



**American Osteopathic College
of Occupational & Preventive Medicine
(AOCOPM)**

Student Chapter Guide and Bylaws



American Osteopathic College of Occupational and Preventive Medicine

Guidelines

Welcome

On behalf of the Board of Trustees of the American Osteopathic College of Occupational & Preventive Medicine, we would like to welcome you to the college. This exciting and cardinal profession is proud of its Student Members and encourages each Chapter and its members to actively participate to foster our profession.

History of AOCOPM

The American Osteopathic College of Occupational & Preventive Medicine (AOCOPM) is the national osteopathic medical specialty college for preventive medicine physicians. Originally chartered by the AOA in 1979 as the American Osteopathic Academy of Public Health and Preventive Medicine, in 1984, the organization merged with the American Osteopathic Occupational Medicine Association to form the American Osteopathic College of Preventive Medicine. In February, 1995, the current name was adopted to better reflect the membership.

AOCOPM consists of three divisions of population-based medicine: Aerospace & Hyperbaric Medicine, Occupational & Environmental Medicine and Public Health & General Preventive Medicine. AOCOPM is an affiliate society of the American Osteopathic Association (AOA).

In addition to opportunities to network with professionals in Occupational Medicine, the College provides two major conferences each year: one in the spring and one in the fall. The fall conference is part of the AOA Annual Osteopathic Medical Conference and Exposition. In the spring an Occupational Medicine Grand Rounds is included in the agenda.

AOCOPM, to further the educational needs of the medical professionals it serves, also offers three OPAM Workshops: The MRO Workshop, the DOT Workshop, and the Occupational Medicine Basic Course.

Purpose & Mission

The purpose of the AOCOPM is to promote public health and the practice of preventive medicine with the ultimate goal being to create a better understanding of the relationship of health and prevention in regard to the wellness of the population.



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The Mission of AOCOPM is to provide education in occupational, environmental, and preventive medicine and to encourage member activity and leadership within the College and other prevention-oriented healthcare organizations.

AOCOPM strives to stay close to its mission which is to promote public health and the practice of occupational and preventive medicine. This handbook was created to serve as a guide for new chapters to meet basic requirements of the organization and assist in maintaining chapter consistency that is in line with the AOCOPM mission.

To become and maintain your nationally recognized student chapter it is pertinent that you document compliance and completion of each area listed below. New chapters are asked to complete the documentation outlined in the section **Initial Recognition**. We please ask that you submit the required documentation annually. Failure to submit required documentation for two years in a row will result in the chapter being placed in dormancy.

Initial Recognition

We encourage all Colleges of Osteopathic Medicine (COM) to establish one AOCOPM chapter. COMs with multiple branches may establish an individual AOCOPM student chapter at each site. Each site is required to submit the following documentation to receive initial recognition from the national organization.

1. Letter of Support of COM, signed by the Dean of the College
2. Official Name (e.g., AOCOPM Student Chapter @ VCOM-VA)
3. Bylaws for Individual Chapter (for approval by AOCOPM)
4. Named Formation of Board (i.e., student leaders and their positions on the board)
5. Dues Structure (if applicable)
6. Name of the student charged with receipt of reimbursement or receipt of notifications.
7. Name and title of faculty advisor

Maintenance of Recognition

The AOCOPM would like to encourage national participation in the College and enhance further development and standardization of AOCOPM Student Chapters.



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To maintain an active chapter, each established AOCOPM Student Chapter must actively participate in the national chapter. Presidents and/or officers must ensure the following activities are completed each academic year in addition to the following “**Chapter Worksheet.**”:

1. Attendance by AOCOPM Student Chapter leadership in two (2) meetings per academic year with the AOCOPM Board of Trustees Medical Student Representatives and other AOCOPM Student Chapter Leadership to collaborate, share ideas, troubleshoot concerns, etc. These meetings occur via web conferencing or in a hybrid format at one of the AOCOPM’s regularly scheduled conferences.
2. Attendance in a check-in meeting once (1) per academic year with the Board of Trustees Medical Student Representatives to collaborate, share ideas, troubleshoot concerns, etc.

As local leaders, it is your responsibility to lead your local AOCOPM Student Chapter and take an active role in the AOCOPM. Your active involvement in national events, meetings, and check-in calls is imperative. Active participation by student members leads to growth and development of the AOCOPM and brings a plethora of ideas, leadership styles and depth to the College. Your participation and interest is highly valued, and we appreciate your contributions to the AOCOPM.

Documentation of local chapter activities, including **Maintenance of Recognition** and **Chapter Worksheet** activities, must be presented to the AOCOPM Board of Trustees Medical Student Representatives each academic year by June 30th by an elected representative of the local Student Chapter.

Chapter Worksheet

Each task must be properly documented and submitted to the AOCOPM Board of Trustees Medical Student Representatives by June 30th annually.

To maintain a charter of the AOCOPM, each individual chapter should conduct membership development activities, such as completing the following **RECOMMENDED** tasks each academic year:

1. Host presentations, virtual or in-person, from an AOCOPM member physician or Trustee each year.
2. Conduct at least one (1) community service or outreach activity per academic year.
3. Hold a minimum of four (4) AOCOPM Chapter meetings (this includes labs, lectures, and gatherings).



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4. Attendance at OMED Conference (AOCOPM sessions) or AOCOPM's Midyear (Spring) Conference by at least one (1) representative elected or named by the student chapter membership.
5. Submit the names and contact information of all club members at the beginning of the academic year or once the medical school organization student enrollment period has ended, including Honorary and current Alumni Liaison members. The faculty advisor of each student chapter should be identified.
6. Attending additional labs, lectures, or gatherings Fundraising activities for local AOCOPM Club funds
7. Participation in national AOCOPM Forum posts, video competitions, research opportunities, or scholarship award applications.



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Bylaws

Article I NAME

The name of the organization is the AMERICAN OSTEOPATHIC COLLEGE OF OCCUPATIONAL AND PREVENTIVE MEDICINE, [name of school] STUDENT CHAPTER (AOCOPM-SC).

AOCOPM-SCs shall be affiliated with the national organization, the AMERICAN OSTEOPATHIC COLLEGE OF OCCUPATIONAL AND PREVENTIVE MEDICINE, INC.

Article II OBJECTIVES AND POWERS

The objective is to ensure the student chapters accurately reflect the current mission of the AOCOPM and to establish goals in line with those of the national organization. These goals include:

1. Fostering and stimulating interest among osteopathic medical students in the practice of occupational and preventive medicine and the fields encompassing prevention-oriented specialties
2. Cooperating with other organizations having similar purposes either at other osteopathic schools or at other locations.
3. Maintaining the mission of the AMERICAN OSTEOPATHIC COLLEGE OF OCCUPATIONAL AND PREVENTIVE MEDICINE.

AOCOPM-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 AOCOPM and AOCOPM-SC. Student members shall enjoy all the rights and privileges of the College except the right to vote in the AOCOPM General Election.



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ARTICLE III MEMBERSHIP & PRIVILEGES

Section 1 Students

1. Qualifications

- a. Current enrollment in a good standing as an accredited or provisionally accredited College of Osteopathic Medicine.
- b. Profess an interest in the preventive medicine specialties, General Preventive Medicine/Public Health, Aerospace Medicine, Occupational Medicine.
- c. Payment of any dues and/or assessments set by the student chapter leaders.
- d. Student chapter leaders determine the application or other mechanism of joining.

2. Privileges

- a. The undergraduate active members of AOCOPM-SC shall be known as Student Members.
- b. Student Members of AOCOPM-SC shall also be members of the national AOCOPM.
- c. Student Members may vote only at meetings of their respective student chapters.
- d. Student Members may attend meetings of AOCOPM.
- e. Student Members may hold office within AOCOPM-SC.
- f. Student Chapter Leadership may be eligible to apply for one of two AOCOPM Board of Trustees Medical Student Representative positions, provided the Student is in good academic and professional standing with their medical school and meets any additional criteria of the AOCOPM.

Section 2 Honorary Members

1. Qualifications.

- a. An individual of outstanding achievement in the medical field or in an allied discipline may be elected to Honorary Membership.
- b. Honorary members of the AOCOPM-SC are elected by the membership of the chapter.
- c. 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.

2. Privileges. Honorary members shall not be eligible to vote or hold office in AOCOPM-SC and they shall not be required to pay fees or assessments.



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Section 3 Alumni Liaison

1. Qualifications. Member in good standing of the American Osteopathic College of Occupational and Preventive Medicine, approved by the AOCOPM Board of Trustees to serve as an Alumni sponsor and mentor for AOCOPM-SC.
2. Privileges. The Alumni Liaison shall not be eligible to vote in AOCOPM-SC and shall not be required to pay fees or assessments. The Alumni Liaison shall serve on the Executive Board of AOCOPM-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 student leaders of the AOCOPM-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 student leaders of AOCOPM-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 student leaders. 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 student leaders and paying the current dues and/or assessments.

ARTICLE V OFFICERS

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



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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 or in accordance with medical school procedures.

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. Election processes may be changed to be in accordance with medical school procedures.

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 AOCOPM-SC operation.
2. Preside at all Executive Board meetings and special and general meetings of AOCOPM-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 BOT Medical Student Representatives.
6. Ensure that chapter maintains requirements outlined in the bylaws and guidebook

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. Programming of chapter activities, such as guest speakers, residency fairs, community outreach and activities, etc.
4. 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 AOCOPM-SC



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3. Maintain a current roster of all members and their contact information.
4. Submit an annual report to AOCOPM by the end of each academic year, which includes a roster of membership, itemization of next academic year's officers, changes to faculty advisor, list of activities accomplished during the year and any recommendations or requests of AOCOPM (e.g., inclusion of activities in the AOCOPM newsletter and social media).

D. Treasurer

1. Maintain the financial records concerning the AOCOPM-SC's transactions.
2. Collect annual AOCOPM-SC dues, if chapter chooses to assess dues, from members of AOCOPM-SC and submit to AOCOPM-SC along with a 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 AOCOPM-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 AOCOPM-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 ten (10) business days prior to the inspection.



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Section 4 Indemnification. The Alumni Liaison and each officer of the AOCOPM-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 AOCOPM-SC and AOCOPM-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 Annual Educational Conference of the College, or during the fall OMED conference 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. Half of the Executive Board members shall constitute a quorum. Participation via video conferencing shall be permitted.

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. The 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. The minutes shall be provided to the AOCOPM Executive Director.

Section 2 Special Meetings. Special meetings may be called by the Executive Board or by a majority of Student Members. Notices of Special Meetings should be distributed by the Secretary



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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 shall constitute a quorum.

ARTICLE VIII PARLIAMENTARY AUTHORITY

It is up to each chapter and faculty advisor to determine the chapter's parliamentary procedure. Robert's Rules of Order is recommended.

ARTICLE IX 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 members on any proposed amendment shall be required for its adoption. Notification of any amendments proposed by the AOCOPM-SC must be submitted via email to the acting AOCOPM Board of Trustees Medical Student Representatives.