

SERFF Tracking Number: CCGN-126528908 State: Arkansas
Filing Company: Life Insurance Company of North America State Tracking Number: 45111
Company Tracking Number: 10-5001AR
TOI: L04G Group Life - Term Sub-TOI: L04G.500 Other
Product Name: Group Term Life
Project Name/Number: SMO Group Filing/10-5001AR

Filing at a Glance

Company: Life Insurance Company of North America

Product Name: Group Term Life

TOI: L04G Group Life - Term

Sub-TOI: L04G.500 Other

Filing Type: Form

SERFF Tr Num: CCGN-126528908 State: Arkansas

SERFF Status: Closed-Filed- Closed State Tr Num: 45111

Co Tr Num: 10-5001AR

Author: Carolyn Caldwell

Date Submitted: 03/04/2010

State Status: Filed-Closed

Reviewer(s): Linda Bird

Disposition Date: 03/08/2010

Disposition Status: Filed-Closed

Implementation Date:

Implementation Date Requested: On Approval

State Filing Description:

General Information

Project Name: SMO Group Filing

Project Number: 10-5001AR

Requested Filing Mode:

Explanation for Combination/Other:

Submission Type: New Submission

Overall Rate Impact:

Filing Status Changed: 03/08/2010

Status of Filing in Domicile: Not Filed

Date Approved in Domicile:

Domicile Status Comments: NA

Market Type: Group

Group Market Size: Small and Large

Group Market Type: Association

Explanation for Other Group Market Type:

State Status Changed: 03/08/2010

Created By: Carolyn Caldwell

Corresponding Filing Tracking Number: 10-5001AR

Deemer Date:

Submitted By: Carolyn Caldwell

Filing Description:

On behalf of Life Insurance Company of North America for your review and approval enclosed is a copy of by-laws and Article of Incorporation for the Student Osteopathic Medical Association (SMO).

Company and Contact

Filing Contact Information

Carolyn Caldwell, Compliance Operations

carolyn.caldwell@cigna.com

Analyst

1601 Chestnut Street

215-761-8529 [Phone]

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Philadelphia, PA 19192 215-761-5609 [FAX]

Filing Company Information

Life Insurance Company of North America	CoCode: 65498	State of Domicile: Pennsylvania
1601 Chestnut Street	Group Code: 901	Company Type:
TL16D	Group Name:	State ID Number:
Philadelphia, PA 19192	FEIN Number: 23-1503749	
(215) 761-8442 ext. [Phone]		

Filing Fees

Fee Required? Yes
 Fee Amount: \$50.00
 Retaliatory? No
 Fee Explanation: Calculated based on state's requirement.
 Per Company: No

COMPANY	AMOUNT	DATE PROCESSED	TRANSACTION #
Life Insurance Company of North America	\$50.00	03/04/2010	34611879

<i>SERFF Tracking Number:</i>	<i>CCGN-126528908</i>	<i>State:</i>	<i>Arkansas</i>
<i>Filing Company:</i>	<i>Life Insurance Company of North America</i>	<i>State Tracking Number:</i>	<i>45111</i>
<i>Company Tracking Number:</i>	<i>10-5001AR</i>		
<i>TOI:</i>	<i>L04G Group Life - Term</i>	<i>Sub-TOI:</i>	<i>L04G.500 Other</i>
<i>Product Name:</i>	<i>Group Term Life</i>		
<i>Project Name/Number:</i>	<i>SMO Group Filing/10-5001AR</i>		

Correspondence Summary

Dispositions

Status	Created By	Created On	Date Submitted
Filed-Closed	Linda Bird	03/08/2010	03/08/2010

Amendments

Schedule	Schedule Item Name	Created By	Created On	Date Submitted
Supporting Document	Filing Letter	Carolyn Caldwell	03/05/2010	03/05/2010
Supporting Document	SOMA ByLaws	Carolyn Caldwell	03/05/2010	03/05/2010
Supporting Document	SOMA Articles of Incorporation	Carolyn Caldwell	03/05/2010	03/05/2010
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Disposition

Disposition Date: 03/08/2010

Implementation Date:

Status: Filed-Closed

Comment:

Rate data does NOT apply to filing.

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Schedule	Schedule Item	Schedule Item Status	Public Access
Supporting Document	Flesch Certification		No
Supporting Document	Application		No
Supporting Document (revised)	Filing Letter		Yes
Supporting Document	Filing Letter		Yes
Supporting Document (revised)	SOMA ByLaws		Yes
Supporting Document	SMO ByLaws		Yes
Supporting Document	SMO ByLaws		Yes
Supporting Document (revised)	SOMA Articles of Incorporation		Yes
Supporting Document	SMO Articles of Incorporation		Yes

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Project Name/Number: SMO Group Filing/10-5001AR

Amendment Letter

Submitted Date: 03/05/2010

Comments:

Revised filing letter attached

Changed Items:

Supporting Document Schedule Item Changes:

User Added -Name: Filing Letter

Comment:

Group filing letter.pdf

User Added -Name: SOMA ByLaws

Comment: Revised By Laws attached

SOMA by-laws.pdf

User Added -Name: SOMA Articles of Incorporation

Comment:

SOMA articles of incorporation.pdf

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Project Name/Number: SMO Group Filing/10-5001AR

Amendment Letter

Submitted Date: 03/05/2010

Comments:

We have attached a revised copy of the SMO BY-Laws.

Changed Items:

Supporting Document Schedule Item Changes:

User Added -Name: SMO ByLaws

Comment: Revised By Laws attached
SOMA by-laws.pdf

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Supporting Document Schedules

	Item Status:	Status Date:
Bypassed - Item: Flesch Certification		
Bypass Reason: NA		
Comments:		

	Item Status:	Status Date:
Bypassed - Item: Application		
Bypass Reason: NA		
Comments:		

	Item Status:	Status Date:
Satisfied - Item: Filing Letter		
Comments:		
Attachment: Group filing letter.pdf		

	Item Status:	Status Date:
Satisfied - Item: SOMA ByLaws		
Comments: Revised By Laws attached		
Attachment: SOMA by-laws.pdf		

	Item Status:	Status Date:
Satisfied - Item: SOMA Articles of Incorporation		
Comments:		
Attachment:		

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SOMA articles of incorporation.pdf

Carolyn Caldwell
Compliance Specialist
CIGNA Group Insurance

A

March 4, 2010

Routing TL16D
1601 Chestnut St
Philadelphia, PA 19192
Telephone No. 215.761.8529
Facsimile No. 215.761.5609
Carolyn.Caldwell@cigna.com

ATT: Commissioner Jay Bradford
Arkansas Insurance Department
1200 West Third Street
Little Rock, Arkansas 72201-1904

RE: Group Information Filing- Student Osteopathic Medical Association

Company Filing#:10-5001AR-SERFF Tracking # CCGN-126528908
Life Insurance Company of North America NAIC#: 0901-65498 FEIN#: 23-
1503749

Dear Commissioner Bradford :

On behalf of Life Insurance Company of North America for your review and approval enclosed is a copy of by-laws and Article of Incorporation for the Student Osteopathic Medical Association (SOMA).

It is our intent to issue our Term Life Insurance policy TL-004700 previously approved by your department to SOMA, a bona-fide association situated in Illinois.

The caption form have been written in readable language and are being submitted in final printed format. Printing for specific cases are subject to changes in ink, color, paper, stock, page numbers, margins, positioning, and format, especially with regard to preparation of the certificates. However, printing standards will never be less than that required under your law.

We appreciate you taking the time to review these forms and trust that you will find everything in order. If you should have any questions or need additional information, please do not hesitate to e-mail me at Carolyn.Caldwell@cigna.com, or call us collect at 215.761.8529.

Sincerely,



Carolyn Caldwell

Constitution and Bylaws of the Student Osteopathic Medical Association

ARTICLE I – Name

The name of this association shall be the Student Osteopathic Medical Association. This name shall officially be abbreviated “SOMA”. National SOMA may herein be referred to as the “Association”. National SOMA is listed as a not-for-profit corporation, chartered under the laws of the State of Illinois, and is a non-practice affiliate member of the American Osteopathic Association.

ARTICLE II – Objectives

Section 1. SOMA Objectives. The objectives of SOMA shall be:

- (a) to improve the quality of health care delivery to the American people and the world;
- (b) to contribute to the welfare and education of osteopathic medical students;
- (c) to familiarize its members with the purpose and ideals of osteopathic medicine;
- (d) to establish lines of communication with other health science students and organizations; and
- (e) to prepare its members to meet the social, moral, and ethical obligations of the osteopathic medical profession.

Section 2. Legislative Assistance. The Association shall assist each chapter in its efforts to educate its state governor and legislators concerning the osteopathic medical profession by writing letters, paying visits, and making phone calls to those key officials. The Association shall come to the aid of any of the colleges of osteopathic medicine facing political attack in their own state.

Section 3. Policy Determination. Responsibility for determining the policies of the Association shall be vested solely in the House of Delegates.

ARTICLE III - Publications

Section 1. Official Publication. The Association’s official publication shall be the Student Doctor journal.

Section 2. Monthly Newsletter. That National SOMA Office shall make available on its website a monthly newsletter to all constituent chapters and national officers.”

ARTICLE IV - Constituent Chapters

Revised: 1 November 2001

SOMA Constitution and Bylaws

Page 1

Section 1. Chapter Petition. Any group of five or more students at an AOA-accredited osteopathic medical school may petition for a chapter within the Association. The petitioners shall sign the petition and date their signature and shall supply any information requested by the Board of Trustees as to its qualifications for membership.

Section 2. Number of Chapters. There shall not be more than one such chapter at any osteopathic medical school.

Section 3. Chapter Benefits. Each chapter shall enjoy equal rights and representation within the Association and the House of Delegates as set forth in the **Constitution and Bylaws**.

Section 4. Granting of Charter. A chapter charter shall be granted by a **simple majority** ratification of the House of Delegates at its next meeting.

Section 5. Chapter Officers. Each chapter shall elect as chapter officers: a National Liaison Officer, President, Vice President, Secretary, Treasurer, and a Public Relations Chairman (who serves as a subcommittee member to the National Board's Public Relations Coordinator. Any officer may hold a position in more than one student organization as long as a conflict of interest between the two positions does not occur. If a conflict does arise, it shall be the responsibility of the Region Trustee to settle the dispute in a manner that he/she deems necessary. If further measures are deemed necessary the National Student Osteopathic Medical Association President, with consultation by his/her counsel, shall determine the final decision regarding appropriate actions.

Section 6. Chapter Elections. Each chapter shall hold its annual election prior to the annual spring meeting of the SOMA House of Delegates. The election shall be an open election of all SOMA members in good standing and should be published to the student body in any form readily available to each institution no less than fourteen days prior to the election. Nominations shall be received at an open meeting of the local SOMA chapter on a date to be specified by the present local Chapter President.

Section 7. Chapter Officer Transition. It shall be emphasized that the outgoing Chapter President, as well as other local SOMA officers, should work closely with the newly elected officers to ensure a smooth transition of both the knowledge and workings of local and National SOMA for a period mutually agreed upon by the incoming and outgoing officers.

Section 8. Chapter Membership Drive. Each chapter is required to have their Fall Membership Drive completed and a list of new members compiled and sent to the National SOMA Office and their Regional Trustee, postmarked on or before October 15th of each year. Failure to comply with this regulation shall result in the chapter being fined \$50.

Section 9. Local Chapter Attendance at National Conventions.

A) **President and NLO Attendance.** National SOMA strongly recommends that, at a minimum, the local chapter President and the National Liaison Officer (or their proxies) attend Fall Convention and that one outgoing and one incoming officer (or their proxies) attend Spring Convention. Other local officers and local chapter members are also encouraged to attend.

B) **Financial Assistance.** Should local chapters provide financial assistance to local officers for travel to conventions, National SOMA recommends that distribution of funding be determined by the local chapter President and National Liaison Officer based upon the following criteria:

1. participation and leadership in local SOMA activities.
2. person is an elected local SOMA officer and/or is interested in interviewing or running for a National position.
3. should disputes arise, the chapter's Regional Trustee will be asked for his or her advice regarding distribution of funds.
4. When a local chapter provides funds for officers to attend the Spring Convention, one of those persons must be a newly-elected officer, if he or she chooses to attend.

ARTICLE V - Membership

Section 1. Membership Classes. Membership in the Association shall be through local chapters of AOA-accredited osteopathic medical schools. Membership in National SOMA shall be classified into four groups:

1. Active Membership. Only Active Members shall have voting privileges.
2. Honorary Membership.
3. Associate Membership.
4. Pre-Medical Student Membership.

Section 2. Active Membership. To be admitted to Active Membership in SOMA, an applicant must be enrolled at an AOA-accredited osteopathic medical school and have paid the appropriate dues. Active Membership is limited to students through their date of graduation. Any student who is dismissed from their osteopathic medical school of record shall have their Active Membership in the Association summarily terminated. No appeal process is available in this action.

Section 3. Honorary Membership. Honorary Membership may be granted to individuals or organizations making outstanding contributions to the success and perpetuation of SOMA. They can be awarded on a yearly basis by the Board of Trustees and/or on a lifetime basis in a closed session of the House of Delegates. Honorary members shall not be required to pay dues. Honorary members shall have none of the obligations of membership in the Association, but shall be entitled to all of the privileges except those of making or seconding motions or voting in the House of Delegates, or of holding office.

Section 4. Associate Membership. See Article XVIII, Section 8.

Section 5. Pre-Medical Student Membership. An applicant must be enrolled in an undergraduate college or university and pay the appropriate dues, if any, as deemed appropriate by the local SOMA Chapter. These dues shall not exceed \$5 per year. A subscription to the Student DOctor journal shall be offered, as an option to their free non-subscribing membership, at the rate of \$10 per year.

Section 6. Dues Structure. Membership dues structure will be as listed in Article XXIII.

Section 7. Suspension of Membership.

A) **Process of Suspension.** The Association reserves the right to terminate the membership, including the Active Membership, of any member if circumstances justify such an action. The Board of Trustees, by a **two-thirds** majority vote in a Quorum session, may take this action after due consideration, respecting the requirements of Article XIII, Sections 8 and 9, if necessary.

B) **Appeal of Suspension.** An appeal may be made if the ex-member alleges that the

sanction was given arbitrarily, capriciously, in bad faith, or in violation of the law. In such cases the burden of proof for these allegations shall rest with the ex-member. The Board of Trustees shall deliberate on the validity of the appeal and, by a **two-thirds** majority vote of a Quorum session, take such appropriate action as:

- (1) to accept the appeal, reopen the issue, and then vote again on the suspension.
- (2) to deny the appeal and allow the sanction to officially stand.

ARTICLE VI - Discrimination

Neither the Association or its constituent chapters may refuse membership on the basis of race, religion, color, gender, sexual orientation, national origin or creed. Chapters shall otherwise determine the qualifications of their own members where not inconsistent with the **Constitution and Bylaws** of this Association.

ARTICLE VII - Code of Ethics

The **Code of Ethics** of this Association shall be a version of the AOA's Code of Ethics modified to reflect the student physician's role in today's medical practice environment. The **Code of Ethics** shall govern the professional conduct of the members of the Association. The Association shall amend the **Code of Ethics**, as may be needed from time to time, by following the protocol for amendments to the Association's **Constitution and Bylaws**.

ARTICLE VIII - Elected National Officers

Section 1. National Officer Positions. The Elected National Officers shall consist of:

1. A National President who shall be the Chairman of the Board of Trustees.
2. A National Vice President who shall also serve as the Speaker of the House of Delegates.
3. A National Treasurer who shall also serve as the SOMA Foundation Treasurer.
4. An Editor of the Student DOctor journal.
5. Regional Trustees (one from each region).
6. Foundation Chairperson.
7. Foundation Finance Director.

Section 2. National Officer Elections. These Elected National Officers shall be elected at the Annual Fall SOMA National Convention and shall assume their duties at the conclusion of the Annual Spring SOMA National Convention of that same academic year. All candidates for these positions (except the position of Region Trustee) must be nominated by the nominating committee, and have at least one year experience on the SOMA National Board.

Section 3. SOMA Foundation Board of Directors. The National President, National Vice President, National Treasurer, and Editor of the Student DOctor journal shall also serve as members of the SOMA Foundation Board of Directors.

ARTICLE IX - House of Delegates

Section 1. Chapter Representation.

A) **Delegates and Alternates.** The House of Delegates shall be composed of four Delegates from each constituent chapter, the Speaker of the House of Delegates (or his/her designate), and Ex-Officio Members. Each constituent chapter which has

received a charter, as prescribed in **Article IV**, shall be entitled to four voting positions or votes in the SOMA House of Delegates. The distribution of these votes shall be at the discretion of each local chapter. At the opening of the House of Delegates, each chapter shall provide to the Speaker of the House of Delegates, a list of four Delegates with voting rights and a list of Alternates who may vote in their absence.

B) Identification of Delegates and Alternates. Persons shall be identified with name tags indicating their "Delegate" or "Alternate" status. Before any business is undertaken by the House of Delegates, each Delegate and Alternate shall be identified and verified by the Speaker of the House of Delegates (or his/her designate), using at least one appropriate form of identification. An Alternate can replace a voting Delegate provided they have been identified by the Speaker of the House of Delegates.

C) Voting by Delegates. Each chapter present shall be provided with four voting cards. It is strongly recommended that one person control one voting card; however, one person may control up to and including all four cards for his/her chapter. Proxy voting between chapters shall be prohibited. Only voting Delegates or seated Alternates may make or second motions.

Section 2. Ex-Officio Members. Ex-Officio Members of the House of Delegates shall include the members of the Board of Trustees, the Administrator, the SOMA Foundation Chairman and Director, and the Chairperson of any Standing Committee, Subcommittee or Task Force. Ex-Officio Members shall not have the right to vote unless they are a voting Delegate from a constituent chapter.

Section 3. Addressing the House. All official members of SOMA, as described in **Article V**, shall have the right to address the House of Delegates upon recognition by the Speaker of the House of Delegates. This recognition shall not entitle him/her to make or second motions.

Section 4. Requirements for Voting.

A) Quorum for the House. A Quorum shall be required for the House of Delegates to conduct any business. A Quorum shall be defined as **50% + 1** of all occupied seats of the House of Delegates (this means 50% of the total delegate votes, which is two (2) times the number of constituent chapters, plus one vote).

B) Voting by the Speaker. The Speaker of the House of Delegates shall vote only in the event of a tie vote or whenever a ballot vote is taken; excluding officer elections. This one vote shall not count towards Quorum of the House of Delegates.

Section 5. Required Votes. All business, unless otherwise specified in the **Constitution and Bylaws**, shall be transacted by a **simple majority** of the votes cast.

Section 6. Order of Business. The order of business of the House of Delegates shall be determined by the Speaker of the House of Delegates with recommendations from the Board of Trustees and the Convention Coordinator and shall be distributed at least fifteen days prior to the commencement of the meeting. The order of business shall only be changed by a vote of at least **two-thirds** of the House of Delegates.

Section 7. Regular Meetings of the House. The House of Delegates shall meet during the

Annual Fall and Spring SOMA National Conventions, and at such time as it may deem necessary. Each participating school will be permitted one selection of a site to be submitted no less than 30 days prior to the start of the Fall Convention, and the National Board will select 4 of those proposed sites, which will then be voted on by the House of Delegates at the Fall Convention. If insufficient sites are proposed, then the National Board will nominate sites. The spring convention date will occur in the next academic year (Example: Fall (YEAR) House of Delegates selects Spring (YEAR+2) meeting site).

Section 8. Special Meetings of the House. Special meetings of the House of Delegates may be called by a vote of **two-thirds** of the constituent chapters. Each chapter shall be given notice by registered mail within fifteen days of the call. The special meeting shall be held, not less than fifteen or more than sixty days, after notice has been sent to the chapters.

Section 9. Resolutions.

- A) **Format.** All resolutions shall be presented, in typed form and following the format listed in the **SOMA Process**, to the National Vice President before presentation to the House of Delegates as stated in **Article XXII, Section 2**.
- B) **Late Resolutions.** Resolutions that are submitted after the sixty day deadline, but before the opening of the House of Delegates, shall require a **two-thirds** vote of the House of Delegates to be debatable on the floor. The Speaker of the House of Delegates shall make recommendations to the House of Delegates on whether or not the resolution should be considered for business. Late Resolutions approved for consideration shall be referred to the House of Delegates Reference Committee and handled in the same manner as those resolutions submitted before the sixty-day deadline.
- C) **Emergency Resolutions.** Resolutions that are submitted after the opening of the House of Delegates shall require a **two-thirds** vote of the House of Delegates to be debatable on the floor. The Speaker of the House of Delegates shall make recommendations to the House of Delegates on whether or not the resolution should be considered for business. Emergency Resolutions approved for consideration shall be debated on the floor of the House of Delegates without referral to the House of Delegates Reference Committee.
- D) **Referral to the Reference Committee.** All resolutions submitted in compliance with **Paragraphs (A) and (B)** above shall be referred to the House of Delegates Reference Committee and reported to the House of Delegates during the annual convention in which they were introduced.
- E) **Resolutions Affecting Chapters.** Any resolution that names any specific SOMA chapter(s) will be discussed with the President(s) of such named chapter(s) prior to submission to the House of Delegates Reference Committee.
- F) **Reference Committee Discussion.** All proponents and opponents of the resolution shall be given a reasonable opportunity to appear before the House of Delegates Reference Committee.
- G) **Acceptance of Reference Committee Report.** The House of Delegates shall either “adopt”, “not adopt”, or “adopt and amend” resolutions based on the House of Delegates Reference Committee Report in order to proceed with determining the policy of the Association.

Section 10. Reference Committee.

- A) **Members.** The House of Delegates Reference Committee shall be composed of the following Active Members of the Association: each region shall contribute two members, nominated by the Regional Trustee, who are not from the same school; and the SOMA Foundation Chairman shall nominate one Foundation officer.

- B) **Chairman.** The Speaker of the House of Delegates or his/her appointee shall serve as the Chairman of the House of Delegates Reference Committee. The Chairman shall appoint all members of the House of Delegates Reference Committee from the above nomination list and any other members whom he/she feels necessary to complete the business of the Reference Committee.

- C) **Duties.** The duties of the House of Delegates Reference Committee shall be to prepare a report listing their recommendations to amend and/or make corrections to the resolutions, in regards to punctuation, grammar, spelling, and citations within the **Constitution and Bylaws** of the Association. The report shall also declare the committee's recommendation on each resolution submitted for that House of Delegates session; namely, that being to adopt or not to adopt the resolution as presented and/or amended.

- D) **Referral to the Reference Committee.** All resolutions submitted in compliance with **Paragraphs (A) and (B)** above shall be referred to the House of Delegates Reference Committee for evaluation by members of the Committee who are not sponsors of the given resolution and reported to the House of Delegates during the annual convention in which they were introduced.

ARTICLE X - Official Meetings

Section 1. Fall and Spring Meetings. The SOMA House of Delegates, the Board of Trustees and the National Board shall convene at least twice a year for official meetings: one time being at the Annual Fall SOMA National Convention, which will coincide with the AOA Annual Convention & Scientific Seminar; and the second time occurring at the Annual Spring SOMA National Convention.

Section 2. Mid-Year Meeting. The SOMA Board of Trustees and the National Board shall also meet at a Mid-Year Meeting to conduct the business of the Association and to observe and give input to the AOA House of Delegates on behalf of the students across the country. The meeting can be scheduled immediately before, during, or after the AOA House of Delegates as time and circumstances permit.

Section 3. OMT Tables. The Association shall be responsible for providing OMT tables at the SOMA National Conventions in order that OMT may be performed under adequate conditions so that Association representatives may perform at their fullest potentials.

Section 4. Promotion of Meetings. The Association shall encourage allopathic medical students to attend and participate in local, regional, and National SOMA functions for the purpose of fellowship and education.

Section 5. Meeting Attendance. The constituent chapters are required to send at least one representative to either the Fall or Spring convention. If a chapter is not present at the Fall convention, they will not receive their allotted moneys until the chapter attends the Spring Convention. In the case that the chapter does not attend the following Spring convention, they will not receive their allotted moneys. Those moneys will then be made part of the SOMA Foundation Scholarship Fund.

ARTICLE XI - Rules of Order

Robert's Rules of Order Newly Revised shall govern the parliamentary procedures of the Association in all cases where applicable and where not inconsistent with the **Constitution and Bylaws** of the Association.

ARTICLE XII - Elections

Section 1. Eligibility to Hold Office. Only Active Members, who are enrolled in an AOA-accredited osteopathic medical school during the term, shall be eligible to hold an office in SOMA.

Section 2. Chapter Elections. The election of National Liaison Officers, Chapter Presidents, and other chapter officers shall be held by the constituent chapters on an annual basis as outlined in **Article IV, Section 6.**

Section 3. National Elections. The election of the National President, the National Vice President, the National Treasurer, the Editor of the Student DOctor journal, and the Regional Trustees shall be held during the annual fall meeting of the House of Delegates.

Section 4. Election of Member At-Large. The election of the Member At-Large, chosen from and by the newly installed National Board, will occur during the post-spring convention transition period.

Section 5. Nominating Committee.

A) **Members.** The Board of Trustees shall appoint four members to the Nominating Committee during the Mid-Year Meeting. The four members shall be any officer, except the National President, who serves on the Board of Trustees or the National Board. The Board of Trustees shall appoint the Chairman of the Nominating Committee from the four members appointed to the Nominating Committee.

B) **Duties.** The Nominating Committee will: produce and distribute to the Association's constituent chapters an application for candidacy, determine the procedures for submitting such applications, and solicit declarations of candidacy from qualified students. The Nominating Committee will ensure that such declarations from the candidates will be printed in the Fall Convention Book, along with their curriculum vitae if possible.

C) **Report.** This committee shall present the names of at least **two** nominees, for the office of National President, National Vice President, National Treasurer, and Editor of the Student DOctor journal, to the National Vice President at least thirty days prior to the annual fall meeting of the House of Delegates. The National Vice President

shall distribute the Nominating Committee Report to all constituent chapters at least fifteen days prior to the House of Delegates meeting. Additional nominations may be made from the floor of the House of Delegates following the presentation of the Nominating Committee Report. Elections shall be held following the Nominating Committee Report and candidate speeches for each national office position.

Section 6. National Officer Elections.

- A) **Candidate Speeches.** Prior to election of the officers, each candidate shall be allowed five minutes of floor time to address the House of Delegates to further his/her campaign. The answering of questions shall not be included in this time limit.
- B) **Election Process.** Where there is no contest among nominees, the candidate shall be asked to leave the room and a **simple majority** vote without ballot shall elect the office. All other elections shall be by secret ballot.
- C) **Required Votes.** The candidate receiving at least **50% + 1** of possible votes shall be declared the winner. If no candidate receives 50% + 1 of the votes, a runoff of the candidates with the **two** highest vote totals shall be held. If neither candidate receives a winning number of votes, additional run-offs will be held until a winner is declared.

Section 7. Regional Trustee Elections.

- A) **Chapter Votes.** Regional Trustees shall be elected at the Annual Fall SOMA National Convention. Each Regional Trustee will take office at the closing of the Spring House of Delegates meeting. Each chapter from that geographic region shall have four votes toward the election of their Regional Trustee.
- B) **Regional Election Committee.** All balloting shall be by secret ballot. Ballots shall be checked and counted by a committee consisting of one representative from each chapter present. The Speaker of the House of Delegates or his/her designate shall appoint the members of each Regional Election Committee based on the requirements set forth above and shall appoint one of these members to chair the committee. No nominee for Regional Trustee shall be appointed to the Regional Election Committee. Election rules shall follow **Article XII, Section 6.**

ARTICLE XIII - Duties of Officers

Section 1. National President. He/She shall act as the Chairman of the Board of Trustees and shall be expected to appoint and council with the Chairpersons of the various Standing Committees, Subcommittees, and Task Forces in carrying out the objectives of SOMA and will coordinate all national affairs between the Administrator, the Board of Trustees, and other interested parties. He/She may appoint an Advisory Cabinet as set forth in **Article XIX.**

Section 2. National Vice President. He/She shall serve as the **Speaker of the House of Delegates.** He/She shall have the authority to appoint a Vice Speaker to assist in his/her duties. He/She shall be an Ex-Officio Member of all committees and shall receive their reports at least biannually. He/She shall coordinate all phases of Standing Committees, Subcommittees and Task Forces and report their progress to the House of Delegates. The Speaker or his/her designate (Vice Speaker) shall direct and control the floor of the House of Delegates. In the absence of the National President, he/she shall act as Interim-President to perform the duties of that office. He/She shall keep and maintain the Association's **Constitution and Bylaws**, the **SOMA Process** and the **Code of Ethics** in their most current form.

Section 3. The National Treasurer. He/She will maintain all financial records and file the required forms with the IRS and other financial institutions for National SOMA and the SOMA Foundation. He/She will chair a Finance Committee for purposes of budgetary review and approval. He/She shall work with the National SOMA officers to formulate a National Budget. The National Treasurer shall arrange for a Blanket Fidelity Bond, for a suitable amount as determined by the Board of Trustees, to cover all individuals, particularly the National Treasurer and the Administrator, handling the Association's financial accounts. The treasurer is obligated to provide quarterly budget reports to all members of the SOMA Board of Trustees, the Administrator and any accountant that National SOMA should be utilizing to assist with preparation of tax documents and/or management of finances in a form dictated by the current Board of Trustees.

Section 4. National Liaison Officers. They shall be responsible for conducting affairs of National SOMA interest at the local constituent chapters; including acting as liaison between National SOMA, college administrations, state osteopathic medical societies, and other organizations. It shall be their responsibility to maintain an accurate membership file at the local level and to forward a monthly report to their Regional Trustee concerning local and national activities. They shall also be responsible for submitting a financial report on the local chapter to the Board of Trustees no later than February 15th of each year. They shall interact, coordinate and frequently converse with their Regional Trustee as well as the National SOMA Office.

Section 5. Regional Trustees.

A) Regions. Each Trustee shall represent his/her region on the Board of Trustees. Regions are divided as follows:

Region I:

New York College of Osteopathic Medicine of New York Institute of Technology
(**NYCOM/NYIT**)

Lake Erie College of Osteopathic Medicine (**LECOM**)

Nova Southeastern University College of Osteopathic Medicine (**NSUCOM**)

Philadelphia College of Osteopathic Medicine (**PCOM**)

University of Medicine and Dentistry of New Jersey - School of Osteopathic Medicine
(**UMDNJ-SOM**)

University of New England College of Osteopathic Medicine (**UNECOM**)

Region II:

Chicago College of Osteopathic Medicine of Midwestern University (**CCOM**)

Des Moines University – Osteopathic Medical College (**DMU-OMC**)

Michigan State University College of Osteopathic Medicine (**MSUCOM**)

Ohio University College of Osteopathic Medicine (**OU-COM**)

Pikeville College School of Osteopathic Medicine (**PCSOM**)

West Virginia School of Osteopathic Medicine (**WVSOM**)

Region III:

Arizona College of Osteopathic Medicine (**AZCOM**)

College of Osteopathic Medicine of the Pacific (**COMP**)

Kirkville College of Osteopathic Medicine (**KCOM**)

Oklahoma State University College of Osteopathic Medicine (**OSU-COM**)

Touro University College of Osteopathic Medicine (**TUCOM**)

University of Health Sciences College of Osteopathic Medicine (**UHSCOM**)

- B) **Regional Conclaves.** They shall be responsible for the Regional Conclave meeting held at both the Annual Fall & Spring SOMA National Conventions. SOMA encourages regional meetings to be held between the Fall & Spring Convention and to include, but not be limited to the local chapter president and NLO of each local SOMA chapter.
- C) **Chapter Assistance.** They shall assist local chapter officers in his/her region and take an active role in improving each chapter in the areas of membership, funding, and any other activities where his/her expertise may be of value.
- D) **Reports.** Each Regional Trustee shall submit one article or report on activities in his/her region for each issue of the Student DOctor journal.
- E) **Budget.** Each Regional Trustee shall submit a proposed budget for the fiscal year to the National Treasurer within sixty days following the annual spring meeting of the House of Delegates. The proposed budget should include all funds for the Regional Conclaves, travel to all Board of Trustee meetings, travel to visit chapters in the region, and any item or project he/she feels will be needed.
- F) **Guide Booklet.** They shall distribute and update the booklet, "National Guide for Local Chapter Management," to the local chapters. This booklet shall contain information that will guide the Chapter Treasurers to local funding sources.

Section 6. Editor of the Student DOctor journal.

- A) **Publishing Duties.** He/She shall be responsible for the publication of the Student DOctor journal. He/She shall coordinate the exchange of information from the Board of Trustees, the House of Delegates, and the National Board to the members of SOMA.
- B) **Publishing Deadlines.** He/She shall be responsible for publishing all pertinent deadlines.

Section 7. Member At-Large. He/She is elected from and by the National Board. He/She shall represent the Standing Committees and Task Forces comprising the National Board to the Board of Trustees and National Officers.

Section 8. Removal and/or Replacement of Officers.

- A) **Removal of Officers.** The Board of Trustees shall be empowered to dismiss from his/her position any Officer, SOMA Foundation Chairman or Director, Editor of the Student DOctor journal, Regional Trustee, Administrator or Member At-Large who has failed to perform the duties of his/her position, providing that the person in question shall have the opportunity to answer the charges against him/her in writing or in person before a meeting of the Board of Trustees. A vote of at least **two-thirds** of the voting members of the Board of Trustees shall be necessary for such dismissal.
- B) **Replacement of Officers.** Upon dismissal or resignation of any Officer, SOMA Foundation Chairman or Director, Editor of the Student DOctor journal, Regional Trustee, Administrator, or Member At-Large, the Board of Trustees shall be empowered to appoint a replacement by a **two-thirds** vote of the Board of Trustees.

The appointed replacement shall serve until the next scheduled House of Delegates session when appropriate bodies shall elect an officer for the position, as per **Article XII**, to serve out the remainder of the term.

- C) Removal of Chairpersons.** Any Chairperson (Coordinator or Director) of a National SOMA Standing Committee, Subcommittee, or Task Force, who has failed to perform the duties of his/her position, and having been appointed by the National President, may be dismissed or asked to resign from his/her position by the National President. The National President shall then be empowered to appoint a replacement officer.

Section 9. Removal of Member At-Large. The Member At-Large of the Board of Trustees may only be dismissed from his/her Board of Trustees position as outlined in **Section 8, Paragraph (A)**. If dismissed as the Member At-Large, he/she may still retain his/her position as Chairperson unless dismissed as a National Board member by the National President, according to **Section 8, Paragraph (C)**.

Section 10. Outgoing Officer Report. All Elected National Officers and appointed National Board members, as outgoing officers, will complete the Outgoing Officer Report form and return it to the National Vice President thirty days prior to the Annual Spring SOMA National Convention. All outgoing officers will bring written information and other materials to pass on to the incoming officers at the spring convention. Outgoing officers will guide incoming officers after leaving office. Failure to comply with these regulations will prevent reimbursement to that officer of convention and any other outstanding expenses incurred while in office.

Section 11. Convention Report. Each elected and appointed National Officer shall submit a type-written report, detailing the activities of their respective offices, by the required deadline for inclusion in the convention book: one for fall and one for spring.

Section 12. Liability of Officers. The personal liability of any officer or employee at the national, regional, or chapter level is eliminated from monetary damages for breach of fiduciary duty as a representative; except that such provision shall not eliminate or limit the liability of a representative to the Association for monetary damages for:

- (a) any breach of the representative's duty of loyalty to the Association or to its members;
- (b) acts or omissions not in good faith or which involve intentional misconduct or a knowing violation of the law; or
- (c) any transaction from which the representative derived an improper personal benefit.

ARTICLE XIV - Administrator

Section 1. Duties of the Administrator. The Administrator shall follow, endorse and administer all policies and directives of the Board of Trustees and the House of Delegates. He/She shall have charge of all archives (including legal, historical and scientific records of SOMA), be responsible for the collection of dues, maintain lists of those members in good standing and be aware of those incomes and expenditures authorized by the Board of Trustees and the House of Delegates, maintain the ledger of accounts, and have check drafting capabilities as deemed appropriate by the Board of Trustees. The Administrator shall also maintain accurate records of the proceedings of the Board of Trustees, the National Board, and the House of Delegates. Copies of the minutes of all meetings shall be sent to all National Officers, local chapters, and other interested parties. He/She shall be an Ex-Officio Member of all committees

including the Board of Trustees, the National Board, and the House of Delegates.

Section 2. Selection of the Administrator. The Administrator shall be chosen by the Board of Trustees on the basis of qualifications, which best serve, the objectives of SOMA as stated in the **Constitution and Bylaws**. Remuneration shall be determined by the Board of Trustees.

ARTICLE XV - Board of Trustees

Section 1. Board of Trustees.

A) **Members.** The Board of Trustees shall be comprised of the Elected National Officers as stated in **Article VIII**, as well as the Member At-Large representing the National Board. The SOMA Foundation Chairman and Director shall also serve as voting members of the Board of Trustees. Each member will have control of one vote.

B) **Chairman.** The National President of the Association shall serve as Chairman of the Board of Trustees. The President will vote only in the instance of a ballot election and in all other cases where the vote would change the result (i.e. a tie).

Section 2. Duties of the Board of Trustees. The Board of Trustees shall be responsible for conducting the affairs of the Association between meetings of the House of Delegates. The Board of Trustees shall have the power to conduct all business of an immediate nature where not inconsistent with the **Constitution and Bylaws** and the **SOMA Process**, or the directives of the House of Delegates.

Section 3. Regular Meetings of the Board of Trustees. The Board of Trustees meeting shall be held in conjunction with the Annual Fall SOMA National Convention and the Annual Spring SOMA National Convention, and the Mid-Year Meeting of the AOA House of Delegates.

Section 4. Special Meetings of the Board of Trustees. The Board of Trustees shall meet at the request of the National President or two of the members of the Board of Trustees. Notification shall be made at least seven days prior to the meeting.

Section 5. Quorum of the Board of Trustees. A Quorum shall be necessary to conduct the business of the Board of Trustees. A Quorum shall be defined as **50% + 1** of all occupied seats currently held by a Board of Trustee member or their proxy.

Section 6. Closed Meetings of the Board of Trustees. Closed meetings of the voting members are not considered contrary to the ideals of SOMA. Closed sessions may be called by a **two-thirds** majority vote of the Board of Trustees only after consultation with the appropriate National Board member (or their proxy) having expertise on the particular issue.

Section 7. Minutes of National SOMA Meetings. Each Regional Trustee shall be responsible for recording the proceedings of the Board of Trustees and the National Board and, if necessary, for the House of Delegates. The Speaker of the House of Delegates shall be responsible for designating which officer will record each meeting. All meeting minutes shall be typed, in the manner specified in the **SOMA Process**, and mailed to the National SOMA Office Administrator within thirty days.

ARTICLE XVI - National Board

Revised: 1 November 2001

SOMA Constitution and Bylaws

Page 13

Section 1. National Board Members. The National Board will be comprised of the program Chairpersons of the Standing Committees and Task Forces of National SOMA.

Section 2. Replacement of National Board Members. National Board members may be changed at the discretion of the National President without consultation with the Board of Trustees or the House of Delegates as per **Article XIII, Section 8, Paragraph (C)**; except for the Member At-Large of the Board of Trustees who must be dismissed as outlined in **Article XIII, Section 9**.

Section 3. Funding for National Board Members. Funding for each National Board member shall be established in the budget. The budget shall include expenses that may be spent in the fiscal year.

Section 4. National Board Positions. The National Board may include the following Standing Committee Chairpersons (if a Coordinator(s) or Director(s) has been appointed):

1. Convention Coordinator
2. International Health Program Director
3. Membership/Pre-SOMA Coordinator
4. Osteopathic Practice & Principles Director
5. Preventive Medicine Director
6. Professional Development/Political Affairs Director
7. Program for the Medically Undeserved Director
8. Programs & Benefits Coordinator
9. Public Relations Coordinator
10. Student DOctor Advertising Manager
11. Student DOctor Associate Editor
12. Student DOctor On-line Editor
13. Student DOctor Subscriptions Manager/Business Manager
14. Foundation Associate Director of Grants
15. Foundation Associate Director of Scholarships
16. Foundation Associate Director of Membership.

Section 5. Expressed Policies by Association Officers. Findings expressed, related or conveyed by National Board members at any benefit, convention, or function, where they are officially representing the Association, shall temporarily reflect the policy of National SOMA. Policy-related reports expressed by National Board members shall be summarized and submitted as part of the convention minutes at the next House of Delegates meeting. Unless the House of Delegates rejects the findings of the National Board member at that meeting, these policies shall be accepted as the official policies of the Association.

ARTICLE XVII - Standing Committees, Subcommittees and Task Forces

Section 1. Creation & Duties of Standing Committees. The Standing Committees of SOMA shall be created by resolutions submitted to and approved by the House of Delegates. The Chairperson(s) of each Standing Committee shall be appointed by the National President and ratified by a **simple majority** vote of the Board of Trustees. The duties of the Standing Committee shall be to organize and submit policy in their appointed area to the Board of Trustees and/or the House of Delegates and to appoint matters to their given Subcommittees. Job description and responsibilities of a Committee Chairperson is to be approved by a simple majority of the Board of Trustees.

Section 2. Chairperson Selection. For continuity of programs, the Chairperson(s) of each Standing Committee shall become an equal and integral component in the interviewing and subsequent selection of their immediate successor(s).

Section 3. Creation of Subcommittees. The Subcommittees of SOMA shall be created by approval of the Board of Trustees or the House of Delegates. The Chairman of a Subcommittee shall be appointed by the Chairperson(s) of the parent Standing Committee and ratified by a **simple majority** vote of the Board of Trustees.

Section 4. Creation of Task Forces. Task Forces shall be comprised of the new programs or committees submitted for approval that are given a temporary status. Task Forces can be established and their program Directors chosen at the discretion of the National President. Each Task Force Director shall have all the responsibilities of a National Board member, including representation at local and National SOMA meetings. If program interest and needs continue for a period of two years, the Task Force is eligible to become a Standing Committee pending approval of the House of Delegates as per **Section 1**.

Section 5. Budget of National Board Members. The Chairperson(s) of each Standing Committee and Task Force will submit a tentative budget to the Finance Committee for approval based on merit and participation.

Section 6. Expenses of National Board Members. Monies, less than \$100, allocated for committees under management of National Board members shall be controlled by the National Chairperson of each respective committee. Each National Chairperson shall be held accountable for excellence in their respective program as a result of this assumption of responsibility.

ARTICLE XVIII - Affiliated Societies

Section 1. Society Application. Any autonomous national, state, territorial, provincial, or foreign medical student organization, which may desire to become an Affiliated Society, shall apply on a prescribed form, submit that its Constitution, Bylaws and Code of Ethics generally conform to those of this Association, and maintain an organizational structure which generally conforms to that of this Association.

Section 2. Granting Charter. Upon such application, the House of Delegates shall investigate and, finding satisfactory proof of a general agreement in policy and governing rules with those of this Association, issue such a charter to any organization which does not duplicate the function or prerogatives of any presently affiliated organization.

Section 3. Convention Participation. Affiliated Societies may provide a non-voting member to the SOMA House of Delegates.

Section 4. Benefits of Affiliation. Affiliated Societies may be granted the privilege of attending the SOMA National Conventions and scheduling meetings with respective members if they do not conflict with the scheduling constraints of the SOMA conventions. Affiliated Societies shall be granted the opportunity to use the National SOMA newsletters and other membership mailings to contact their current and potential members. Affiliated Societies shall be granted the privilege of scheduling a meeting with the SOMA Board of Trustees by following the rules set forth in the **SOMA Process**.

Section 5. Financial Obligations. National SOMA will not be held responsible for any financial obligations of any Affiliated Society and shall not act as a negotiating agent for any Affiliated Society in any business transaction. National SOMA shall not charge Association members for Affiliated Society activities and shall not collect dues for any Affiliated Societies.

Section 6. Cessation of Affiliation. Affiliated Societies shall have the option of terminating their affiliation with National SOMA by submitting a letter of intent from the affiliate's President to the SOMA National President by registered mail. The termination of the affiliation shall not take effect until the SOMA Board of Trustees has an opportunity to speak with the officers of the Affiliated Society. Upon concluding that the intent is verified, the SOMA Board of Trustees shall send a letter of confirmation of the intent to terminate the affiliation to the President or acting leader of the Affiliated Society by registered mail. The termination shall not take effect until the letter has been received by the aforementioned society. Societies shall be eligible to reapply for affiliation at the next House of Delegates meeting and shall follow the procedures outlined in **Sections 1 & 2.**

Section 7. Termination of Affiliation. The SOMA House of Delegates shall have the right to terminate the Association's affiliation with any society upon finding the actions or policies of the society violate the **Constitution and Bylaws, SOMA Policies, or Code of Ethics** of the Association. Upon these findings, the SOMA Board of Trustees shall investigate such violations and upon conclusion of such investigation, make a recommendation, in resolution form, to the SOMA House of Delegates. Voting on such a resolution shall be governed by the rules set forth in the **SOMA Process.** Affiliated Societies shall be given the right to testify at the Board of Trustees and the SOMA House of Delegates Reference Committee meetings. Termination of the affiliation shall take effect at the closing of the House of Delegates. Societies will be able to reapply for affiliation at the next SOMA House of Delegates meeting and shall follow the procedures outlined in **Sections 1 & 2.**

Section 8. Associate Membership. Any student of an allied health care profession associated with one of the American Osteopathic Association recognized Colleges of Osteopathic Medicine be granted Associate Membership into the Student Osteopathic Medical Association on application to the above. The Associate Membership dues shall be a one-time fee of \$60, with the breakdown being \$22 to the local chapters and \$38 to National SOMA. The Benefits of Associate Membership shall be limited to the SOMA Health Insurance Program, and each Associate Member shall maintain a non-voting seat on the Student Osteopathic Medical Association's House of Delegates at every national convention that the Student Osteopathic Medical Association holds.

ARTICLE XIX - President's Advisory Cabinet

Section 1. Members. The National President may at his/her discretion appoint members to an Advisory Cabinet.

Section 2. Duties. Members of the Advisory Cabinet may coordinate with and advise the National President, but shall not establish policy.

ARTICLE XX - National SOMA Budget

Section 1. National Treasurer Duties. See Article XIII, Section 3.

Section 2. Budget for Funded Positions. The National Treasurer will collect, from each National Officer, Regional Trustee, Chairperson and Task Force Director, a tentative budget within sixty days after the annual spring meeting of the SOMA House of Delegates. Subcommittees do not submit a budget. From this information he/she will submit, by July 1st, a National SOMA Budget proposal to the Board of Directors of the SOMA Foundation, who may accept, reject, or amend the budget proposal. After the budget has been accepted, it shall be distributed to each constituent chapter and printed in the Student DOctor journal.

Section 3. Additional Funding Requests. Any officer's request for funds above and beyond their approved budget amount must be submitted as a written proposal to the National SOMA Office at least seven days prior to when the funds are needed.

Section 4. Fiscal Year. The fiscal year of this Association shall be from July 1st through June 30th of each year. The books of account of the Association shall be closed as of the last day of June in each year.

ARTICLE XXI - The SOMA Process

Section 1. Components of the SOMA Process. The document known as the **SOMA Process** shall be maintained and updated by the National Vice President under the supervision of the Board of Trustees. It shall contain three sections:

- 1) **General information.**
- 2) **Procedural information:** i.e., how to write a bill, how to make a motion, rules of order in the House of Delegates, etc.
- 3) **SOMA Policies:** this section shall contain an appropriately indexed listing of all resolutions that pass the House of Delegates but which do not amend the **Constitution and Bylaws** or the **Code of Ethics**.

Section 2. Use of the SOMA Process. The **SOMA Process** shall be part of the official governing legislation of the Association. In the event of a conflict in policy, the provisions of the **Constitution and Bylaws** of the Association shall have preference over any provision set by the **SOMA Process**.

ARTICLE XXII - Amendments to the Constitution and Bylaws

Section 1. Amendment Consideration. Proposed amendments to these **Constitution and Bylaws** shall be considered at the biannual meetings of the House of Delegates.

Section 2. Amendment Submission. Any five members of the Association may propose an amendment to these **Constitution and Bylaws** by submitting the resolution with a brief explanation, postmarked to the National Vice President and the National SOMA Office at least sixty days prior to the next meeting of the House of Delegates.

Section 3. Amendment Distribution. Copies of proposed amendments shall be distributed to all constituent chapters and postmarked at least thirty days prior to the next meeting of the House of Delegates.

Section 4. Amendment Approval. A vote of at least **two-thirds** of the House of Delegates, Quorum required, shall be required for passage of any new amendment.

ARTICLE XXIII - Finances

Section 1. Dues Structure.

- A) **Active Membership Dues.** Dues for osteopathic medical students enrolled in an AOA approved program shall be \$60 for the four-year Active Membership. Additional dues for students enrolled in an extended program lasting more than the four-year Active Membership shall be \$10.00 for each additional year
- B) **Apportioning of Dues.** Division of the \$60 Active Membership fee shall be divided as such: \$22 shall go to the local chapter at the student's college, and \$38 shall go to the National SOMA Office.

Section 2. Assessment of Dues. Sole authority to add dues levels for other classes of membership and to raise the amount of dues shall be vested in the House of Delegates.

Section 3. Local Chapter Assessment Fee. Each local SOMA chapter reserves the right to charge a chapter assessment fee in addition to national dues costs. The local chapter officers shall determine the Local Chapter Assessment fee annually and will notify National SOMA of the determined fee by June 1. In addition, each chapter will notify their constituents of the purpose of the Local Chapter Assessment Fee. Any students who are members of a chapter charging an assessment fee has the right to refuse to pay the assessment fee and join SOMA through the National Office instead of through their respective local chapters. Local chapters still must extend all privileges of local membership, regardless of whether or not individuals joined nationally and did not pay the fee or locally and paid the fee.

Section 4. Expenses by National Officers. Any expenditure by National Officers, greater than \$100, needs to be approved by the National Treasurer or another member of the Board of Trustees and the National President.

Section 5. Finance Committee. The Finance Committee shall be composed of one member elected from each region at the Spring Regional Conclave. The National Treasurer will serve as the Chairman of the Finance Committee.

Section 6. Refunding of Dues. No part of the annual dues paid by a member shall be refunded in the event that membership in this Association is terminated, except by action of the Board of Trustees.

ARTICLE XXIV - Dissolution of the Association

In the event that the House of Delegates, by a **two-thirds** majority vote while in a Quorum session, shall choose to dissolve the Association, merge with another organization, or join in a consolidation of other organizations, the Board of Trustees shall distribute the assets of the Association (remaining after the payment, satisfaction and discharge of all outstanding liabilities and obligations) to one or more non-profit organizations qualified for tax exemption under Section 501 (c.) of the Internal Revenue Code and engaged in activities to promote osteopathic medical education. The Board of Trustees shall choose such organization(s) by a **two-thirds** vote while in a Quorum session. All actions by the House of Delegates and the Board of Trustees in this matter shall be based on consultations and advice from an attorney in order to fulfill all legal requirements.

FORM NFP 102.10 (rev. Dec. 2003)
ARTICLES OF INCORPORATION
General Not For Profit Corporation Act



Jesse White, Secretary of State
Department of Business Services
Springfield, IL 62758
217-782-9522
www.cyberdriveillinois.com

FILED
JAN 12 2006
JESSE WHITE
SECRETARY OF STATE

Doc#: 0604745009 Fee: \$28.50
Eugene "Gene" Moore
Cook County Recorder of Deeds
Date: 02/16/2006 08:31 AM Pg: 1 of 3

Remit payment in the form of a cashier's
check, certified check, money order or
Illinois attorney's or C.P.A.'s check
payable to Secretary of State.

File # 6467-023-9 Filing Fee: \$50 Approved:

----- Submit in duplicate ----- Type or Print clearly in black ink ----- Do not write above this line -----

Article 1. Name of Corporation: Student Osteopathic Medical Association

Article 2. Name and Address of Initial Registered Agent and Registered Office:

Registered Agent Frank William Bedford
First Name Middle Name Last Name
Registered Office 142 E Ontario Street
Number Street Suite No. (P.O. Box alone is unacceptable)
Chicago IL 60611 Cook
City ZIP Code County

Article 3. The first Board of Directors shall be 3 in number, their Names and Addresses being as follows:
Not less than three

Director Name	Street Address	City	State	ZIP Code
See Attached List				

Article 4. Purposes for which the corporation is organized:

Any purposes permitted to be exempt from taxation under Section 501(c) or 501(d) of the US Internal Revenue Code, as now written or hereafter amended, including, without limitation, serving as a professional association for students enrolled in accredited colleges of osteopathic medicine and promoting the mutual professional interests of osteopathic medical students.

Elizabeth L Hodor
SOMA
142 E Ontario St
Chicago IL 60611

(continued on back)



Article 4. (continued)

Is this corporation a Condominium Association as established under the Condominium Property Act? (check one)
 Yes No

Is this corporation a Cooperative Housing Corporation as defined in Section 216 of the Internal Revenue Code of 1954? (check one)
 Yes No

Is this corporation a Homeowner's Association, which administers a common-interest community as defined in subsection (c) of Section 9-102 of the Code of Civil Procedure? (check one)
 Yes No

Article 5. Other provisions (attach additional pages if needed):

See Attached

Article 6. Names & Addresses of Incorporators

The undersigned incorporator(s) hereby declare(s), under penalties of perjury, that the statements made in the foregoing Articles of Incorporation are true.

Dated January 5, 2006
Month & Day Year

Signatures and Names
1. Elizabeth J. Hodor
Signature
Elizabeth J Hodor
Name (please print)
2.
Signature
Name (please print)
3.
Signature
Name (please print)
4.
Signature
Name (please print)
5.
Signature
Name (please print)

Post Office Address
1. 142 E Ontario Street
Street
Chicago, IL 60611
City/Town State ZIP
2.
Street
City/Town State ZIP
3.
Street
City/Town State ZIP
4.
Street
City/Town State ZIP
5.
Street
City/Town State ZIP

Signatures must be in BLACK INK on the original document.
Carbon copies, photocopies or rubber stamped signatures may only be used on the duplicate copy.

- If a corporation acts as incorporator, the name of the corporation and the state of incorporation shall be shown and the execution shall be by a duly authorized corporate officer. Please print name and title under the officer's signature.
• The registered agent cannot be the corporation itself.
• The registered agent may be an individual, resident in Illinois, or a domestic or foreign corporation, authorized to act as a registered agent.
• The registered office may be, but need not be, the same as its principal office.
• A corporation that is to function as a club, as defined in Section 1-3.24 of the "Liquor Control Act" of 1934, must insert in its purpose clause a statement that it will comply with the State and local laws and ordinances relating to alcoholic liquors.

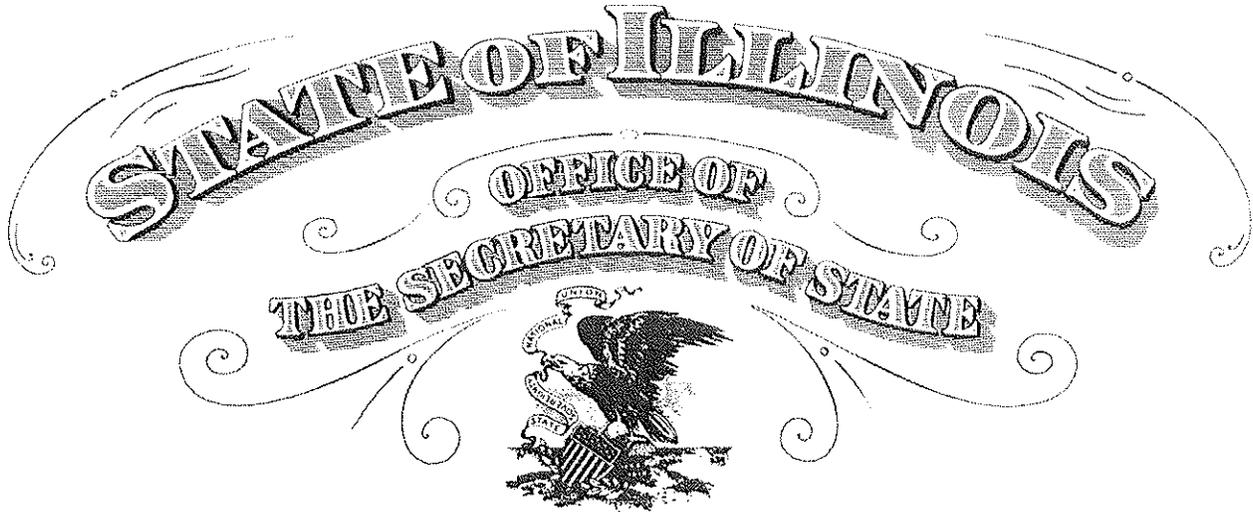
(For inserts use 8 1/2 x 11 white paper)

Article 3 - Student Osteopathic Medical Association Board of Trustees

Marty Knott	8020 Pinewood Drive	Fort Worth, TX 76116
Bryan Currie	2732 S University Dr, Apt 8B	Davie, FL 33328
Michelle Underkofler	579 Panther Road	Warminster, PA 18974
Sean Martin	635 Independence Blvd	Christiansburg, VA 24073
Erik Testa	28 Crestview Drive	Princeton, WV 24740
Tiffany Nunnolley	901 E Van Buren, Apt 3119	Phoenix, AZ 85006
Amanda Cain	9253 South 92 nd East Avenue	Tulsa, OK 74133
Shaye Johnson	1503 Southwest Blvd, Apt N	Tulsa, OK 74107
Jessica Erbacher Weber	9221 Riverside Dr, Apt 3 S	Tulsa, OK 74137
Pamela Goldman	24 Lynwood Rd	Lansdale, PA 18446

Article 5 - Other Provisions

- (A) Student Osteopathic Medical Association is organized exclusively for purposes identified within section 501(c)(6) of the Internal Revenue Code.
- (B) No part of the net earnings of the Student Osteopathic Medical Association shall inure to the benefit of, or be distributable to, any of its members, trustees, officers or other private persons, except that the Student Osteopathic Medical Association shall be authorized to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of its exempt purposes.
- (C) Upon the winding up and dissolution of the Student Osteopathic Medical Association, after paying or adequately providing for its debts and obligations, the remaining assets shall be distributed to one or more not for profit organizations qualified for tax exemption under section 501 (c) of the Internal Revenue Code, or the corresponding section of any future federal tax code and engaged in activities to promote or otherwise benefit osteopathic medical education, or shall be distributed to the federal government, or to a state or local government for a public purpose. Any assets not so disposed of shall be disposed of by a court of competent jurisdiction in Cook County, Illinois or whatever county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organization, as such Court shall determine, which are organized and operated exclusively for tax exempt purposes.



To all to whom these Presents Shall Come, Greeting:

I, Jesse White, Secretary of State of the State of Illinois, do hereby certify that

STUDENT OSTEOPATHIC MEDICAL ASSOCIATION, A DOMESTIC CORPORATION, INCORPORATED UNDER THE LAWS OF THIS STATE ON JANUARY 12, 2006, APPEARS TO HAVE COMPLIED WITH ALL THE PROVISIONS OF THE GENERAL NOT FOR PROFIT CORPORATION ACT OF THIS STATE, AND AS OF THIS DATE, IS IN GOOD STANDING AS A DOMESTIC CORPORATION IN THE STATE OF ILLINOIS.



In Testimony Whereof, I hereto set my hand and cause to be affixed the Great Seal of the State of Illinois, this 15TH day of NOVEMBER A.D. 2006 .

Jesse White

Authentication #: 0631902550

Authenticate at: <http://www.cyberdriveillinois.com>

SECRETARY OF STATE

SERFF Tracking Number: CCGN-126528908 *State:* Arkansas
Filing Company: Life Insurance Company of North America *State Tracking Number:* 45111
Company Tracking Number: 10-5001AR
TOI: L04G Group Life - Term *Sub-TOI:* L04G.500 Other
Product Name: Group Term Life
Project Name/Number: SMO Group Filing/10-5001AR

Superseded Schedule Items

Please note that all items on the following pages are items, which have been replaced by a newer version. The newest version is located with the appropriate schedule on previous pages. These items are in date order with most recent first.

Creation Date:	Schedule	Schedule Item Name	Replacement Creation Date	Attached Document(s)
03/05/2010	Supporting	SMO ByLaws Document	03/05/2010	SOMA by-laws.pdf
03/04/2010	Supporting	SMO ByLaws Document	03/05/2010	SOMA by-laws.pdf (Superseded)
03/04/2010	Supporting	SMO Articles of Incorporation Document	03/05/2010	SOMA articles of incorporation.pdf
03/04/2010	Supporting	Filing Letter Document	03/05/2010	Group filing letter.pdf (Superseded)

Constitution and Bylaws of the Student Osteopathic Medical Association

ARTICLE I – Name

The name of this association shall be the Student Osteopathic Medical Association. This name shall officially be abbreviated “SOMA”. National SOMA may herein be referred to as the “Association”. National SOMA is listed as a not-for-profit corporation, chartered under the laws of the State of Illinois, and is a non-practice affiliate member of the American Osteopathic Association.

ARTICLE II – Objectives

Section 1. SOMA Objectives. The objectives of SOMA shall be:

- (a) to improve the quality of health care delivery to the American people and the world;
- (b) to contribute to the welfare and education of osteopathic medical students;
- (c) to familiarize its members with the purpose and ideals of osteopathic medicine;
- (d) to establish lines of communication with other health science students and organizations; and
- (e) to prepare its members to meet the social, moral, and ethical obligations of the osteopathic medical profession.

Section 2. Legislative Assistance. The Association shall assist each chapter in its efforts to educate its state governor and legislators concerning the osteopathic medical profession by writing letters, paying visits, and making phone calls to those key officials. The Association shall come to the aid of any of the colleges of osteopathic medicine facing political attack in their own state.

Section 3. Policy Determination. Responsibility for determining the policies of the Association shall be vested solely in the House of Delegates.

ARTICLE III - Publications

Section 1. Official Publication. The Association’s official publication shall be the Student Doctor journal.

Section 2. Monthly Newsletter. That National SOMA Office shall make available on its website a monthly newsletter to all constituent chapters and national officers.”

ARTICLE IV - Constituent Chapters

Revised: 1 November 2001

SOMA Constitution and Bylaws

Page 1

Section 2. Budget for Funded Positions. The National Treasurer will collect, from each National Officer, Regional Trustee, Chairperson and Task Force Director, a tentative budget within sixty days after the annual spring meeting of the SOMA House of Delegates. Subcommittees do not submit a budget. From this information he/she will submit, by July 1st, a National SOMA Budget proposal to the Board of Directors of the SOMA Foundation, who may accept, reject, or amend the budget proposal. After the budget has been accepted, it shall be distributed to each constituent chapter and printed in the Student DOctor journal.

Section 3. Additional Funding Requests. Any officer's request for funds above and beyond their approved budget amount must be submitted as a written proposal to the National SOMA Office at least seven days prior to when the funds are needed.

Section 4. Fiscal Year. The fiscal year of this Association shall be from July 1st through June 30th of each year. The books of account of the Association shall be closed as of the last day of June in each year.

ARTICLE XXI - The SOMA Process

Section 1. Components of the SOMA Process. The document known as the **SOMA Process** shall be maintained and updated by the National Vice President under the supervision of the Board of Trustees. It shall contain three sections:

- 1) **General information.**
- 2) **Procedural information:** i.e., how to write a bill, how to make a motion, rules of order in the House of Delegates, etc.
- 3) **SOMA Policies:** this section shall contain an appropriately indexed listing of all resolutions that pass the House of Delegates but which do not amend the **Constitution and Bylaws** or the **Code of Ethics**.

Section 2. Use of the SOMA Process. The **SOMA Process** shall be part of the official governing legislation of the Association. In the event of a conflict in policy, the provisions of the **Constitution and Bylaws** of the Association shall have preference over any provision set by the **SOMA Process**.

ARTICLE XXII - Amendments to the Constitution and Bylaws

Section 1. Amendment Consideration. Proposed amendments to these **Constitution and Bylaws** shall be considered at the biannual meetings of the House of Delegates.

Section 2. Amendment Submission. Any five members of the Association may propose an amendment to these **Constitution and Bylaws** by submitting the resolution with a brief explanation, postmarked to the National Vice President and the National SOMA Office at least sixty days prior to the next meeting of the House of Delegates.

Section 3. Amendment Distribution. Copies of proposed amendments shall be distributed to all constituent chapters and postmarked at least thirty days prior to the next meeting of the House of Delegates.

Section 4. Amendment Approval. A vote of at least **two-thirds** of the House of Delegates, Quorum required, shall be required for passage of any new amendment.

ARTICLE XXIII - Finances

Section 1. Dues Structure.

- A) **Active Membership Dues.** Dues for osteopathic medical students enrolled in an AOA approved program shall be \$60 for the four-year Active Membership. Additional dues for students enrolled in an extended program lasting more than the four-year Active Membership shall be \$10.00 for each additional year
- B) **Apportioning of Dues.** Division of the \$60 Active Membership fee shall be divided as such: \$22 shall go to the local chapter at the student's college, and \$38 shall go to the National SOMA Office.

Section 2. Assessment of Dues. Sole authority to add dues levels for other classes of membership and to raise the amount of dues shall be vested in the House of Delegates.

Section 3. Local Chapter Assessment Fee. Each local SOMA chapter reserves the right to charge a chapter assessment fee in addition to national dues costs. The local chapter officers shall determine the Local Chapter Assessment fee annually and will notify National SOMA of the determined fee by June 1. In addition, each chapter will notify their constituents of the purpose of the Local Chapter Assessment Fee. Any students who are members of a chapter charging an assessment fee has the right to refuse to pay the assessment fee and join SOMA through the National Office instead of through their respective local chapters. Local chapters still must extend all privileges of local membership, regardless of whether or not individuals joined nationally and did not pay the fee or locally and paid the fee.

Section 4. Expenses by National Officers. Any expenditure by National Officers, greater than \$100, needs to be approved by the National Treasurer or another member of the Board of Trustees and the National President.

Section 5. Finance Committee. The Finance Committee shall be composed of one member elected from each region at the Spring Regional Conclave. The National Treasurer will serve as the Chairman of the Finance Committee.

Section 6. Refunding of Dues. No part of the annual dues paid by a member shall be refunded in the event that membership in this Association is terminated, except by action of the Board of Trustees.

ARTICLE XXIV - Dissolution of the Association

In the event that the House of Delegates, by a **two-thirds** majority vote while in a Quorum session, shall choose to dissolve the Association, merge with another organization, or join in a consolidation of other organizations, the Board of Trustees shall distribute the assets of the Association (remaining after the payment, satisfaction and discharge of all outstanding liabilities and obligations) to one or more non-profit organizations qualified for tax exemption under Section 501 (c.) of the Internal Revenue Code and engaged in activities to promote osteopathic medical education. The Board of Trustees shall choose such organization(s) by a **two-thirds** vote while in a Quorum session. All actions by the House of Delegates and the Board of Trustees in this matter shall be based on consultations and advice from an attorney in order to fulfill all legal requirements.

Section 1. Chapter Petition. Any group of five or more students at an AOA-accredited osteopathic medical school may petition for a chapter within the Association. The petitioners shall sign the petition and date their signature and shall supply any information requested by the Board of Trustees as to its qualifications for membership.

Section 2. Number of Chapters. There shall not be more than one such chapter at any osteopathic medical school.

Section 3. Chapter Benefits. Each chapter shall enjoy equal rights and representation within the Association and the House of Delegates as set forth in the **Constitution and Bylaws**.

Section 4. Granting of Charter. A chapter charter shall be granted by a **simple majority** ratification of the House of Delegates at its next meeting.

Section 5. Chapter Officers. Each chapter shall elect as chapter officers: a National Liaison Officer, President, Vice President, Secretary, Treasurer, and a Public Relations Chairman (who serves as a subcommittee member to the National Board's Public Relations Coordinator. Any officer may hold a position in more than one student organization as long as a conflict of interest between the two positions does not occur. If a conflict does arise, it shall be the responsibility of the Region Trustee to settle the dispute in a manner that he/she deems necessary. If further measures are deemed necessary the National Student Osteopathic Medical Association President, with consultation by his/her counsel, shall determine the final decision regarding appropriate actions.

Section 6. Chapter Elections. Each chapter shall hold its annual election prior to the annual spring meeting of the SOMA House of Delegates. The election shall be an open election of all SOMA members in good standing and should be published to the student body in any form readily available to each institution no less than fourteen days prior to the election. Nominations shall be received at an open meeting of the local SOMA chapter on a date to be specified by the present local Chapter President.

Section 7. Chapter Officer Transition. It shall be emphasized that the outgoing Chapter President, as well as other local SOMA officers, should work closely with the newly elected officers to ensure a smooth transition of both the knowledge and workings of local and National SOMA for a period mutually agreed upon by the incoming and outgoing officers.

Section 8. Chapter Membership Drive. Each chapter is required to have their Fall Membership Drive completed and a list of new members compiled and sent to the National SOMA Office and their Regional Trustee, postmarked on or before October 15th of each year. Failure to comply with this regulation shall result in the chapter being fined \$50.

Section 9. Local Chapter Attendance at National Conventions.

A) **President and NLO Attendance.** National SOMA strongly recommends that, at a minimum, the local chapter President and the National Liaison Officer (or their proxies) attend Fall Convention and that one outgoing and one incoming officer (or their proxies) attend Spring Convention. Other local officers and local chapter members are also encouraged to attend.

B) **Financial Assistance.** Should local chapters provide financial assistance to local officers for travel to conventions, National SOMA recommends that distribution of funding be determined by the local chapter President and National Liaison Officer based upon the following criteria:

1. participation and leadership in local SOMA activities.
2. person is an elected local SOMA officer and/or is interested in interviewing or running for a National position.
3. should disputes arise, the chapter's Regional Trustee will be asked for his or her advice regarding distribution of funds.
4. When a local chapter provides funds for officers to attend the Spring Convention, one of those persons must be a newly-elected officer, if he or she chooses to attend.

ARTICLE V - Membership

Section 1. Membership Classes. Membership in the Association shall be through local chapters of AOA-accredited osteopathic medical schools. Membership in National SOMA shall be classified into four groups:

1. Active Membership. Only Active Members shall have voting privileges.
2. Honorary Membership.
3. Associate Membership.
4. Pre-Medical Student Membership.

Section 2. Active Membership. To be admitted to Active Membership in SOMA, an applicant must be enrolled at an AOA-accredited osteopathic medical school and have paid the appropriate dues. Active Membership is limited to students through their date of graduation. Any student who is dismissed from their osteopathic medical school of record shall have their Active Membership in the Association summarily terminated. No appeal process is available in this action.

Section 3. Honorary Membership. Honorary Membership may be granted to individuals or organizations making outstanding contributions to the success and perpetuation of SOMA. They can be awarded on a yearly basis by the Board of Trustees and/or on a lifetime basis in a closed session of the House of Delegates. Honorary members shall not be required to pay dues. Honorary members shall have none of the obligations of membership in the Association, but shall be entitled to all of the privileges except those of making or seconding motions or voting in the House of Delegates, or of holding office.

Section 4. Associate Membership. See Article XVIII, Section 8.

Section 5. Pre-Medical Student Membership. An applicant must be enrolled in an undergraduate college or university and pay the appropriate dues, if any, as deemed appropriate by the local SOMA Chapter. These dues shall not exceed \$5 per year. A subscription to the Student DOctor journal shall be offered, as an option to their free non-subscribing membership, at the rate of \$10 per year.

Section 6. Dues Structure. Membership dues structure will be as listed in Article XXIII.

Section 7. Suspension of Membership.

A) **Process of Suspension.** The Association reserves the right to terminate the membership, including the Active Membership, of any member if circumstances justify such an action. The Board of Trustees, by a **two-thirds** majority vote in a Quorum session, may take this action after due consideration, respecting the requirements of Article XIII, Sections 8 and 9, if necessary.

B) **Appeal of Suspension.** An appeal may be made if the ex-member alleges that the

sanction was given arbitrarily, capriciously, in bad faith, or in violation of the law. In such cases the burden of proof for these allegations shall rest with the ex-member. The Board of Trustees shall deliberate on the validity of the appeal and, by a **two-thirds** majority vote of a Quorum session, take such appropriate action as:

- (1) to accept the appeal, reopen the issue, and then vote again on the suspension.
- (2) to deny the appeal and allow the sanction to officially stand.

ARTICLE VI - Discrimination

Neither the Association or its constituent chapters may refuse membership on the basis of race, religion, color, gender, sexual orientation, national origin or creed. Chapters shall otherwise determine the qualifications of their own members where not inconsistent with the **Constitution and Bylaws** of this Association.

ARTICLE VII - Code of Ethics

The **Code of Ethics** of this Association shall be a version of the AOA's Code of Ethics modified to reflect the student physician's role in today's medical practice environment. The **Code of Ethics** shall govern the professional conduct of the members of the Association. The Association shall amend the **Code of Ethics**, as may be needed from time to time, by following the protocol for amendments to the Association's **Constitution and Bylaws**.

ARTICLE VIII - Elected National Officers

Section 1. National Officer Positions. The Elected National Officers shall consist of:

1. A National President who shall be the Chairman of the Board of Trustees.
2. A National Vice President who shall also serve as the Speaker of the House of Delegates.
3. A National Treasurer who shall also serve as the SOMA Foundation Treasurer.
4. An Editor of the Student DOctor journal.
5. Regional Trustees (one from each region).
6. Foundation Chairperson.
7. Foundation Finance Director.

Section 2. National Officer Elections. These Elected National Officers shall be elected at the Annual Fall SOMA National Convention and shall assume their duties at the conclusion of the Annual Spring SOMA National Convention of that same academic year. All candidates for these positions (except the position of Region Trustee) must be nominated by the nominating committee, and have at least one year experience on the SOMA National Board.

Section 3. SOMA Foundation Board of Directors. The National President, National Vice President, National Treasurer, and Editor of the Student DOctor journal shall also serve as members of the SOMA Foundation Board of Directors.

ARTICLE IX - House of Delegates

Section 1. Chapter Representation.

A) **Delegates and Alternates.** The House of Delegates shall be composed of four Delegates from each constituent chapter, the Speaker of the House of Delegates (or his/her designate), and Ex-Officio Members. Each constituent chapter which has

received a charter, as prescribed in **Article IV**, shall be entitled to four voting positions or votes in the SOMA House of Delegates. The distribution of these votes shall be at the discretion of each local chapter. At the opening of the House of Delegates, each chapter shall provide to the Speaker of the House of Delegates, a list of four Delegates with voting rights and a list of Alternates who may vote in their absence.

B) Identification of Delegates and Alternates. Persons shall be identified with name tags indicating their "Delegate" or "Alternate" status. Before any business is undertaken by the House of Delegates, each Delegate and Alternate shall be identified and verified by the Speaker of the House of Delegates (or his/her designate), using at least one appropriate form of identification. An Alternate can replace a voting Delegate provided they have been identified by the Speaker of the House of Delegates.

C) Voting by Delegates. Each chapter present shall be provided with four voting cards. It is strongly recommended that one person control one voting card; however, one person may control up to and including all four cards for his/her chapter. Proxy voting between chapters shall be prohibited. Only voting Delegates or seated Alternates may make or second motions.

Section 2. Ex-Officio Members. Ex-Officio Members of the House of Delegates shall include the members of the Board of Trustees, the Administrator, the SOMA Foundation Chairman and Director, and the Chairperson of any Standing Committee, Subcommittee or Task Force. Ex-Officio Members shall not have the right to vote unless they are a voting Delegate from a constituent chapter.

Section 3. Addressing the House. All official members of SOMA, as described in **Article V**, shall have the right to address the House of Delegates upon recognition by the Speaker of the House of Delegates. This recognition shall not entitle him/her to make or second motions.

Section 4. Requirements for Voting.

A) Quorum for the House. A Quorum shall be required for the House of Delegates to conduct any business. A Quorum shall be defined as **50% + 1** of all occupied seats of the House of Delegates (this means 50% of the total delegate votes, which is two (2) times the number of constituent chapters, plus one vote).

B) Voting by the Speaker. The Speaker of the House of Delegates shall vote only in the event of a tie vote or whenever a ballot vote is taken; excluding officer elections. This one vote shall not count towards Quorum of the House of Delegates.

Section 5. Required Votes. All business, unless otherwise specified in the **Constitution and Bylaws**, shall be transacted by a **simple majority** of the votes cast.

Section 6. Order of Business. The order of business of the House of Delegates shall be determined by the Speaker of the House of Delegates with recommendations from the Board of Trustees and the Convention Coordinator and shall be distributed at least fifteen days prior to the commencement of the meeting. The order of business shall only be changed by a vote of at least **two-thirds** of the House of Delegates.

Section 7. Regular Meetings of the House. The House of Delegates shall meet during the

Annual Fall and Spring SOMA National Conventions, and at such time as it may deem necessary. Each participating school will be permitted one selection of a site to be submitted no less than 30 days prior to the start of the Fall Convention, and the National Board will select 4 of those proposed sites, which will then be voted on by the House of Delegates at the Fall Convention. If insufficient sites are proposed, then the National Board will nominate sites. The spring convention date will occur in the next academic year (Example: Fall (YEAR) House of Delegates selects Spring (YEAR+2) meeting site).

Section 8. Special Meetings of the House. Special meetings of the House of Delegates may be called by a vote of **two-thirds** of the constituent chapters. Each chapter shall be given notice by registered mail within fifteen days of the call. The special meeting shall be held, not less than fifteen or more than sixty days, after notice has been sent to the chapters.

Section 9. Resolutions.

- A) **Format.** All resolutions shall be presented, in typed form and following the format listed in the **SOMA Process**, to the National Vice President before presentation to the House of Delegates as stated in **Article XXII, Section 2**.
- B) **Late Resolutions.** Resolutions that are submitted after the sixty day deadline, but before the opening of the House of Delegates, shall require a **two-thirds** vote of the House of Delegates to be debatable on the floor. The Speaker of the House of Delegates shall make recommendations to the House of Delegates on whether or not the resolution should be considered for business. Late Resolutions approved for consideration shall be referred to the House of Delegates Reference Committee and handled in the same manner as those resolutions submitted before the sixty-day deadline.
- C) **Emergency Resolutions.** Resolutions that are submitted after the opening of the House of Delegates shall require a **two-thirds** vote of the House of Delegates to be debatable on the floor. The Speaker of the House of Delegates shall make recommendations to the House of Delegates on whether or not the resolution should be considered for business. Emergency Resolutions approved for consideration shall be debated on the floor of the House of Delegates without referral to the House of Delegates Reference Committee.
- D) **Referral to the Reference Committee.** All resolutions submitted in compliance with **Paragraphs (A) and (B)** above shall be referred to the House of Delegates Reference Committee and reported to the House of Delegates during the annual convention in which they were introduced.
- E) **Resolutions Affecting Chapters.** Any resolution that names any specific SOMA chapter(s) will be discussed with the President(s) of such named chapter(s) prior to submission to the House of Delegates Reference Committee.
- F) **Reference Committee Discussion.** All proponents and opponents of the resolution shall be given a reasonable opportunity to appear before the House of Delegates Reference Committee.
- G) **Acceptance of Reference Committee Report.** The House of Delegates shall either “adopt”, “not adopt”, or “adopt and amend” resolutions based on the House of Delegates Reference Committee Report in order to proceed with determining the policy of the Association.

Section 10. Reference Committee.

- A) **Members.** The House of Delegates Reference Committee shall be composed of the following Active Members of the Association: each region shall contribute two members, nominated by the Regional Trustee, who are not from the same school; and the SOMA Foundation Chairman shall nominate one Foundation officer.
- B) **Chairman.** The Speaker of the House of Delegates or his/her appointee shall serve as the Chairman of the House of Delegates Reference Committee. The Chairman shall appoint all members of the House of Delegates Reference Committee from the above nomination list and any other members whom he/she feels necessary to complete the business of the Reference Committee.
- C) **Duties.** The duties of the House of Delegates Reference Committee shall be to prepare a report listing their recommendations to amend and/or make corrections to the resolutions, in regards to punctuation, grammar, spelling, and citations within the **Constitution and Bylaws** of the Association. The report shall also declare the committee's recommendation on each resolution submitted for that House of Delegates session; namely, that being to adopt or not to adopt the resolution as presented and/or amended.
- D) **Referral to the Reference Committee.** All resolutions submitted in compliance with **Paragraphs (A) and (B)** above shall be referred to the House of Delegates Reference Committee for evaluation by members of the Committee who are not sponsors of the given resolution and reported to the House of Delegates during the annual convention in which they were introduced.

ARTICLE X - Official Meetings

Section 1. Fall and Spring Meetings. The SOMA House of Delegates, the Board of Trustees and the National Board shall convene at least twice a year for official meetings: one time being at the Annual Fall SOMA National Convention, which will coincide with the AOA Annual Convention & Scientific Seminar; and the second time occurring at the Annual Spring SOMA National Convention.

Section 2. Mid-Year Meeting. The SOMA Board of Trustees and the National Board shall also meet at a Mid-Year Meeting to conduct the business of the Association and to observe and give input to the AOA House of Delegates on behalf of the students across the country. The meeting can be scheduled immediately before, during, or after the AOA House of Delegates as time and circumstances permit.

Section 3. OMT Tables. The Association shall be responsible for providing OMT tables at the SOMA National Conventions in order that OMT may be performed under adequate conditions so that Association representatives may perform at their fullest potentials.

Section 4. Promotion of Meetings. The Association shall encourage allopathic medical students to attend and participate in local, regional, and National SOMA functions for the purpose of fellowship and education.

Section 5. Meeting Attendance. The constituent chapters are required to send at least one representative to either the Fall or Spring convention. If a chapter is not present at the Fall convention, they will not receive their allotted moneys until the chapter attends the Spring Convention. In the case that the chapter does not attend the following Spring convention, they will not receive their allotted moneys. Those moneys will then be made part of the SOMA Foundation Scholarship Fund.

ARTICLE XI - Rules of Order

Robert's Rules of Order Newly Revised shall govern the parliamentary procedures of the Association in all cases where applicable and where not inconsistent with the **Constitution and Bylaws** of the Association.

ARTICLE XII - Elections

Section 1. Eligibility to Hold Office. Only Active Members, who are enrolled in an AOA-accredited osteopathic medical school during the term, shall be eligible to hold an office in SOMA.

Section 2. Chapter Elections. The election of National Liaison Officers, Chapter Presidents, and other chapter officers shall be held by the constituent chapters on an annual basis as outlined in **Article IV, Section 6.**

Section 3. National Elections. The election of the National President, the National Vice President, the National Treasurer, the Editor of the Student DOctor journal, and the Regional Trustees shall be held during the annual fall meeting of the House of Delegates.

Section 4. Election of Member At-Large. The election of the Member At-Large, chosen from and by the newly installed National Board, will occur during the post-spring convention transition period.

Section 5. Nominating Committee.

A) **Members.** The Board of Trustees shall appoint four members to the Nominating Committee during the Mid-Year Meeting. The four members shall be any officer, except the National President, who serves on the Board of Trustees or the National Board. The Board of Trustees shall appoint the Chairman of the Nominating Committee from the four members appointed to the Nominating Committee.

B) **Duties.** The Nominating Committee will: produce and distribute to the Association's constituent chapters an application for candidacy, determine the procedures for submitting such applications, and solicit declarations of candidacy from qualified students. The Nominating Committee will ensure that such declarations from the candidates will be printed in the Fall Convention Book, along with their curriculum vitae if possible.

C) **Report.** This committee shall present the names of at least **two** nominees, for the office of National President, National Vice President, National Treasurer, and Editor of the Student DOctor journal, to the National Vice President at least thirty days prior to the annual fall meeting of the House of Delegates. The National Vice President

shall distribute the Nominating Committee Report to all constituent chapters at least fifteen days prior to the House of Delegates meeting. Additional nominations may be made from the floor of the House of Delegates following the presentation of the Nominating Committee Report. Elections shall be held following the Nominating Committee Report and candidate speeches for each national office position.

Section 6. National Officer Elections.

- A) **Candidate Speeches.** Prior to election of the officers, each candidate shall be allowed five minutes of floor time to address the House of Delegates to further his/her campaign. The answering of questions shall not be included in this time limit.
- B) **Election Process.** Where there is no contest among nominees, the candidate shall be asked to leave the room and a **simple majority** vote without ballot shall elect the office. All other elections shall be by secret ballot.
- C) **Required Votes.** The candidate receiving at least **50% + 1** of possible votes shall be declared the winner. If no candidate receives 50% + 1 of the votes, a runoff of the candidates with the **two** highest vote totals shall be held. If neither candidate receives a winning number of votes, additional run-offs will be held until a winner is declared.

Section 7. Regional Trustee Elections.

- A) **Chapter Votes.** Regional Trustees shall be elected at the Annual Fall SOMA National Convention. Each Regional Trustee will take office at the closing of the Spring House of Delegates meeting. Each chapter from that geographic region shall have four votes toward the election of their Regional Trustee.
- B) **Regional Election Committee.** All balloting shall be by secret ballot. Ballots shall be checked and counted by a committee consisting of one representative from each chapter present. The Speaker of the House of Delegates or his/her designate shall appoint the members of each Regional Election Committee based on the requirements set forth above and shall appoint one of these members to chair the committee. No nominee for Regional Trustee shall be appointed to the Regional Election Committee. Election rules shall follow **Article XII, Section 6.**

ARTICLE XIII - Duties of Officers

Section 1. National President. He/She shall act as the Chairman of the Board of Trustees and shall be expected to appoint and council with the Chairpersons of the various Standing Committees, Subcommittees, and Task Forces in carrying out the objectives of SOMA and will coordinate all national affairs between the Administrator, the Board of Trustees, and other interested parties. He/She may appoint an Advisory Cabinet as set forth in **Article XIX.**

Section 2. National Vice President. He/She shall serve as the **Speaker of the House of Delegates.** He/She shall have the authority to appoint a Vice Speaker to assist in his/her duties. He/She shall be an Ex-Officio Member of all committees and shall receive their reports at least biannually. He/She shall coordinate all phases of Standing Committees, Subcommittees and Task Forces and report their progress to the House of Delegates. The Speaker or his/her designate (Vice Speaker) shall direct and control the floor of the House of Delegates. In the absence of the National President, he/she shall act as Interim-President to perform the duties of that office. He/She shall keep and maintain the Association's **Constitution and Bylaws**, the **SOMA Process** and the **Code of Ethics** in their most current form.

Section 3. The National Treasurer. He/She will maintain all financial records and file the required forms with the IRS and other financial institutions for National SOMA and the SOMA Foundation. He/She will chair a Finance Committee for purposes of budgetary review and approval. He/She shall work with the National SOMA officers to formulate a National Budget. The National Treasurer shall arrange for a Blanket Fidelity Bond, for a suitable amount as determined by the Board of Trustees, to cover all individuals, particularly the National Treasurer and the Administrator, handling the Association's financial accounts. The treasurer is obligated to provide quarterly budget reports to all members of the SOMA Board of Trustees, the Administrator and any accountant that National SOMA should be utilizing to assist with preparation of tax documents and/or management of finances in a form dictated by the current Board of Trustees.

Section 4. National Liaison Officers. They shall be responsible for conducting affairs of National SOMA interest at the local constituent chapters; including acting as liaison between National SOMA, college administrations, state osteopathic medical societies, and other organizations. It shall be their responsibility to maintain an accurate membership file at the local level and to forward a monthly report to their Regional Trustee concerning local and national activities. They shall also be responsible for submitting a financial report on the local chapter to the Board of Trustees no later than February 15th of each year. They shall interact, coordinate and frequently converse with their Regional Trustee as well as the National SOMA Office.

Section 5. Regional Trustees.

A) Regions. Each Trustee shall represent his/her region on the Board of Trustees. Regions are divided as follows:

Region I:

New York College of Osteopathic Medicine of New York Institute of Technology
(**NYCOM/NYIT**)

Lake Erie College of Osteopathic Medicine (**LECOM**)

Nova Southeastern University College of Osteopathic Medicine (**NSUCOM**)

Philadelphia College of Osteopathic Medicine (**PCOM**)

University of Medicine and Dentistry of New Jersey - School of Osteopathic Medicine
(**UMDNJ-SOM**)

University of New England College of Osteopathic Medicine (**UNECOM**)

Region II:

Chicago College of Osteopathic Medicine of Midwestern University (**CCOM**)

Des Moines University – Osteopathic Medical College (**DMU-OMC**)

Michigan State University College of Osteopathic Medicine (**MSUCOM**)

Ohio University College of Osteopathic Medicine (**OU-COM**)

Pikeville College School of Osteopathic Medicine (**PCSOM**)

West Virginia School of Osteopathic Medicine (**WVSOM**)

Region III:

Arizona College of Osteopathic Medicine (**AZCOM**)

College of Osteopathic Medicine of the Pacific (**COMP**)

Kirkville College of Osteopathic Medicine (**KCOM**)

Oklahoma State University College of Osteopathic Medicine (**OSU-COM**)

Touro University College of Osteopathic Medicine (**TUCOM**)

University of Health Sciences College of Osteopathic Medicine (**UHSCOM**)

- B) **Regional Conclaves.** They shall be responsible for the Regional Conclave meeting held at both the Annual Fall & Spring SOMA National Conventions. SOMA encourages regional meetings to be held between the Fall & Spring Convention and to include, but not be limited to the local chapter president and NLO of each local SOMA chapter.
- C) **Chapter Assistance.** They shall assist local chapter officers in his/her region and take an active role in improving each chapter in the areas of membership, funding, and any other activities where his/her expertise may be of value.
- D) **Reports.** Each Regional Trustee shall submit one article or report on activities in his/her region for each issue of the Student DOctor journal.
- E) **Budget.** Each Regional Trustee shall submit a proposed budget for the fiscal year to the National Treasurer within sixty days following the annual spring meeting of the House of Delegates. The proposed budget should include all funds for the Regional Conclaves, travel to all Board of Trustee meetings, travel to visit chapters in the region, and any item or project he/she feels will be needed.
- F) **Guide Booklet.** They shall distribute and update the booklet, "National Guide for Local Chapter Management," to the local chapters. This booklet shall contain information that will guide the Chapter Treasurers to local funding sources.

Section 6. Editor of the Student DOctor journal.

- A) **Publishing Duties.** He/She shall be responsible for the publication of the Student DOctor journal. He/She shall coordinate the exchange of information from the Board of Trustees, the House of Delegates, and the National Board to the members of SOMA.
- B) **Publishing Deadlines.** He/She shall be responsible for publishing all pertinent deadlines.

Section 7. Member At-Large. He/She is elected from and by the National Board. He/She shall represent the Standing Committees and Task Forces comprising the National Board to the Board of Trustees and National Officers.

Section 8. Removal and/or Replacement of Officers.

- A) **Removal of Officers.** The Board of Trustees shall be empowered to dismiss from his/her position any Officer, SOMA Foundation Chairman or Director, Editor of the Student DOctor journal, Regional Trustee, Administrator or Member At-Large who has failed to perform the duties of his/her position, providing that the person in question shall have the opportunity to answer the charges against him/her in writing or in person before a meeting of the Board of Trustees. A vote of at least **two-thirds** of the voting members of the Board of Trustees shall be necessary for such dismissal.
- B) **Replacement of Officers.** Upon dismissal or resignation of any Officer, SOMA Foundation Chairman or Director, Editor of the Student DOctor journal, Regional Trustee, Administrator, or Member At-Large, the Board of Trustees shall be empowered to appoint a replacement by a **two-thirds** vote of the Board of Trustees.

The appointed replacement shall serve until the next scheduled House of Delegates session when appropriate bodies shall elect an officer for the position, as per **Article XII**, to serve out the remainder of the term.

- C) Removal of Chairpersons.** Any Chairperson (Coordinator or Director) of a National SOMA Standing Committee, Subcommittee, or Task Force, who has failed to perform the duties of his/her position, and having been appointed by the National President, may be dismissed or asked to resign from his/her position by the National President. The National President shall then be empowered to appoint a replacement officer.

Section 9. Removal of Member At-Large. The Member At-Large of the Board of Trustees may only be dismissed from his/her Board of Trustees position as outlined in **Section 8, Paragraph (A)**. If dismissed as the Member At-Large, he/she may still retain his/her position as Chairperson unless dismissed as a National Board member by the National President, according to **Section 8, Paragraph (C)**.

Section 10. Outgoing Officer Report. All Elected National Officers and appointed National Board members, as outgoing officers, will complete the Outgoing Officer Report form and return it to the National Vice President thirty days prior to the Annual Spring SOMA National Convention. All outgoing officers will bring written information and other materials to pass on to the incoming officers at the spring convention. Outgoing officers will guide incoming officers after leaving office. Failure to comply with these regulations will prevent reimbursement to that officer of convention and any other outstanding expenses incurred while in office.

Section 11. Convention Report. Each elected and appointed National Officer shall submit a type-written report, detailing the activities of their respective offices, by the required deadline for inclusion in the convention book: one for fall and one for spring.

Section 12. Liability of Officers. The personal liability of any officer or employee at the national, regional, or chapter level is eliminated from monetary damages for breach of fiduciary duty as a representative; except that such provision shall not eliminate or limit the liability of a representative to the Association for monetary damages for:

- (a) any breach of the representative's duty of loyalty to the Association or to its members;
- (b) acts or omissions not in good faith or which involve intentional misconduct or a knowing violation of the law; or
- (c) any transaction from which the representative derived an improper personal benefit.

ARTICLE XIV - Administrator

Section 1. Duties of the Administrator. The Administrator shall follow, endorse and administer all policies and directives of the Board of Trustees and the House of Delegates. He/She shall have charge of all archives (including legal, historical and scientific records of SOMA), be responsible for the collection of dues, maintain lists of those members in good standing and be aware of those incomes and expenditures authorized by the Board of Trustees and the House of Delegates, maintain the ledger of accounts, and have check drafting capabilities as deemed appropriate by the Board of Trustees. The Administrator shall also maintain accurate records of the proceedings of the Board of Trustees, the National Board, and the House of Delegates. Copies of the minutes of all meetings shall be sent to all National Officers, local chapters, and other interested parties. He/She shall be an Ex-Officio Member of all committees

including the Board of Trustees, the National Board, and the House of Delegates.

Section 2. Selection of the Administrator. The Administrator shall be chosen by the Board of Trustees on the basis of qualifications, which best serve, the objectives of SOMA as stated in the **Constitution and Bylaws**. Remuneration shall be determined by the Board of Trustees.

ARTICLE XV - Board of Trustees

Section 1. Board of Trustees.

A) **Members.** The Board of Trustees shall be comprised of the Elected National Officers as stated in **Article VIII**, as well as the Member At-Large representing the National Board. The SOMA Foundation Chairman and Director shall also serve as voting members of the Board of Trustees. Each member will have control of one vote.

B) **Chairman.** The National President of the Association shall serve as Chairman of the Board of Trustees. The President will vote only in the instance of a ballot election and in all other cases where the vote would change the result (i.e. a tie).

Section 2. Duties of the Board of Trustees. The Board of Trustees shall be responsible for conducting the affairs of the Association between meetings of the House of Delegates. The Board of Trustees shall have the power to conduct all business of an immediate nature where not inconsistent with the **Constitution and Bylaws** and the **SOMA Process**, or the directives of the House of Delegates.

Section 3. Regular Meetings of the Board of Trustees. The Board of Trustees meeting shall be held in conjunction with the Annual Fall SOMA National Convention and the Annual Spring SOMA National Convention, and the Mid-Year Meeting of the AOA House of Delegates.

Section 4. Special Meetings of the Board of Trustees. The Board of Trustees shall meet at the request of the National President or two of the members of the Board of Trustees. Notification shall be made at least seven days prior to the meeting.

Section 5. Quorum of the Board of Trustees. A Quorum shall be necessary to conduct the business of the Board of Trustees. A Quorum shall be defined as **50% + 1** of all occupied seats currently held by a Board of Trustee member or their proxy.

Section 6. Closed Meetings of the Board of Trustees. Closed meetings of the voting members are not considered contrary to the ideals of SOMA. Closed sessions may be called by a **two-thirds** majority vote of the Board of Trustees only after consultation with the appropriate National Board member (or their proxy) having expertise on the particular issue.

Section 7. Minutes of National SOMA Meetings. Each Regional Trustee shall be responsible for recording the proceedings of the Board of Trustees and the National Board and, if necessary, for the House of Delegates. The Speaker of the House of Delegates shall be responsible for designating which officer will record each meeting. All meeting minutes shall be typed, in the manner specified in the **SOMA Process**, and mailed to the National SOMA Office Administrator within thirty days.

ARTICLE XVI - National Board

Revised: 1 November 2001

SOMA Constitution and Bylaws

Page 13

Section 1. National Board Members. The National Board will be comprised of the program Chairpersons of the Standing Committees and Task Forces of National SOMA.

Section 2. Replacement of National Board Members. National Board members may be changed at the discretion of the National President without consultation with the Board of Trustees or the House of Delegates as per **Article XIII, Section 8, Paragraph (C)**; except for the Member At-Large of the Board of Trustees who must be dismissed as outlined in **Article XIII, Section 9**.

Section 3. Funding for National Board Members. Funding for each National Board member shall be established in the budget. The budget shall include expenses that may be spent in the fiscal year.

Section 4. National Board Positions. The National Board may include the following Standing Committee Chairpersons (if a Coordinator(s) or Director(s) has been appointed):

1. Convention Coordinator
2. International Health Program Director
3. Membership/Pre-SOMA Coordinator
4. Osteopathic Practice & Principles Director
5. Preventive Medicine Director
6. Professional Development/Political Affairs Director
7. Program for the Medically Undeserved Director
8. Programs & Benefits Coordinator
9. Public Relations Coordinator
10. Student DOctor Advertising Manager
11. Student DOctor Associate Editor
12. Student DOctor On-line Editor
13. Student DOctor Subscriptions Manager/Business Manager
14. Foundation Associate Director of Grants
15. Foundation Associate Director of Scholarships
16. Foundation Associate Director of Membership.

Section 5. Expressed Policies by Association Officers. Findings expressed, related or conveyed by National Board members at any benefit, convention, or function, where they are officially representing the Association, shall temporarily reflect the policy of National SOMA. Policy-related reports expressed by National Board members shall be summarized and submitted as part of the convention minutes at the next House of Delegates meeting. Unless the House of Delegates rejects the findings of the National Board member at that meeting, these policies shall be accepted as the official policies of the Association.

ARTICLE XVII - Standing Committees, Subcommittees and Task Forces

Section 1. Creation & Duties of Standing Committees. The Standing Committees of SOMA shall be created by resolutions submitted to and approved by the House of Delegates. The Chairperson(s) of each Standing Committee shall be appointed by the National President and ratified by a **simple majority** vote of the Board of Trustees. The duties of the Standing Committee shall be to organize and submit policy in their appointed area to the Board of Trustees and/or the House of Delegates and to appoint matters to their given Subcommittees. Job description and responsibilities of a Committee Chairperson is to be approved by a simple majority of the Board of Trustees.

Section 2. Chairperson Selection. For continuity of programs, the Chairperson(s) of each Standing Committee shall become an equal and integral component in the interviewing and subsequent selection of their immediate successor(s).

Section 3. Creation of Subcommittees. The Subcommittees of SOMA shall be created by approval of the Board of Trustees or the House of Delegates. The Chairman of a Subcommittee shall be appointed by the Chairperson(s) of the parent Standing Committee and ratified by a **simple majority** vote of the Board of Trustees.

Section 4. Creation of Task Forces. Task Forces shall be comprised of the new programs or committees submitted for approval that are given a temporary status. Task Forces can be established and their program Directors chosen at the discretion of the National President. Each Task Force Director shall have all the responsibilities of a National Board member, including representation at local and National SOMA meetings. If program interest and needs continue for a period of two years, the Task Force is eligible to become a Standing Committee pending approval of the House of Delegates as per **Section 1**.

Section 5. Budget of National Board Members. The Chairperson(s) of each Standing Committee and Task Force will submit a tentative budget to the Finance Committee for approval based on merit and participation.

Section 6. Expenses of National Board Members. Monies, less than \$100, allocated for committees under management of National Board members shall be controlled by the National Chairperson of each respective committee. Each National Chairperson shall be held accountable for excellence in their respective program as a result of this assumption of responsibility.

ARTICLE XVIII - Affiliated Societies

Section 1. Society Application. Any autonomous national, state, territorial, provincial, or foreign medical student organization, which may desire to become an Affiliated Society, shall apply on a prescribed form, submit that its Constitution, Bylaws and Code of Ethics generally conform to those of this Association, and maintain an organizational structure which generally conforms to that of this Association.

Section 2. Granting Charter. Upon such application, the House of Delegates shall investigate and, finding satisfactory proof of a general agreement in policy and governing rules with those of this Association, issue such a charter to any organization which does not duplicate the function or prerogatives of any presently affiliated organization.

Section 3. Convention Participation. Affiliated Societies may provide a non-voting member to the SOMA House of Delegates.

Section 4. Benefits of Affiliation. Affiliated Societies may be granted the privilege of attending the SOMA National Conventions and scheduling meetings with respective members if they do not conflict with the scheduling constraints of the SOMA conventions. Affiliated Societies shall be granted the opportunity to use the National SOMA newsletters and other membership mailings to contact their current and potential members. Affiliated Societies shall be granted the privilege of scheduling a meeting with the SOMA Board of Trustees by following the rules set forth in the **SOMA Process**.

Section 5. Financial Obligations. National SOMA will not be held responsible for any financial obligations of any Affiliated Society and shall not act as a negotiating agent for any Affiliated Society in any business transaction. National SOMA shall not charge Association members for Affiliated Society activities and shall not collect dues for any Affiliated Societies.

Section 6. Cessation of Affiliation. Affiliated Societies shall have the option of terminating their affiliation with National SOMA by submitting a letter of intent from the affiliate's President to the SOMA National President by registered mail. The termination of the affiliation shall not take effect until the SOMA Board of Trustees has an opportunity to speak with the officers of the Affiliated Society. Upon concluding that the intent is verified, the SOMA Board of Trustees shall send a letter of confirmation of the intent to terminate the affiliation to the President or acting leader of the Affiliated Society by registered mail. The termination shall not take effect until the letter has been received by the aforementioned society. Societies shall be eligible to reapply for affiliation at the next House of Delegates meeting and shall follow the procedures outlined in **Sections 1 & 2.**

Section 7. Termination of Affiliation. The SOMA House of Delegates shall have the right to terminate the Association's affiliation with any society upon finding the actions or policies of the society violate the **Constitution and Bylaws, SOMA Policies, or Code of Ethics** of the Association. Upon these findings, the SOMA Board of Trustees shall investigate such violations and upon conclusion of such investigation, make a recommendation, in resolution form, to the SOMA House of Delegates. Voting on such a resolution shall be governed by the rules set forth in the **SOMA Process**. Affiliated Societies shall be given the right to testify at the Board of Trustees and the SOMA House of Delegates Reference Committee meetings. Termination of the affiliation shall take effect at the closing of the House of Delegates. Societies will be able to reapply for affiliation at the next SOMA House of Delegates meeting and shall follow the procedures outlined in **Sections 1 & 2.**

Section 8. Associate Membership. Any student of an allied health care profession associated with one of the American Osteopathic Association recognized Colleges of Osteopathic Medicine be granted Associate Membership into the Student Osteopathic Medical Association on application to the above. The Associate Membership dues shall be a one-time fee of \$60, with the breakdown being \$22 to the local chapters and \$38 to National SOMA. The Benefits of Associate Membership shall be limited to the SOMA Health Insurance Program, and each Associate Member shall maintain a non-voting seat on the Student Osteopathic Medical Association's House of Delegates at every national convention that the Student Osteopathic Medical Association holds.

ARTICLE XIX - President's Advisory Cabinet

Section 1. Members. The National President may at his/her discretion appoint members to an Advisory Cabinet.

Section 2. Duties. Members of the Advisory Cabinet may coordinate with and advise the National President, but shall not establish policy.

ARTICLE XX - National SOMA Budget

Section 1. National Treasurer Duties. See Article XIII, Section 3.

Carolyn Caldwell
Compliance Specialist
CIGNA Group Insurance

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March 4, 2010

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Facsimile No. 215.761.5609
Carolyn.Caldwell@cigna.com

ATT: Commissioner Jay Bradford
Arkansas Insurance Department
1200 West Third Street
Little Rock, Arkansas 72201-1904

RE: Group Information Filing- Student Osteopathic Medical Association

Company Filing#:10-5001AR-SERFF Tracking # CCGN-126528908
Life Insurance Company of North America NAIC#: 0901-65498 FEIN#: 23-
1503749

Dear Commissioner Bradford :

On behalf of Life Insurance Company of North America for your review and approval enclosed is a copy of by-laws and Article of Incorporation for the Student Osteopathic Medical Association (SMO).

It is our intent to issue our Term Life Insurance policy TL-004700 previously approved by your department to SMO, a bona-fide association situated in Illinois.

The caption form have been written in readable language and are being submitted in final printed format. Printing for specific cases are subject to changes in ink, color, paper, stock, page numbers, margins, positioning, and format, especially with regard to preparation of the certificates. However, printing standards will never be less than that required under your law.

We appreciate you taking the time to review these forms and trust that you will find everything in order. If you should have any questions or need additional information, please do not hesitate to e-mail me at Carolyn.Caldwell@cigna.com, or call us collect at 215.761.8529.

Sincerely,



Carolyn Caldwell