAO EC chair is a member of this leadership panel and has one of those votes! Please send any proposals for resolutions to be considered to the SAAO Executive Council chair at saaochair@gmail.com. Resolutions may be submitted on behalf of the SAAO at the AOA House of Delegates' meeting in Chicago every July.

AAO Convocation

About

1. **AAO/SAAO EVENT OF THE YEAR!!!**
2. This is a 5-day conference featuring lectures and workshops on osteopathic manipulative medicine.
3. Osteopathic medical students from any college of osteopathic medicine may participate.
4. Interact with master practitioners in the field and gain additional exposure to OMT while networking with doctors and other students.

SAAO Activities

1. “Evening with the Stars” and “Evening with the Stars and Stripes” – Wednesday and Thursday nights.
 - a. These informal gatherings offer clinicians and students opportunities to teach, learn and practice techniques with attendees they otherwise might not meet.
 - b. This event is a must-go for students who attend the AAO Convocation!
2. Election of new NUFA Liaison – Wednesday night.
3. Election of new SAAO Executive Council – Thursday SAAO Board of Governors’ (BoG) meeting.
4. SAAO 5K Fun Run – Thursday morning.
5. SAAO mixer – Thursday night.
6. SAAO silent auction.
7. Keynote speaker: Harold A. Blood, DO, FAAO, Memorial Lecture – Saturday afternoon.
 - a. The speaker is selected by the AAO Board of Governors based on outstanding mentorship to osteopathic medical students and commitment to osteopathic principles and practice.
8. A. Hollis Wolf Case Presentation Competition – Saturday afternoon.
9. Student award ceremony – Saturday afternoon.

Officer Registration

SAAO chapter officers attending the AAO Convocation must pay in full at the time of registration. If two designated officers attend 100 percent of the Wednesday and Thursday Board of Governors’ (BoG) meetings during the AAO Convocation, a maximum of two officers per chapter will be reimbursed up to \$100 each for their registration fee (prorated to days of attendance). If more than two officers from a chapter attend, the president and national representative will be given priority for reimbursement.

Attendance Requirements

1. Chapter officers **must** be present and **sign** the attendance sheet at each Board of Governors’ (BoG) meeting.
2. It is highly recommended that the national representative and president attend, but any elected officer may attend in their place.
3. Reimbursement for chapter officers is based on the attendance schedule that follows.
4. It is strongly encouraged that newly elected chapter officers attend the BoG meetings.

Reimbursement is provided according to the following breakdown

- Attendance at Wednesday’s meeting 75%
- Attendance at Thursday’s meeting 25%

Chapter Registration

1. All students who attend the AAO Convocation are encouraged to be SAAO members, as nonmembers pay an additional \$40.
2. All students must register for the AAO Convocation online at www.academyofosteopathy.org.

Please refer to the AAO Convocation brochure for information about costs, registration and cancellation. Registrations are processed in the order they are received with payment in full, and workshops are filled on a first-come, first-served basis. Registration confirmations will be emailed to the individual registrants.

Exhibit Tables at Convocation

The AAO will charge each chapter a \$35 fee for exhibit tables should they choose to have one. A chapter representative must be at the booth during exhibit hours: 5 to 7 p.m. Wednesday, 7:30 a.m. to 7 p.m. Thursday and 7:30 a.m. to 5 p.m. Friday. This is a great way to fund raise by selling merchandise and advertising for your SAAO chapter. To take advantage of this opportunity to obtain VIP points, please contact the SAAO staff liaison, Bev Searcy, at bsearcy@academyofosteopathy.org by Feb. 15.

Silent Auction Items

Proceeds from the silent auction help to support the SAAO Convocation program for the following year. Each school is encouraged to donate items for the event. Chapter merchandise will not be accepted. Additional information will be sent to chapter emails closer to the AAO Convocation.

Volunteering

Each COM that attends the AAO Convocation and volunteers a minimum of three hours to help run SAAO events will receive 10 VIP points.

A. Hollis Wolf Case Presentation Competition: Deadlines, Procedures, Rules, Regulations and Scoring Criteria

Explanation

The goal of the A. Hollis Wolf (AHW) Case Presentation Competition is to demonstrate the application of osteopathic principles through a case study. Students should discuss the patient diagnosis, associated somatic dysfunction and appropriate treatment. Students should demonstrate overall clinical knowledge, including a discussion of why the osteopathic care was significant to the patient's clinical outcome. A key component of the student's presentation is an explanation of the student's involvement in decision-making and treatment.

Deadlines

- **Jan. 26:** Submit the A. Hollis Wolf Case Presentation Competition [school registration form](#).
- **Feb. 2:** Submit the A. Hollis Wolf Case Presentation Competition [participant registration form](#).
- **Feb. 2:** Submit initial A. Hollis Wolf Case Presentation Competition presentation to SAAO Executive Council (EC) vice chair (saaovchair@gmail.com).
- **Mar. 2:** Submit final A. Hollis Wolf Case Presentation Competition presentation to SAAO EC vice chair (saaovchair@gmail.com).

Procedures

These procedures are being reviewed and updated. Expected completion Oct. 15, 2018. An email will be sent out detailing these changes, and the section below will be updated at that time.

Registration and submission deadlines as noted above. Each school with a participant in the AHW Case Presentation Competition is required to submit a school registration form. The individual participant is required to submit a participant registration form and initial presentation. The initial presentation should be submitted to the SAAO EC vice chair. The AAO will provide qualified personnel who will review each initial presentation for correct AMA style citations. Presentations will be returned to the student participant with suggested citation corrections within three weeks of submission. Each student will have the opportunity to make changes to their presentation. The final presentations should be submitted to the SAAO EC vice chair. Qualified AAO-provided personnel will review the final presentations for correct AMA style citations. Each missing or erroneous citation on the final presentation will result in a 5-point deduction, with a maximum deduction of 25 points for citation errors.

AHW Rules and Regulations

The following rules are strictly enforced. Failure to follow the rules will result in disqualification from the competition. Any questions or concerns should be directed to the SAAO EC vice chair prior to submission.

1. Only one slot is available for each SAAO chapter. No last-minute substitutions are allowed.
2. The AHW participant must be a registered member of SAAO the participant registration is submitted.
3. Previous first-place AHW winners are not eligible to compete in subsequent competitions.
4. Only one person may present. Mock patients are NOT allowed.
5. The case presented must be original. Cases presented previously at any national meeting, including prior AAO Convocations, are not eligible. Cases that have been published in scholarly journals as case reports are eligible, provided they pass these criteria.
6. Practice for AHW Competition: All competitors are required to meet Friday evening immediately following the alumni receptions in the lecture hall.
7. Each presentation will be allotted five minutes. **The clock will start with the participant's first word.** There will be a timer visible to the participant from the stage.
8. There will be two official timers. The average of the two official timers will be used as the participant's final time. This will then be used to determine any potential point deductions.
9. All presenters must arrive 15 minutes prior to the start of the competition.

Scoring Criteria

- 0 - 10 Understanding and application of osteopathic principles, diagnosis and treatment
- 0 - 10 Knowledge of pathophysiology and clinical aspects of the case
- 0 - 10 Impact of osteopathic care
- 0 - 10 Presentation style, skill and slide design
- 0 - 10 Student's involvement in decision-making and treatment-delivery

****Only judges' comments, not scores, will be provided for the participant to review.****

Presentation Guidelines

1. PowerPoint presentations must follow the **AMA Manual of Style citation guidelines**. Any non-original content must be cited. **Five points will be deducted from the participant's total score for each missing or erroneous citation, with a maximum deduction of 25 points for citation errors.**
2. **The introductory slide must contain the title of the presentation, the presenter's name, medical school year, school, date of patient exam, and medical school year at that time.** Example: Treatment of Migraines; Joe Smith, OMS III; PCSOM; Date of Patient Exam: Oct. 12, 2004; Student Year: OMS III. School affiliation may be stated only on the introductory slide. School logos are not allowed on the presentation.
3. Use of "Before" and "After" photographs to illustrate treatment effectiveness must be of the actual patient.
4. If using photographs that are depicting treatments, but are not of the actual treatment in the case, they must be clearly labeled as "Demonstration Photograph."
5. Participants **WILL NOT** be allowed to distribute handouts for their presentation. Only visual aids via PowerPoint or live demonstration will be permitted. All slide changes must be made manually. A designated laser pointer will be available for use during the competition.
6. Personal notes cannot be on paper larger than 8.5" x 11".
7. When required, signed HIPAA Agreement Disclosures must be posted on the last slide of each presentation.
 - a. Direct questions regarding HIPAA to the SAAO EC vice chair.
 - b. The SAAO EC does not provide HIPAA Agreement Disclosures due to variations in institutional policies.
8. The judge's panel **MAY NOT**:
 - a. have more than one judge per campus.
 - b. have any prior knowledge of the case and its presentation.
 - c. have judged the case on a chapter level.
9. There will be a maximum of **one** judge per scoring sheet. All judges must evaluate independently.
10. In the case of a tie, the average of the highest and lowest scores will be used to decide the winner. If there is still a tie, then a majority vote by the judges will determine the winner.
11. Participants are **not permitted** to see the judges' scores for their presentation. However, a copy of each judge's comments will be provided for the participant to review.
12. Each presentation is allotted five minutes. After five minutes, the following point deductions and penalties will be enforced:
 - One point for presentation lasting 5:01–5:30 minutes.
 - Five points for presentation lasting 5:31–6 minutes.
 - 10 points for presentation lasting 6:01–6:30 minutes.
 - 15 points for presentation lasting 6:31–7 minutes.
13. Presentations lasting 7:01 minutes or more will be disqualified, and the presenter will be asked to leave the stage.
14. In the event of a disagreement regarding receipt of a final AHW presentation via email, the presenter must prove an email was sent by providing a copy of the sent email with the date and file attached. This must be received by March 10, 2018. Presenters bear the ultimate responsibility of assuring receipt of final presentations. If additional presentations are sent prior to the deadline, the presenter should expect a receipt confirmation email from the SAAO EC vice chair.
15. The SAAO owns the rights to the AHW presentations and any recordings of said presentations. The presentations may be posted to the SAAO website and used for promotional purposes. Presentations still may be used by the original presenter after this competition. By participating in this competition, competitors agree to these terms.

AHW Grievance Procedure

Grievance procedures have been established to protect the integrity and maintain standards within the AHW Competition and to provide a means for individuals and/or SAAO chapters to bring concerns to the attention of the SAAO EC. Grievance procedures and policies can be found in the bylaws of the SAAO. **The initial procedure for filing an official complaint must be made within 24 hours of the completion of the AHW Competition.**

Filling Each Chapter's Slot

1. A date will be set for a chapter competition, of which all chapter members will be made aware.
2. Preliminary contest
 - a. At schools for which more than one competitor would like to participate, a chapter competition must be held to determine who will compete in the national AHW Case Presentation Competition.
 - b. The contest should be judged by faculty and/or members of the SAAO at the school (this may include undergraduate fellows). The competition should have no fewer than three judges, but five judges are recommended.
 - c. The contest should be scored using the same criteria provided above.
 - d. The contest should yield a single winner.
 - e. The winners of the preliminary contest should submit a [Participant Registration Form](#).

AHW Case Presentation Competition winners must utilize their prize within two years of receiving it or it will be forfeited.

A. Hollis Wolf Case Presentation Competition Registration Forms

- [School Registration Form](#)
- [Participant Registration Form](#)

Sherri L. Quarles Award

Sherri L. Quarles, the executive director of the AAO, is a strong advocate of the SAAO and works to improve the student experience. This award is given to two SAAO chapters that demonstrate a need for funding to carry out osteopathic educational events. An award of \$250 will be given to each selected chapter to be reimbursed following their event within the school year. Interested parties may submit their proposals to the SAAO Executive Council (EC) chair by Oct. 1. A decision will be made by Oct. 31, and schools will be notified by Nov. 5. Specific requirements may be found below:

- Submit a proposal, including the following items, to the SAAO EC chair (saochair@gmail.com):
 - Point of contact
 - School affiliation
 - Proposed event title and description
 - Event date and schedule
 - Proposed itemized budget for the event
 - Expected attendance for the event
- Proposals must be less than one page in length in Times New Roman 12-point font.
- Only one submission per chapter will be accepted per year.
- Submissions must be received by Oct. 1.

The award money must be used by May 31 of the academic year in which it was awarded. To receive this award, the chapter must submit supporting documentation within 30 days of the event, including a summary of the event and receipts. The award will be given as a reimbursement up to the lesser amount of either \$250 or the actual expenditure submitted.

Vicki E. Dyson Scholarship

Vicki E. Dyson (1937-1990) put her heart and soul into her role as the AAO's executive director. She truly loved her job and all the people that made up the Academy. She took great pride in serving every individual with whom she came in contact and was very proud of her association with the osteopathic profession. She was a special and caring person who touched lives in many wonderful ways.

The SAAO has developed a scholarship program in her honor. Each year, SAAO members who complete an elective four-week rotation in OMM are eligible for this \$400 scholarship. Required OMM rotations are not eligible for this scholarship. One scholarship is available for each school. This elective must be completed with a physician who participates as a Vicki E. Dyson preceptor. A list of physician preceptors is available to SAAO members from the SAAO staff liaison.

SAAO members may request that a physician be added to the list of preceptors. Preceptor applications can be found in the SAAO Chapter Notebook or can be obtained from the SAAO staff liaison. The applications are voted on quarterly by the AAO Board of Trustees. To qualify for this scholarship, the preceptor must be approved before the rotation takes place. It is, therefore, recommended to contact the AAO office about adding new physicians well in advance of the rotation dates. To qualify as a preceptor for the Vicki E. Dyson Scholarship the physician must meet three requirements:

1. The physician must be a DO.
2. The physician must be a member of the American Academy of Osteopathy.
3. The physician's practice must consist of at least 50 percent osteopathic manipulative medicine –OR–
The physician must treat at least 20 patients per week with osteopathic manipulative medicine.

The rotation must be completed in the same academic year (July 1–June 30) the application is submitted. An essay about your experience is to be submitted to the AAO office upon completion of your rotation. This essay will be used to decide the winner of the scholarship should there be more than one applicant from each school. Essays of scholarship winners may be posted on the AAO's website.

Deadline for submission: June 30.

If you have questions, please contact:

SAAO Staff Liaison
American Academy of Osteopathy
3500 DePauw Blvd., Suite 1100
Indianapolis, IN 46268-1136
Phone: (317) 879-1881
Fax: (317) 879-0563
Email: bsearcy@academyofosteopathy.org

SAAO Vicki E. Dyson OPP Preceptor Scholarship Application

(For Students) PLEASE PRINT

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ GRAD. YEAR: _____ AOA#: _____

EMAIL: _____

OPP Rotation Physician Information

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ DATES: _____

EMAIL: _____

Please attach a one-page essay about your experience on this rotation. The winners of this scholarship may have their essays posted on the AAO's website.

If you have questions, please contact:

SAAO Staff Liaison

American Academy of Osteopathy

3500 DePauw Blvd., Suite 1100

Indianapolis, IN 46268-1136

Phone: (317) 879-1881

Fax: (317) 879-0563

Email: bsearcy@academyofosteopathy.org

SAAO Vicki E. Dyson OPP Preceptor Enrollment Form

(For Physicians) Please Print

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____

EMAIL: _____

Date of birth: _____ Gender (please circle): M / F

Osteopathic school attended: _____

Graduation year: _____ AOA#: _____

1.) What type of medical practice do you have? (Please check)

General practice Family practice Pediatrics Ob/Gyn
 Internal medicine Surgery NMM/OMM Other (Specify): _____

Please specify subspecialty (if applicable): _____

2.) What percentage of your patients receive OMT during an average visit? (Please check)

<10% 10 - 25% 26 - 50%
 51 - 75% 76 - 90% >91%

3.) Where do you spend your practice time? (Please indicate the percentage of time spent in each place)

% Office % Nursing home % Hospital % Teaching
 % Research % House calls % Other (Specify): _____

4.) Approximately how many patients do you see per day? _____

5.) How many days per week do you see patients? (Please indicate number)

of whole-days # of half-days Saturdays: Yes No

6.) Please remove my name from the Vicki E. Dyson Preceptor list. _____

7.) I authorize the AAO to add my name and contact information to the preceptor list. I understand that the above contact information will be used.

Signature: _____ Date: _____

Mail, fax, or email this form to:

American Academy of Osteopathy

3500 DePauw Blvd., Suite 1100

Indianapolis, IN 46268-1136

Phone: (317) 879-1881

Fax: (317) 879-0563

Email: bsearcy@academyofosteopathy.org

Bylaws of the Student American Academy of Osteopathy

Revised March 2018

Article I - Name

This organization will be known as the Student American Academy of Osteopathy (SAAO), formally known as the Undergraduate Academy of Osteopathy. This society will be represented by a local chapter at each AOA Commission on Osteopathic College Accreditation (COCA)-accredited osteopathic medical college or an osteopathic medical college pending accreditation by the COCA, and by the SAAO Executive Council.

Article II - Purpose and Objectives

The Student American Academy of Osteopathy has been organized by students of the accredited American osteopathic medical colleges under the auspices and guidance of the American Academy of Osteopathy (AAO) for the purposes of helping osteopathic medical students:

1. Acquire a better understanding of osteopathic principles, theories and practice to include:
 - Helping students attain a maximum proficiency in osteopathic structural diagnosis and treatment.
 - Fostering a clear concept of clinical application of osteopathy in health and disease.
2. Improve public awareness of osteopathic medicine so the community may better take advantage of the benefits provided by osteopathic medicine.

Article III - Affiliation

Section 1

Any student at a COCA-accredited osteopathic medical school, or an osteopathic medical school pending COCA accreditation, may become a member of the SAAO. Each COCA-accredited osteopathic medical school, or osteopathic medical school pending COCA accreditation, will have the right to organize a chapter of the SAAO.

Section 2

Each member will be assessed dues at the time of their enrollment to include an amount to the AAO, the national SAAO, and the local SAAO chapter. Each SAAO chapter will set its portion of the dues. Membership dues for the SAAO last for the duration of the student's undergraduate education. Membership dues for members of the National Undergraduate Fellows Association (NUFA) will be waived during their fifth year of undergraduate training. All dues for the AAO and SAAO will be forwarded to the AAO office.

Article IV - Chapter Officers and Duties

The members of each SAAO chapter will elect a president, vice president, secretary, treasurer, and national representative. Any individual serving as a chapter officer will be a full, dues-paid member of the SAAO. Office terms will be one year in duration. Officers will be responsible for executing the objectives of the SAAO, carrying out all chapter activities and objectives, and ensuring these bylaws are followed. In addition, the national representative and president will act as the chapter's official representation on the SAAO Board of Governors (BoG). The national representative, or designated alternate, will have voting rights on the SAAO BoG. Each chapter will be responsible for sending its national representative and president, or designated alternates, to participate in each meeting of the SAAO BoG.

Chapter officer elections must be completed before the AAO Convocation of the academic year for office to be held during the next academic year. If a chapter does not have procedures in place to elect chapter officers, it may use the following guidelines: Chapter officer elections will follow *Robert's Rules of Order* (the most current edition). The chapter's general membership will be notified of the election at least 14 days in advance. Nominations may be made by a nomination committee and/or from the floor during a regular chapter meeting. A simple majority vote will be necessary for election. Provisions will be made among the officers of each chapter that one officer will remain as the contact person for their respective graduating class' SAAO membership during their clinical years. This position will be called the clinical years representative.

A list of all newly elected officers will be provided to the AAO staff and SAAO EC national coordinator no later than the SAAO Board of Governors' meeting at the AAO Convocation prior to the academic year in which these offices will be held.

Each school with an undergraduate fellowship program will have a NUFA representative. Office terms will be one year in duration. Each school may decide independently how the NUFA representative is chosen. The immediate past-NUFA representative for each school is responsible for notifying the NUFA liaison of the new NUFA representative, as well as newly chosen undergraduate fellows at each school. The NUFA representative will participate on the NUFA Representative Council over which the NUFA liaison presides. In addition, the NUFA representative will be responsible for encouraging undergraduate fellows to join SAAO/NUFA at their respective schools.

Article V - Chapter Faculty Advisers

Each SAAO chapter will, at any time, nominate a faculty adviser whose appointment is confirmed yearly by the AAO president-elect. The adviser will serve as a liaison between the membership of the SAAO chapter and the AAO. This adviser must be an active member of the AAO and be willing to attend all meetings of the AAO Student Academies Committee, which is composed of the faculty advisers of each SAAO chapter and chaired by the SAAO Executive Council national advisor.

Article VI - The SAAO Executive Council (EC)

Section 1: Name

The Undergraduate American Academy of Osteopathy (UAAO) Council was established at the 1987 American Academy of Osteopathy annual Convocation by vote of the UAAO Representatives. The UAAO Board of Governors voted to change the name to the Student American Academy of Osteopathy (SAAO) at the 2011 AAO annual Convocation.

Section 2: Purposes

This Executive Council (EC) will exist from within and for the membership of the SAAO. The purposes of the EC are to collect and disseminate information from and to the SAAO chapters, form a cohesive body to present collective ideas and concerns of the SAAO to the AAO and other official bodies, steward any national duties required during the academic year, and to develop programs to facilitate the goals of the AAO and each of the SAAO chapters.

Section 3: Composition of SAAO Executive Council (EC) and Board of Governors (BoG)

The SAAO EC will consist of a chair, vice chair, secretary-treasurer, national coordinator, and NUFA liaison. The SAAO Board of Governors (BoG) will consist of a collection of the national representative and president from each SAAO chapter at a COCA-accredited osteopathic medical school, or an osteopathic medical school pending COCA accreditation.

The members of the SAAO BoG with voting privileges are as follows: SAAO EC members and the national representative, or designated alternate, of each SAAO chapter. The SAAO EC will cast one collective vote unless otherwise directed by specific procedures outlined in these bylaws.

Section 4: Executive Council (EC) Meetings

The SAAO Executive Council (EC) will meet annually at the summer Education Committee meeting, the AOA Osteopathic Medical Conference & Exposition (OMED), and the AAO Convocation, to plan programs and carry out any other tasks that promote the purposes and objectives of the SAAO.

Section 5: Duties

1. **The chair** will carry out the purposes and objectives of the SAAO and preside over all SAAO EC and BoG meetings. In addition, the chair or designee will attend the National Osteopathic Student Caucus at the American Osteopathic Association (AOA) House of Delegates and meetings of the AAO Board of Trustees (BoT) and AAO Board of Governors (BoG). The chair will hold a voting position on the AAO BoT and AAO BoG. The chair will also provide a summary report of SAAO EC activities to the AAO BoT on a quarterly schedule and to the AAO BoG before their annual meeting at the AAO Convocation. The chair is responsible for organizing the student program for the AAO Convocation with the assistance of the SAAO EC. The chair is also responsible for running, recording, and reporting the results of all votes for the SAAO EC elections.
2. **The immediate past chair** will carry out the purposes and objectives of the SAAO and provide leadership guidance to the SAAO EC. The immediate past chair will attend all SAAO EC and BoG meetings, if possible. In addition, the immediate past chair will attend, if possible, meetings of the AAO BoT if the chair is unable to attend. Should the position become vacant, it will remain vacant until the succession of the current chair.
3. **The vice chair** will carry out the purposes and objectives of the SAAO and assume the duties and title of the chair should that office become vacant. The vice chair will attend all SAAO EC and BoG meetings. The vice chair will be responsible for planning the student mixer event and designing the student t-shirt for the annual AAO Convocation, as well as organizing and coordinating the A. Hollis Wolf Case Presentation Competition. The vice chair will act as the official parliamentarian at all SAAO EC and BoG meetings. The SAAO EC will appoint a new vice chair should the position become vacant.
4. **The secretary-treasurer** will carry out the purposes and objectives of the SAAO, attend and keep minutes of all SAAO EC and BoG meetings, and retain copies of the minutes. The secretary-treasurer will be responsible for writing, editing and publishing the SAAO's *Still Point*, and for designing and maintaining the SAAO website and social media in accordance with AAO policies. The SAAO EC will appoint a new secretary-treasurer should the position become vacant.
5. **The national coordinator** will carry out the purposes and objectives of the SAAO, and maintain and coordinate communications among the SAAO chapters, the AAO Office, and the SAAO EC. The national coordinator will attend all SAAO EC and BoG meetings. The SAAO EC will appoint a new national coordinator should the position become vacant.

6. **The NUFA liaison** will carry out the purposes and objectives of the SAAO, organize the NUFA Pre-Convocation Program at the AAO Convocation, and be responsible for recruiting NUFA members to participate in Convocation-related activities (including organizing fellows to participate as Stripes during the Evening with the Stars and Stripes, and preside over the NUFA during Convocation week). The NUFA liaison will attend all meetings of the SAAO EC. The SAAO EC will appoint a new NUFA liaison should the position become vacant.
7. **The SAAO Executive Council national adviser** will be the chair of the AAO Student Academies Committee and lend his/her knowledge and expertise as needed.
8. **The AAO executive director**, or his/her designee, will, with the approval of the AAO Board of Trustees, be responsible for expediting all communications and reports from the AAO to the SAAO and vice versa. She/he will also be charged with maintaining accurate records of chapter memberships and financial activity of the SAAO EC.

Section 6: Parliamentary Procedure

All SAAO EC meetings are subject to the current edition of *Robert's Rules of Order* unless otherwise directed by specific procedures outlined in these bylaws.

Section 7: Election Protocol for the SAAO Executive Council (EC)

The chair will automatically succeed to the office of immediate past chair each year.

The chair, vice chair, secretary-treasurer, and national coordinator will be elected annually from the general membership of the SAAO by a simple majority vote of the SAAO Board of Governors (BoG) at their annual meeting on Thursday during the AAO Convocation. The outgoing SAAO EC chair will preside over the election. Each SAAO chapter in attendance will cast one vote per election via their national representative or designated alternate. The current SAAO EC, excluding any incumbent officer(s) running for that position, will cast one collective vote per election.

The order of elections will be first, chair, second, vice chair, third, secretary-treasurer, fourth, national coordinator. Any SAAO member is eligible for chair, vice chair, secretary-treasurer and national coordinator. A maximum of two members of the current Executive Council (excluding ex-officio officers or NUFA liaison) may be from the same SAAO chapter at one time.

The SAAO EC may not endorse or denounce any candidate before the election. Every candidate for office will have the opportunity to give a three-minute speech prior to the general election. After all speeches for chair are concluded, the national representative or alternate from each SAAO chapter will cast their vote for chair. Once two officers from the same SAAO chapter have been elected, all other candidates from that chapter are no longer eligible for election to any of the remaining positions. This procedure will continue to apply as the national representative or alternate from each chapter casts their votes respectively for vice chair, secretary-treasurer, and national coordinator.

The NUFA liaison will be elected annually by a simple majority vote of the NUFA Representative Council at their annual Business meeting on Wednesday afternoon during the AAO Convocation. The outgoing NUFA liaison will preside over the election. Only NUFA members are eligible for NUFA liaison. Any candidate for the NUFA liaison position must be present at the NUFA Business meeting to be eligible to run. Every candidate for office will have the opportunity to give a three-minute speech prior to the election. After the candidates have given their speeches, the NUFA representative from each school present will be allotted one vote during the voting process for NUFA liaison – absentee ballots will not be cast.

No individual, excluding ex-officio officers, may serve on the SAAO EC in any capacity for greater than two full terms. Newly elected SAAO EC officers will take office immediately following the AAO Convocation program. Training for new officers will occur throughout the rest of the AAO Convocation post-election and will be provided by the previous holder of those titles.

In the event that no candidate receives a simple majority vote:

1. The candidates with the two highest vote tallies will participate in a run-off election. Before this run-off election, the two remaining candidates will be asked a single question, created by the SAAO EC, excluding any incumbent officer running for that position, to which the candidates will have one minute to respond. The BoG will then cast their ballots in the same manner as the original process.
2. If, at this time, no candidate has a simple majority vote, another vote will be cast by the BoG without any further questioning of the candidates. The candidate who receives the largest number of votes in this final ballot will be elected to the office.
3. If this final ballot produces a tie, the SAAO EC and SAAO EC national adviser, excluding any incumbent officer(s) running for that position, will meet for a five-minute conference. After this meeting, the chair will cast his/her vote, except in the situation where an incumbent chair is running for the position in question. In this case, the next position in the EC order who is not running for the position in question will cast his/her deciding vote.

In the event of a contest to an election, the challenger must report their concern in an email to the SAAO EC national adviser by Thursday at 5 PM the week of the AAO Convocation. When the SAAO EC national adviser comes to a decision, it will be sent to the challenger by email. If the SAAO EC national adviser decides to change the election results, then another election will be held Friday the week of the AAO Convocation, at a time to be determined, for only the position(s) in question. The results from Friday will then stand until the election at the next AAO Convocation. If the SAAO EC national adviser does not agree, the original election results will stand as is.

Section 8: Recognition and Endorsement of Associate Groups

The SAAO Executive Council recognizes and endorses the National Undergraduate Fellows Association (NUFA) as an organized component society of the SAAO. This organization's purpose is to expand the teaching of the art and science of osteopathic medicine and communicate the vocabulary and philosophy of the osteopathic concept throughout the academic environment, emphasizing palpatory diagnosis and osteopathic manipulative treatment.

Article VIII - Amendments

Proposals for amendment(s) to these bylaws of the SAAO must be submitted to the SAAO Executive Council (EC) at least 30 days prior to the Board of Governors' meeting at the AAO Convocation. During the meeting, these proposals will be open for discussion and voted on by the SAAO Board of Governors (BoG). Each amendment must be passed by a two-thirds majority vote of a quorum to be sustained. Each amendment must then be submitted to the AAO Board of Trustees (BoT) for review. If the AAO BoT has an opinion to express regarding any issue(s) with the amendment(s), they will have the right to present their opinion to the SAAO BoG, either by email or at the annual meeting at the AAO Convocation, and call for a retake of votes after their opinion has been considered and discussed by the SAAO BoG.

Article IX - Code of Ethics

Section 1: The Code of Ethics of the SAAO will be the Code of Ethics of the American Osteopathic Association, with the addition of the following:

1. An SAAO member will not intentionally misrepresent himself/herself or his/her work in any way, in order to give himself/herself either financial or professional gain.
2. When participating in research that involves human subjects, an SAAO member will follow the current laws, regulations and standards of the United States, or the laws, regulations and standards applicable to research in the nation where the research is conducted. This standard will apply for member involvement in research at any level and degree of responsibility, including, but not limited to, research design, funding, participation either as examining and/or treating provider, analysis of data and publication of results in any form for any purpose.

Section 2: Grossly unprofessional conduct in violation of the Code of Ethics will be investigated by the AAO Board of Trustees (BoT), or a committee appointed by the AAO BoT for that purpose. Accused members may be required to appear before the AAO BoT to answer charges. If the charges are sustained, the AAO BoT may discipline the offending member through a fine, suspension, or expulsion of the member as, in its judgment, it feels warranted.

Section 3: Hearings involving charges of violation of the Code of Ethics will be conducted according to substantially the same procedure followed by the AOA in similar matters. If a member will have been suspended or expelled as a result of a finding that such member violated the Code of Ethics, then the record of such proceeding and the decision will be forwarded to the Executive Director of the AOA for ultimate review by the AOA BoT concerning any possible similar violation of the AOA Code of Ethics. The AOA Committee on Ethics will first determine if the record and decision comply with the AOA requirements. If the record and decision do not comply, they will be returned to this society for suggested rehearing. If the record and decision do comply, they will be scheduled for review by the AOA BoT. In either event, the AOA Committee on Ethics will notify the member and this society of its determination. In the case of the AOA BoT review, the member may file a petition similar to the petition employed in original ethical matters before the AOA, including therein, if desired, a request to appear personally before the AOA BoT. The AOA Executive Committee will have sole discretion as to whether such a request for personal appearance will be granted.

Article X - Code of Leadership

Section 1: As an elected or appointed leader of the Student American Academy of Osteopathy (SAAO), I am fully committed to the SAAO and its mission. I recognize that wearing the mantle of leadership is a higher calling and carries additional responsibilities and obligations to support the activities of the SAAO. As a leader, my decisions and actions must be guided by what is best for the SAAO.

Section 2: Elected or appointed SAAO leaders will pledge to honor and promote the SAAO and its mission by following three guiding principles:

1. Maintain and strengthen the vision of the SAAO, as demonstrated by:

- a. Defining with my colleagues the mission of the SAAO and participating in strategic planning to review the purposes, programs, priorities, funding needs, and targets of achievement;
 - b. Annually contributing to osteopathic philanthropy and encouraging osteopathic medical student colleagues to do the same; and
 - c. Publicly supporting and promoting the SAAO's policy within the osteopathic family and to the public.
2. Conduct myself with the highest level of integrity to honor the SAAO and to support the highest ideals of the osteopathic profession for which it stands, as demonstrated by:
 - a. Accepting the bylaws of the AAO, understanding that I am morally and ethically responsible for the health and vitality of the SAAO, and adhering to a conflict of interest policy by recusing myself from discussions or votes in which I may have a conflict of interest;
 - b. Leading the way by being an enthusiastic booster and a positive advocate for the SAAO, and extending that enthusiasm to the AAO's component societies; and
 - c. Accepting that every SAAO leader is making a statement of faith about every other leader, we trust each other to carry out this Code to the best of our ability.
 3. Be competent in my actions and decisions for the SAAO, as demonstrated by:
 - a. Fulfilling my fiduciary responsibilities as defined in the bylaws, whether reviewing and approving the annual budget, overseeing adherence to it, and overseeing the investment policies and procedures of the SAAO, or ensuring that those leaders so charged fulfill these responsibilities;
 - b. Making myself available to attend meetings, taking phone calls, and serving on committees, and being prepared for these meetings by reading agenda and other materials; and
 - c. Understanding that the leader's job is to govern, not manage.

Article XI - Grievances, Complaints and Due Process for A. Hollis Wolf Competitors

Complaint procedures are established to:

1. Protect the integrity and maintenance of standards within the A. Hollis Wolf (AHW) Case Presentation Competition;
2. Provide a mechanism for concerned individuals or SAAO chapters to bring information concerning specific actions and decisions that may be in noncompliance with the SAAO's standards for the AHW competition as written in the annually updated SAAO Chapter Notebook to the attention of the agency; and
3. Recognize the responsibility of SAAO to provide complainants the opportunity to use the agency as a vehicle to address specific grievances.

Section 1: The SAAO Executive Council (EC) will provide all student members with appropriate policies and procedures for grievance and due process in the bylaws listed within the annually released SAAO Chapter Notebook. Policies and procedures will address disciplinary actions that could jeopardize a contestant's success, disqualification from the competition for that year, and adjudication of complaints and grievances related to the AHW competition.

Section 2: The procedure for filing an official complaint begins with informal consultation. Each complainant must initially attempt to resolve any differences or problems with the AHW competition through direct dealings with the SAAO EC national advisor and SAAO EC vice chair running the event during the year of the competition in question. A formal complaint to the SAAO EC should only be made after these attempts at resolution have been unsuccessful or where a trainee is concerned about retribution.

Section 3: A formal complaint will meet the following criteria:

1. The complainant will present information concerning an alleged violation of SAAO Chapter Notebook Rules regarding the AHW competition standards. The information will be accurate and well documented with documentation where possible.
2. The complainant will document efforts to resolve the problem with the SAAO EC national advisor and SAAO EC vice chair. Where such measures are not possible, the complainant will state reasons.
3. The complainant will include information about any other actions initiated to resolve the problems.
4. The complaint will be presented in writing to the SAAO EC via the AAO Administrative Office in Indianapolis, IN and signed by the complainant. The complainant's identity will be held in confidence from the SAAO EC at all times.

Section 4: The SAAO EC will be notified and asked to provide an assessment of the allegations to the complainant within 30 days.

Section 5: If the complaint warrants further consultation, the SAAO EC will notify the complainant, in writing, that the complaint has been accepted for further discussion. The SAAO EC will then forward all information pertaining to the case to the AAO Board of Trustees (BoT).

Section 6: If the SAAO EC determines that a complaint warrants further review by the AAO BoT, their analysis will be initiated within 30 days after all information has been received by their president.

Section 7: If the AAO BoT ascertains that a complainant has instituted litigation against the SAAO EC or in reference to the rules of the AHW competition concerning the complaint, no action will be taken while the matter is subjudice.

Section 8: The SAAO EC or AAO BoT will consult other education council leadership where appropriate, and may take any of the following actions based on the findings of the investigation:

1. No action;
2. Agree with the complainant and follow through with all requests formally listed in the original complaint;
3. Disagree with the complainant and deny all requests formally listed in the original complaint.

Section 9: If the formal complaint in question is in reference to disqualification from the AHW competition, and the decision is made to:

1. Agree with the complainant, then the contestant will no longer be disqualified and will receive recognition for the place they would have received, but they will not win any prizes association with that title.
2. Disagree with the complainant, then the contestant will be disqualified.

Article XII – New SAAO chapter organization

Each COCA-accredited osteopathic medical school, or osteopathic medical school pending COCA accreditation, will have the right to organize a chapter of the SAAO.

1. Six or more students may organize a chapter of the SAAO. Students organizing a new chapter of the SAAO will elect five students to serve as SAAO chapter officers (president, vice president, secretary, treasurer, and national representative). All chapter officers must be current SAAO members.
2. The president or national representative of the chapter may contact the SAAO Executive Council (EC) national coordinator to obtain the most recent SAAO Chapter Notebook and SAAO Bylaws. The chapter must provide the following information to the SAAO EC national coordinator:
 - a. Confirmation of approval from the COCA-accredited osteopathic medical school or osteopathic medical school pending COCA accreditation;
 - b. The completed Terms of Agreement Form, which can be found in the SAAO Chapter Notebook; and
 - c. The new SAAO chapter officer list including the following information for each SAAO chapter officer: name, OMS year, position/office, address (street address, city, state, zip code), phone number, email.
3. Approval must be obtained from the following entities to organize a chapter of the SAAO:
 - a. The COCA-accredited osteopathic medical school, or osteopathic medical school pending COCA accreditation, at which the chapter of the SAAO will be established;
 - b. The AAO Board of Trustees; and
 - c. The AAO membership at large.
4. Meeting the above requirements establishes the SAAO chapter.
 - a. SAAO chapters will adhere to the most current SAAO Bylaws.
5. The student members will nominate and vote on a faculty adviser for this newly organized chapter.

This 2018 Revised Edition of the Bylaws of the Student American Academy of Osteopathy will replace the previous version of the Student American Academy of Osteopathy Bylaws in their entirety.

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