



Society of Osteopathic Medical Educators

Revised Bylaws Passed on June 24, 2004

The Society of Osteopathic Medical Educators (SOME) (heretofore known as the Council of Osteopathic Medical Educators) was established as an official component of the American Association of Colleges of Osteopathic Medicine, hereinafter referred to as AACOM, by action of the Board of Deans on February 7, 2003.

SECTION I: NAME

The name of the body shall be the Society of Osteopathic Medical Educators of AACOM.

SECTION II: MISSION STATEMENT

The mission of the Society of Osteopathic Medical Educators is to promote the continuous collaborative improvement of osteopathic medical education.

SECTION II: OPERATING STRATEGIES

The strategies of the Society shall be:

- A. to **share** information regarding current educational practices, including content, processes, and administrative oversight, along the continuum of osteopathic medical education
- B. to **implement** best practices for medical education programs along the continuum of osteopathic medical education
- B. to **promote, plan, conduct and disseminate** the results of individual and collaborative osteopathic medical education research
- D. to **provide** opportunities for collaboration among the colleges of osteopathic medicine and among educational programs along the continuum of osteopathic medical education

- E. to **develop and recommend** administrative policies that would promote and reward education scholarship,
- F. to **present** recommendations to the Board of Deans and to prepare and present other reports which may be requested by the Board of Deans.

SECTION III: MEMBERSHIP

- A. **Membership:** The membership of the Society of Osteopathic Medical Educators shall be open to any medical educator involved in planning and providing osteopathic medical education. The Society will seek to include those involved in educational programs through the colleges of osteopathic medicine, osteopathic post-graduate training institutions (OPTIs), specialty colleges, and continuing medical education programs.
- B. **Society Staff:** AACOM's Vice President for Medical Education will serve as administrative staff for the Society of Medical Educators.

SECTION IV: LEADERSHIP

- A. The **Composition of the Steering Committee** of the Society for Medical Education shall be eleven members with current involvement in the following areas: four from undergraduate medical education, one from an osteopathic post-graduate training institution (OPTI), one who is a director of a graduate medical education program, two who represent specialty colleges, and one from a continuing medical education program. In addition, there will be one undergraduate student member and one resident member.
- B. The **Leadership of the Steering Committee** will consist of:
 - 1. **Chair:** The Chair of the Steering Committee shall preside at all regular and special meetings of the Society of Osteopathic Medical Educators and its Steering Committee and set the agenda for each meeting, either personally or through the appointment of a program chair or program committee. The Chair shall be a regular member of the Steering Committee of the Society of Osteopathic Medical Educators at the time of his/her election.
 - 2. **Vice Chair:** The Vice Chair of the Steering Committee shall preside or otherwise serve in the absence of the Chair. If the Vice Chair succeeds the Chair before the expiration of his/her term of office, such service shall not disqualify the Vice Chair from serving a full term as Chair. The Vice

Chair shall be a regular member of the Steering Committee of the Society of Osteopathic Medical Educators.

3. **Secretary:** The Secretary of the Steering Committee shall maintain and distribute the minutes of each Society and Steering Committee meeting and maintain a complete record of all actions and recommendations of the Society. The Secretary shall be a regular member of the Steering Committee of the Society of Osteopathic Medical Educators.

SECTION V: TERMS OF LEADERSHIP AND SELECTION PROCESS

A. The terms of office for the leadership of the Society of Osteopathic Medical Educators will be as follows:

1. The members of the Steering Committee will each serve a maximum of two three-year terms with the original members being appointed for staggering terms such that continuity of committee membership will be maintained.
2. The student members will each serve a one year term.
3. Consensus of other members of the Steering Committee may recommend removal of a member.
4. The Chair of the Steering Committee will serve a two-year term. The Vice-Chair and the Secretary will each service a one-year term.

B. The selection process for the Steering Committee will be as follows:

1. Any member of the Society of Osteopathic Medical Educators may volunteer to serve on the Steering Committee in writing during the annual face-to-face meeting of the Society.
2. The members of the Society of Osteopathic Medical Educators will elect replacement for the opening seats on the Steering Committee by simple majority of those in attendance at the Annual Meeting.
3. The President of AACOM will make appointments to fill vacancies in the Steering Committee.
4. The newly-constituted Steering Committee will elect its officers as specified by the terms office at its first regular meeting.

SECTION VI: MEETINGS, QUORUMS, AND PARLIAMENTARY PROCEDURE

A. The Society of Osteopathic Medical Educators will meet and take action as follows:

1. The Society shall hold a minimum of one face-to-face meeting per year at the Annual AACOM Conference. Additional formal meetings shall be held by technological means such as video or telephone conferencing, or face-to-face, as needed and appropriate. The Society shall address issues raised between formal meetings electronically.
2. Special meetings of the Society may be called upon by the recommendation of the Steering Committee, with the approval of the Board of Deans' Chair, and in consultation with the President of AACOM.
3. A simple majority of the attending members of the Society shall constitute a quorum for the transaction of business.
4. By agreement of those present at the Annual Meeting, formal actions can also result from electronic balloting.
5. Where parliamentary procedure is at issue, Roberts Rules of Order (latest edition) shall prevail, except where in conflict with AACOM's bylaws.

B. The Steering Committee of the Society will meet and take action as follows:

1. The Steering Committee will meet at minimum at two face-to-face meetings annually and other meetings as needed. The Steering Committee shall address issues raised between formal meetings electronically.
2. Action will be taken by the Steering Committee by simple majority with all of its constituent members participating. A member of the Steering Committee who is unable to attend a face-to-face meeting may participate in decision making electronically as approved by the Chair of the Steering Committee.
3. By agreement of the full Steering Committee membership, formal actions can also result from electronic balloting.
4. Where parliamentary procedure is at issue, Roberts Rules of Order (latest edition) shall prevail, except where in conflict with AACOM's bylaws.

SECTION VII: OPERATION AND RELATIONSHIP

- A. The Society of Osteopathic Medical Educators shall report to the Board of Deans.
- B. The creation of standing committees and major actions (any action with policy or financial implications) of the Society of Osteopathic Medical Educators shall be subject to the review and approval of the Board of Deans of AACOM.

SECTION VIII: ADOPTION AND AMENDMENTS

- A. These “Rules and Regulations” shall be adopted and may be altered or amended by a two-thirds vote of the members present at any official meeting of the membership of the Society of Osteopathic Medical Educators for which thirty days prior written notice of the “Rules and Regulations” change has been given. All changes and amendments of the “Rules and Regulations” are subject to the approval of the Board of Deans.
- B. These “Rules and Regulations” shall go into effect when approved by the action of the Society of Osteopathic Medical Educators and when subsequently approved by the Board of Deans, AACOM