

BYLAWS OF  
THE COUNCIL OF OSTEOPATHIC STUDENT GOVERNMENT PRESIDENTS

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PREAMBLE

1. The parent organization, American Association of Colleges of Osteopathic Medicine (hereinafter AACOM), provides leadership for the osteopathic medical education community by promoting excellence in medical education, research and service, and by fostering innovation and quality across the continuum of osteopathic medical education to improve the health of the American public.
2. The Council of Osteopathic Student Government Presidents (hereinafter COSGP) serves as the student leadership conduit of AACOM, representing all osteopathic medical students with regard to matters of AACOM and issues relevant to Osteopathic medical students.

ARTICLE I. NAME OF COUNCIL

1. The name of the council is the Council of Osteopathic Student Government Presidents (COSGP), of AACOM. The COSGP was established on July 10th, 1974, via a vote of the Assembly of Presidents.

ARTICLE II(a). PURPOSE OF COUNCIL (COMMON TO ALL AACOM COUNCILS)

1. COSGP shall further the purpose of the organization in the following ways:
  - a. Provide a forum for the exchange of ideas.
  - b. Prepare and present recommendations for improvement in osteopathic medical education that will impact the profession and the delivery of health care.
  - c. Assist and collaborate with other AACOM constituent groups in their efforts to promote/broaden/improve osteopathic medical education and the profession.

ARTICLE II(b). PURPOSE OF COUNCIL (SPECIFIC TO COSGP)

1. COSGP shall, in order to better represent, empower, and enhance the lives of osteopathic medical students:
  - a. Act as the comprehensive voice of osteopathic medical students
  - b. Protect and promote the osteopathic profession
  - c. Foster excellence in osteopathic medical education
  - d. Cultivate dedication to service and improving the health of the local and global communities
  - e. Promote leadership, growth, and health of students in osteopathic medical

schools

- f. Maintain the sustainability and professionalism of the organization

### ARTICLE III. MEMBERSHIP

1. The Council has voting and nonvoting members. Voting members are the Student Government Association Presidents, elected via their respective peers at their college or school of osteopathic medicine. Nonvoting members may attend meetings for informational purposes and for information sharing purposes.
2. Details regarding specific membership requirements are outlined in the COSGP Constitution (Article III).

### ARTICLE IV. VOTING PRIVILEGES

1. Each AACOM member institution shall have representation on the Council. The Council member will be elected via a vote of their peers at their member institution and will be entitled to one vote.
2. If a voting member is unable to attend, they may send a representative to a Council meeting in their place. This representative may participate in discussions and may vote on behalf of the member. A designation of a substitute shall require separate and written notification to the Chair and Secretary for each such meeting.
3. Refer to the COSGP Constitution regarding details of voting privileges at COSGP quarterly meetings.

### ARTICLE V. OFFICERS

1. Each elected and appointed officer shall provide an update to the COSGP at each quarterly meeting of their committee's activities between quarterly meetings including an end of the year report on all of its activities during the Spring Quarterly Meeting.
2. Elected and Appointed Officers shall attend all COSGP meetings and all Executive Board meetings; they shall have no vote at COSGP meetings, but shall vote at Executive Board meetings.
3. Elected Officer Duties:
  - a. Chair
    - i. Preside at all meetings of the COSGP and its Executive Board
    - ii. Work with First and Second Vice chairs to call for and announce all meetings of the COSGP or the Executive Board
    - iii. Work with First and Second Vice Chair to confirm dates of all Quarterly Meetings two months after the Spring Quarterly Meeting
    - iv. Serve as the ex-officio member on all COSGP committees
    - v. Work with AACOM to direct and maintain the COSGP toward fulfillment of its annual and long-term goals
    - vi. Ensure the completion of General Council recommendations and

resolutions

- vii. Appoint ad hoc committees
- viii. Serve as the liaison between the COSGP and all affiliates of the American Association of Colleges of Osteopathic Medicine (AACOM), including but not limited to, the Board of Deans
- ix. Submit nominations to appropriate boards and councils on behalf of COSGP as needed
- x. Act as the official representative and spokesperson of the COSGP
- xi. Provide COSGP representation at meetings of related or affiliated organizations upon their request or appoint an alternate to attend
- xii. Serve as the Chair of the Standards Committee and organize all investigations and deliberations regarding allegations of violations of the code of ethics or other conduct unbecoming of a student leader
- xiii. In the event the Parliamentarian or Legislative Affairs Representative is unable to do so, serve as the COSGP delegate to the American Medical Association-Medical Student Section House of Delegates
- xiv. With the help of the Secretary and Parliamentarian, serve as the historian of the COSGP archives and google drive
- xv. Identify and contact new colleges of osteopathic medicine COMs to aid in the establishment of their Student Government Association (SGA)
- b. First Vice Chair
  - i. Preside or otherwise serve in the absence of the Chair
  - ii. Chair the Leadership Development Committee
  - iii. Collect biographies and presentations from external presenters at the quarterly meetings and send them to the Secretary for distribution
  - iv. Coordinating with the Second Vice Chair, prepare preliminary meeting agendas at least two weeks before all meetings
  - v. Manage audio and visual logistics during the Quarterly Meetings. unless otherwise delegated
- c. Second Vice Chair
  - i. Preside or otherwise serve in the absence of the Chair and the First Vice Chair
  - ii. Chair the Wellness Committee
  - iii. Collect presentations from internal presenters at the quarterly meetings and send them to the Secretary for distribution
  - iv. Serve as a second pair of eyes for the creation of the agenda and assist the First Vice Chair as needed
  - v. Coordinate and execute the activities of the Mental Empowerment Directive

- vi. Facilitate and manage committee assignments for General Council members based on their expressed interests and the needs of COSGP
- vii. Implement and continue distribution of Headspace app or analogous resource for current COSGP members
- d. Secretary
  - i. Co-Chair the Student Services Committee
  - ii. Record the minutes and maintain the official meeting records for the COSGP and the Executive Board
  - iii. Distribute the following meeting records to all COSGP members and the COSGP website within one month following each COSGP quarterly meeting:
    - 1. Meeting summary, and
    - 2. all recommendations or actions
  - iv. Provide a report of all Quarterly Meeting material relevant for the general osteopathic student body within one month for SGA distribution
  - v. Maintain primary channels of communication including but not limited to slack; in charge of making sure that all coms are in the proper channels and receive relevant communications
  - vi. Serve as a relay for internal COSGP communication including but not limited to:
    - 1. biweekly updates from e-board members pertaining to ongoing business, and other updates as needed;
    - 2. Notifying COSGP members of upcoming meetings including the dates and locations;
    - 3. Maintaining and releasing the monthly COSGP newsletter
  - vii. Coordinates the Student Doctor of the Year Award
  - viii. Maintain the directory and ensure that all COMs are represented and contact info is up to date
  - ix. Work with the Parliamentarian to maintain the COSGP google drive
- e. Treasurer
  - i. Chair the Finance Committee
  - ii. Maintain accurate line item records of all COSGP finances including monies collected and expended
  - iii. Develop and coordinate fundraising activities to meet COSGP fundraising goals, including but not limited to, the COSGP annual silent auction
  - iv. work with AACOM to authorize, in accordance with the Constitution and Bylaws, the disbursement of budgeted funds from the COSGP account which is held by the AACOM
  - v. Propose an annual budget and distribute updates of the approved budget at each quarterly meeting

- vi. Comply with all finance laws and the rules and regulations of the AACOM
- vii. Create appropriate guidelines for approving reimbursement with approval of the E-Board
- viii. Work with Parliamentarian to send out and compile financial agreement documents
- ix. Act as liaison to financial supporters
- f. Parliamentarian
  - i. Co-Chair of the Legislative Affairs Committee
  - ii. Serve as the official interpreter of the COSGP Constitution and Bylaws and of parliamentary procedure
  - iii. Preserve order at COSGP meetings
  - iv. Oversee voting, elections, appointments, and nominations
  - v. Review and ensure total compliance with the COSGP Constitution and Bylaws
  - vi. With the help of the Secretary and Chair, serve as the historian and caretaker of the COSGP Archives and google drive
  - vii. Advise the COSGP of past policy
  - viii. Serve as a member of the Board of Directors to coordinate an annual National Osteopathic Student Caucus to meet before the AOA House of Delegates in accordance with the Constitution of the National Osteopathic Student Caucus
  - ix. Serve as the COSGP delegate to the American Medical Association Medical Student Section House of Delegates
  - x. Work with AACOM Government Relations team to optimize COSGP and AACOM agenda
  - xi. Work with the Treasurer to send out and compile financial agreement documents
  - xii. Conduct yearly review of Constitution and Bylaws
- g. American Osteopathic Association Board of Trustees Student Representative
  - i. Serve as the student member of the Board of Trustees (BOT) of the AOA during years that alternate with the Student Osteopathic Medical Association
  - ii. Represent osteopathic medical students on the AOA BOT, serving on AOA Bureaus, Councils, and Committees as determined by the needs of the AOA
  - iii. Serve as an ex-officio member of each committee of the COSGP
  - iv. Serve as an expert council of the AOA to the boards of COSGP and SOMA provide a report on the AOA BOT to each respective organization's meetings

4. Appointed Officers Duties:

- a. As described in the Constitution: Article VI(5)(a), the following officer-elects will take on a shadowing role until adjournment of NOSC:

legislative affairs, programs, and research.

b. Legislative Affairs

- i. Serve as the Co-Chair of the Legislative Affairs Committee
- ii. Advise and develop avenues for state osteopathic medical society student representation
- iii. Serve as a resource for each college of osteopathic medicine in coordinating and/or advertising lobbying events including, but not limited to, AACOM Advocacy Day and D.O. Day on the Hill at the state or federal level
- iv. Maintain contact with the legislative offices at AACOM, the AOA, and other appropriate organizations
- v. Develop and maintain relationships with other student advocacy partners including but not limited to AMA-MSS, United Leaders in Advocacy, SOMA, BEL, and other osteopathic student groups
- vi. In coordination with Parliamentarian, work with AACOM Government Relations team to optimize COSGP and AACOM agenda
- vii. Serve as a member of the Board of Directors to coordinate an annual National Osteopathic Student Caucus to meet before the AOA House of Delegates in accordance with the Constitution of the National Osteopathic Student Caucus
- viii. Serve as the COSGP delegate to the American Medical Association Medical Student Section House of Delegates

c. Medical Education

- i. Serve as the Co-Chair of the undergraduate Medical Education Committee with the Clinical Education Representative
- ii. Actively work with AACOM to improve medical education
- iii. Establish contact with and develop a network of students on Curriculum Committees at the colleges of osteopathic medicine
- iv. Investigate and report on the effectiveness of preclinical undergraduate education
- v. Participate in the AACOM annual meeting or send an alternate as determined by the Chair, and report to the COSGP
- vi. Work in conjunction with the Clinical Education Representative to identify and report issues facing medical education, and foster medical student advocacy in this space
- vii. Serve as the liaison to the National Board of Osteopathic Medical Examiners
- viii. Attend the National Board of Osteopathic Medical Examiners liaison committee meeting

d. Research

- i. Serve as the Chair of the Research Committee

- ii. Disseminate opportunities in research to the osteopathic medical student body
  - iii. Maintain contact with osteopathic research organizations
  - iv. Plan the Student Researcher of the Year (SROY) Award
  - v. Organize and execute an annual COSGP Research Symposium and publish an annual COSGP research journal shortly after
  - vi. Collaborate with AACOM to advocate for increased funding opportunities for research
  - vii. Participate in the AACOM annual meeting or send an alternate as determined by the Chair
  - viii. Approve and submit all IRBs for research conducted through COSGP
- e. Programs
- i. Serve as the Co-Chair of the Student Services Committee
  - ii. Organize non-meeting events at meetings site
    - 1. Collect and distribute local information
    - 2. Coordinate plans for travel, dining, and social events
  - iii. Alongside the Diversity Representative, act as the coordinator of the Translating Osteopathic Understanding into Community Health (TOUCH) national volunteer service program
  - iv. Work alongside the Diversity Representative to coordinate the annual National D.O. Day of Service during National Osteopathic Medicine Week
- f. Public Relations
- i. Serve as the Chair of the Public Relations Committee
  - ii. Maintains regular contact with the AACOM Webmaster to maintain, update, and improve the COSGP webpage
  - iii. Acts as Administrator for all COSGP social media accounts including, but not limited to, Facebook, Twitter, and Instagram, and regularly updates platforms regarding COSGP happenings
  - iv. Oversees the design and dissemination of COSGP-related publications, including flyers and event postings
  - v. Coordinate and manage the students of medicine page and social media platforms
  - vi. Maintain regular contact with AACOM's marketing and communications specialist, senior media specialist, manager of digital projects, and assistant to the president and CEO
  - vii. Remain in contact with the alumni network and provide them with COSGP updates
- g. American Osteopathic Foundation (AOF) Student Representative
- i. Serve on the Finance Committee
  - ii. Serve as a liaison to AOF
  - iii. Provide AOF updates to the COSGP



- iv. Work with the Finance Committee to communicate available AOF student scholarships
- h. Global Health
  - i. Serve as the Chair for the Global Health Committee.
  - ii. Facilitate communication between the COSGP, the American Osteopathic Foundation and DOCARE International
  - iii. Attend the annual Osteopathic International Alliance (OIA) meeting
  - iv. Serve as a primary conduit through which information pertaining to Global Health is disseminated to the COSGP
  - v. Oversee the Global Health Committee's grassroot initiative by collaborating with student liaisons from each osteopathic medical SOM/COM
  - vi. Maintain and continually evaluate a strategic plan for the Global Health Committee
  - vii. Organize, promote, and select the Global Scholar of the Year award recipient
- i. Diversity
  - i. Serve as the Chair of the Diversity Committee
  - ii. Actively promote equity and diversity within COSGP, all COM's, and AACOM
  - iii. Work with AACOM to develop and distribute tool kits for educators and students to teach cultural competency and awareness at their COMs
  - iv. Work alongside the Programs Representative as co-coordinator of the Translating Osteopathic Understanding into Community Health (TOUCH) national volunteer service program including overseeing implementation of the Justice, Equity, Diversity, & Inclusion (JEDI) program
- j. Clinical Education
  - i. Serve as a Co-Chair of the Undergraduate Medical Education Committee with the Medical Education Representative
  - ii. Actively work with AACOM to improve clinical education
  - iii. Investigate and report on the effectiveness of clinical undergraduate education
  - iv. Serve as the liaison between the Commission on Osteopathic College Accreditation and COSGP
  - v. Maintain communication with residency application and match programs including but not limited to NRMP, ERAS, and ResidencyCas
  - vi. Participate in the AACOM annual meeting or send an alternate as determined by the Chair, and report to the COSGP
  - vii. Work in conjunction with the Medical Education Representative to identify and report issues facing clinical education, and foster



medical student advocacy in this space

## ARTICLE VI. COMMITTEES

1. While each committee has its expected duties, they shall adapt to the dynamic changes of osteopathy as they see fit.
2. Committee Duties:
  - a. Finance
    - i. Co-Chairs: Treasurer and AOF Student Representative
    - ii. Members: As assigned
    - iii. Duties
      1. Serve as a source of information for student financial literacy and address concerns of osteopathic medical students regarding student financial matters, including loans and debt management
      2. If funding allows, annually coordinate the planning and purchasing of recognition awards to be presented to the following:
        - a. Liaisons from AACOM staff;
        - b. The outgoing Executive Board and Representative Officers;
        - c. General Council Members and Alternate Members; and Other individuals such as the COSGP or the Executive Board deem appropriate
      3. Organize COSGP funded scholarship every year
      4. Provide information about other scholarships available to students
  - b. Legislative Affairs
    - i. Cochairs: Parliamentarian and Legislative Affairs Representative
    - ii. Members: As assigned
    - iii. Duties
      1. Collect, annually review, and, when deemed necessary, recommend revisions to official COSGP documents including, but not limited to, the Constitution, Bylaws, and the Constitution of the National Osteopathic Student Caucus
      2. Ensure that current copies of the COSGP Constitution and Bylaws are included in the COSGP Handbook and available to all COSGP members
      3. Coordinate Executive Board election proceedings
      4. Serve as a resource for researching and writing resolutions being considered by the COSGP
      5. Collect, review, and draft proposals from the COSGP for the AOA House of Delegates

6. Review resolutions coming before the AOA House of Delegates and assist the NOSC reference committee in recommending positions to be held at the National Osteopathic Student Caucus
  7. Keep abreast of pertinent legislative issues including, but not limited to those facing osteopathic medical students and work to inform and mobilize students to act on critical legislation
  8. Develop and maintain advocacy toolkit in order to lower the barrier to entry into advocacy spaces within the osteopathic profession
  9. Collaborate with committee members to write and disperse the Scoop newsletter. identify a student advocate highlight
  10. Maintain and update a policy compendium, which will contain COSGP positions and data on a variety of relevant policy issues
  11. Organize and facilitate the student advocate of the year (SAOY) award
  12. Collaborate with members of the executive board and general council in order to identify student needs and advocate for policy-level change as needed
- iv. Liaisons Duties
1. Organizing and facilitating student advocate of the year (SAOY) award within their respective COMs
  2. Be primary contact between COSGP and their respective state societies
- c. Undergraduate Medical Education
- i. Co-Chairs: Medical Education Representative and Clinical Education Representative
  - ii. Members: As assigned
  - iii. Duties:
    1. Address curriculum development and policy at the colleges of osteopathic medicine
    2. Gather and share resources for students with the intent to encourage student involvement in osteopathic medical and clinical education
    3. Complete an annual review of common medical education practices and resources among osteopathic medical schools in the form of data collection with the intent to review, distribute and further research the information gathered
- d. Research
- i. Chair: Research Representative
  - ii. Members: As assigned
  - iii. Duties:

1. Promote research at colleges of Osteopathic medicine and advocate for increased research opportunities for Osteopathic medical students
  2. At the discretion of the Executive Board, conduct research of benefit to Osteopathic medical education
  3. Organize and facilitate the Student Researcher of the Year (SROY) award
  4. Plan the COSGP Annual Research Symposium and publish an annual COSGP research journal shortly after
- iv. Liaison Duties:
1. Relay information from the COSGP National Research Representative and Research Committee to their student body
  2. Communicate any research-relevant concerns, challenges, or successes to the COSGP National Research Representative
  3. Run the Student Researcher of the Year (SROY) award at their COM/SOM
  4. Promote on and off-campus research opportunities along with research-related resources to the student body
  5. Be familiar with your campus's research opportunities, labs, PI's, and potential research mentors
  6. Advocate for student success in the research field to the school's SGA, faculty, and administration
- e. Public Relations
- i. Chair: Public Relations Representative
  - ii. Members: As assigned
  - iii. Duties:
    1. Collaborate and work with other committees to promote the theme and goals of COSGP via social media
    2. Draft letters, contribute, and/or recruit others to create articles about the COSGP and its activities to various publications including, but not limited to, The D.O., StudentDO, and any publications COSGP may choose to independently distribute
    3. Make and gather photo and video documentation of the happenings at the COSGP quarterly meetings
- f. Student Services
- i. Co-Chairs: Secretary and Programs Representative
  - ii. Members: As assigned
  - iii. Duties:
    1. Organize and facilitate the annual Student D.O. of the Year Award both nationally and at the colleges of osteopathic medicine
    2. Serve as a source of information and guidance both locally and nationally to relevant student clubs and organizations

3. Develop and maintain a list of national osteopathic organizations and their officers for networking and collaboration among their respective groups
4. Oversee service projects for the COSGP and for osteopathic medical students including, but not limited to, the national D.O. Day of Service and the T.O.U.C.H. program
5. Maintain and update annually the national T.O.U.C.H. standards including the service-type toolkits focused on promoting selected service types (ie. JEDI & advocacy)
6. Provide guidance on proper policy and protocol to student organizations seeking national charters
7. Develop ideas for and coordinate National Osteopathic Medicine Week activities both nationally and at the colleges of osteopathic medicine
8. Notify students of national medical education conferences and any conferences that the COSGP or other student organization is hosting

g. Standards

- i. Chair: highest ranking member of the Executive Board not facing the Standards Committee
- ii. Members: Executive Board Members, two randomly selected General Council Members, and the AACOM President or his or her designee
- iii. Operations
  1. Shall meet only when deemed necessary as defined in the Constitution
  2. The individual under review will be asked to present his or her case before the committee; the individual may bring one advocate on his or her behalf
  3. The meeting shall be a closed session, attended only by the committee members, the member under review, and his or her advocate
  4. Possible outcomes, among others, that may be decided upon by the Standards committee include:
    - a. No action; the recommendation is in favor of the individual, the case is closed and no details are to be discussed
    - b. Corrective action; corrective action may be proposed with a set specific timeline to again review the member, when either a vote for No Action or Removal must be made

- c. Removal; the case, all pertinent details, and the recommendation for removal shall be presented to General Council Members by the committee chair for immediate action and vote
    - d. Other outcomes may be possible as determined by the committee so long as they are in line with the constitution and bylaws
  - h. Leadership Development
    - i. Chair: First Vice-Chair
    - ii. Members: As assigned
    - iii. Duties:
      - 1. New Colleges of Osteopathic Medicine (COMs)
        - a. Edit and release an updated version of the New College of Osteopathic Medicine (COM) SGA Handbook yearly
        - b. Gather and share resources from existing colleges of osteopathic medicine to share with new COMs
        - c. Provide support and guidance for new SGAs
        - d. At least one member of the Leadership Development Committee will serve as the mentor for all new colleges of osteopathic medicine
      - 2. Construct Leadership Development Curriculum Schedule that will be discussed throughout the quarterly meetings
      - 3. Develop and update the COSGP Leadership Toolkit.
  - i. Global Health
    - i. Chair: Global Health Representative
    - ii. Members: As assigned
    - iii. Duties:
      - 1. Increase awareness among the COSGP members and their respective colleges of osteopathic medicine regarding events, educational opportunities, and career paths related to Global Health
      - 2. Work to establish and help to maintain an ongoing database for students that provides resources regarding Global Health opportunities and career paths in Global Health
      - 3. Serve as an information source for the Council regarding relevant news, international policy, new collaborative initiatives, and financing changes related to Global Health
      - 4. Organize, promote, and select the Global Scholar of the Year award recipient
  - j. Diversity
    - i. Chair: Diversity Representative

- ii. Members: As assigned
- iii. Duties:
  - 1. Advocate and support the incorporation and consideration of equity and diversity in all applicable matters
  - 2. Serve as a resource and guide to address concerns of osteopathic medical students locally and nationally regarding diversity and equity
  - 3. Encourage COM participation in diversity and equity related affairs
  - 4. Organize and create templates for general council “member introductions” on social media
  - 5. Organize and create diversity initiatives to be posted on social media and sent out to the General Council and Diversity Liaisons including but not limited to AACOM instagram takeover, the AACOM newsletter, and AACOM short video
- iv. Liaison Duties:
  - 1. Disseminate diversity information/conferences/informational programming to your respective com sent from the diversity representative
  - 2. Instruct and educate your com about the JEDI program and its rules and regulations; if your COM is participating in the program
- k. Wellness
  - i. Chair: Second Vice-Chair
  - ii. Members: As assigned
  - iii. Duties:
    - 1. Oversee wellness programming including sessions at quarterly meetings, wellness event advertising to each COM, monthly wellness initiatives, and maintaining the wellness toolkit
    - 2. Coordinate National DO Day of Wellness each spring
    - 3. Oversee efforts of the Mental Empowerment Directive with each member serving as a regional co-director for a region of the MED
      - a. Work with wellness representatives (liaisons) at each COM to communicate national planning, activities, and standard implementation for student wellness efforts
      - b. Communicate needs and concerns of specific COM’s directly to Second Vice Chair and other

Executive Board as needed, including emergencies  
and breaches of COCA standards

- c. Provide quarterly updates to the committee chair on  
needs of the schools/regions each member oversees

- 4. Plan wellness driven breakout sessions, activities, and  
inter-conference goals for COSGP members

1. School Liaisons

- i. The Second Vice Chair will work with committee chairs to  
establish and maintain a network of liaisons from each COSGP  
member school for each committee which specifies its need for  
them
  - 1. The Second Vice Chair will direct each member school's  
SGA President and Vice President to determine how they  
select liaisons from their respective schools and do so, so  
long as they fit within their school's academic standing  
policy
- ii. Each network is recommended to have one (1) liaison per school
  - 1. For example, a Global Health Liaison for a COM will  
report to the executive board's global health representative  
and committee
  - 2. Two (2) liaisons may be selected at the discretion of the  
respective executive board member(s)
- iii. The applicable executive board member(s) will manage their  
respective network as they see fit

ARTICLE VII. ELECTIONS AND TERMS OF OFFICE

1. Election of the Executive Board

- a. The elected membership of the Executive Board shall be elected annually  
(with the exception of the AOA Board of Trustees Student Delegate) by  
the COSGP at the Spring Quarterly Meeting; they shall be elected  
separately in the following order: AOA Board of Trustees Student  
Delegate, Chair, First Vice Chair, Second Vice Chair, Secretary, Treasurer,  
and Parliamentarian.
  - i. The AOA Board of Trustees Student Delegate shall be elected by  
COSGP biennially in rotation with SOMA as per AOA policy.
- b. Nominations
  - i. Eligible candidates must submit to the Parliamentarian their desire  
to run for the Executive Board, specifying all desired positions, at  
least one month prior to the election. eligible candidates must  
submit a current résumé or curriculum vitae as well as a personal  
statement of intent for the positions that they wish to hold.



1. Each candidate will have the opportunity to submit an updated CV or resume within two weeks of the election
  - ii. Should a position receive no letters of intent after the deadline has passed or no eligible candidates remain on the day of the election, nominations can be made on the floor for candidates who are eligible as specified in the Constitution: Article V(4).
  - iii. After determining their eligibility, all candidates who submit their desire to run for the Executive Board shall be nominated for office by the Legislative Committee acting as the Nomination Committee.
  - iv. Nominated candidates shall submit to the Parliamentarian signed documentation from the Dean of their respective colleges acknowledging both good standing and the financial obligations inherent to serving on the Executive Board; if this documentation is not received before the time of the election, then the candidate shall be withdrawn from the election.
- c. Election Procedure
- i. Speeches
    1. Each candidate will have the opportunity to address the COSGP prior to the election of the position for which they're nominated. Candidates will speak in alphabetical order by the candidate's last name.
    2. Speeches shall last no more than three minutes.
    3. If an unelected candidate was nominated for multiple positions, then they may address the COSGP prior to that position's election in a speech lasting no more than three minutes.
  - ii. Discussion
    1. After the conclusion of speeches for a single elected position, candidates will leave the room and the COSGP shall begin a closed executive session.
    2. In a time not to exceed 10 minutes, there will be open discussion regarding the candidates.
    3. Any General Council member may speak for up to one minute, and each member shall speak no more than twice when discussing a single position.
    4. At the conclusion of the 10-minute discussion time, or when there is no further discussion, the discussion period shall end for that position.
- d. Voting
- i. For the purpose of executive board elections, each college of osteopathic medicine and each branch campus shall have two

votes, which shall be cast by its incoming and outgoing General Council Member or their appointed proxy.

1. Should a COM or branch not have one of the two eligible voters present the voter who is present will be allotted two votes
2. Executive Board Members shall not vote unless they are acting as their SGA president's proxy from their college as described in the Constitution: Article III(2)(e).
3. Candidates may vote only when they are also a General Council Member.
4. Each voting member shall be uniquely identified with an assigned number.
5. Immediately following the discussion time, each voting member shall cast their vote with a completed ballot including their assigned number and the candidate for whom they are voting; the ballots shall be collected by the Parliamentarian.

ii. Counting Ballots

1. The Parliamentarian shall count the ballots, and the count shall be immediately verified by one AACOM staff member; if the Parliamentarian is running for office, then another COSGP member shall be appointed by the Chair to count the ballots.
2. The candidate receiving greater than 50 percent of the votes, providing that a quorum is present, shall be announced as the winner.

iii. Runoff Election

1. If no candidate receives greater than 50 percent of the votes, an immediate runoff election shall be held between the candidates receiving the top two greatest numbers of votes; it shall be conducted in the same manner as the initial election.
2. There will be no speeches before a runoff election.
3. There will be three additional minutes of discussion time before a runoff election excluding testimony from any speakers who have already spoken for the remaining candidates.
4. The runoff process shall continue until one single candidate receives greater than 50 percent of the votes.

iv. In the event of a tie vote when there are just two candidates, the Chair shall cast a single vote.

- v. All votes shall be kept confidential by the vote counters and immediately destroyed upon completion of the elections.

2. Appointment of Officers to the Executive Board

- a. Within five days following adjournment of the Spring Quarterly Meeting, the Parliamentarian shall announce the call for self-nominations to the Appointed Officer Positions.
- b. Each eligible candidate seeking appointment shall submit the following to the Parliamentarian within 14 days of the call for self-nominations:
  - i. A current résumé or curriculum vitae;
  - ii. A personal statement of intent for the position or positions that the candidate wishes to hold;
  - iii. A statement ranking the order of preference for the position(s) that the candidate wishes to hold; and
  - iv. Signed documentation from the Dean of his or her respective college acknowledging both good standing and acceptance of the financial obligations inherent in serving as a Representative Officer; if this documentation is not received by the deadline, then the candidate shall not be considered for a position.
- c. Selection
  - i. The Parliamentarian shall distribute all of the materials to the elected officers of the Executive Board immediately following the nomination deadline.
  - ii. After reviewing all applications and within seven days of receipt of the applications, a meeting shall be held among members of the executive board, including the AOA BOT Student Representative if currently a member of the COSGP Executive Board to discuss each position and to officially appoint representative officers. Each Executive Board Member shall submit his or her ranking order for each position to the Parliamentarian.
  - iii. Candidates who submit for more than one position may be ranked for each position.
  - iv. The rank order list shall record the top choice as number one, second choice as number two, and so on.
  - v. The rankings of each candidate for each position shall be added.
  - vi. The candidate with the lowest number has achieved the highest ranking.
  - vii. A conference telephone call shall be held among members of the Executive Board, including the AOA BOT Student Representative if currently a member of the COSGP Executive Board to discuss each position, utilizing the overall ranking numbers, to officially appoint Representative Officers.
  - viii. The Chair or their proxy shall personally contact each newly appointed Representative Officer, and a final announcement to the

COSGP shall be made within one month of the conclusion of the Spring Quarterly Meeting.

3. Nominations to Boards and Councils

- a. Nominations on behalf of COSGP may be presented annually or biannually to specific boards and councils.
- b. Soliciting Nominations
  - i. Soliciting nominations will be hosted by specific Executive Board members as stated within Executive Board member duties
  - ii. The Parliamentarian will oversee all nomination processes and will review nomination candidates suggested by the nomination host.
  - iii. Once the candidates have been approved by the Parliamentarian and nomination host, the candidates names will be forwarded to the Executive Board.
- c. Approval of Nominations
  - i. The Parliamentarian will present the candidates at an Executive Board meeting.
  - ii. The executive board must approve the candidates by a simple majority.
  - iii. Once approved the Chair will submit the candidates to the appropriate boards and councils.

ARTICLE VIII. MEETINGS, QUORUM, AND PARLIAMENTARY PROCEDURE

1. AACOM Standards

- a. Regular meetings shall be held on a schedule approved by the Council in consultation with the AACOM Staff Liaison. Special meetings may be called upon recommendation of the Chair in consultation with the AACOM Staff Liaison(s).
- b. It is recommended that Councils hold in-person meetings during Educating Leaders, the AACOM annual conference. The Council should notify AACOM in advance for scheduling meetings outside the conference period.
- c. A simple majority qualifies as a quorum for the transaction of business unless otherwise noted.
- d. Robert's Rules of Order shall be consulted and used to maintain the order of business at Executive Board sessions and Quarterly meetings. Enforcement of Robert's Rules will be left to the sole discretion of the COSGP Parliamentarian.

2. Special Meetings

- a. The National Osteopathic Student Caucus

- i. The COSGP and SOMA shall sponsor an annual caucus prior to the AOA House of Delegates, and the caucus shall be called the National Osteopathic Student Caucus.
- ii. It shall be for all osteopathic medical students and all selected student organizations that represent osteopathic medical students.
- iii. Coordination and chairmanship shall be the responsibility of the Parliamentarian and Legislative Affairs Representative.
- iv. The operations of the event shall adhere to the Constitution of the National Osteopathic Student Caucus as adopted by the COSGP.
- v. The Constitution of the National Osteopathic Student Caucus shall be reviewed annually by the Legislative Committee.

## ARTICLE IX. OPERATIONS AND RELATIONSHIPS

### 1. AACOM Standards

- a. The Council shall report to the AACOM Board of Deans.
- b. A written report on the Council will be annually shared and provided to the AACOM Board of Deans for its November Board of Deans Meeting.
- c. Council reports may be shared with other Councils for the purpose of information sharing and Council collaboration.
- d. Creation of standing committees and major actions approved by the Council must be subsequently submitted to AACOM for review, action, and final approval.
- e. In the event of creation of standing committees and major actions, the AACOM Board of Deans will respond to major actions in a timely manner appropriate to the action.
- f. The Council shall work in close collaboration and consultation with the designated AACOM Staff Liaison(s) regarding Council operations and actions. The AACOM Staff Liaison(s) is the AACOM appointed member.
- g. The AACOM Staff Liaison(s)/member will act as the voice of AACOM and as such will work with the Council to provide guidance and direction regarding Council action based on his/her knowledge of AACOM's priorities, mission, and goals.
- h. The Council is and shall remain an entity established by AACOM and under the authority and responsibility of AACOM. In this regard, all actions of the Council and approvals of such action shall be governed by AACOM.
- i. As an AACOM established entity, all members and officers of any AACOM entity, including Councils, Committees, and groups shall be subject to the AACOM Code of Conduct and Behavior.
- j. AACOM is dedicated to maintaining the highest standards of integrity, honesty, and ethical conduct. Through policies and actions, including its

Code of Ethics, AACOM seeks to foster a reputation reflective of the Association's mission and values. AACOM's Council members are expected to conduct all Association business honestly, ethically, and with integrity. This includes, among other things, being truthful in communications with each other, the public, governmental agencies, and those with which the Association does business, and complying with all applicable laws and regulations.)

- k. AACOM reserves the right to discontinue any of its Councils at its sole discretion.

## 2. Code of Ethics

### a. Purpose

- i. The COSGP holds its members to the highest standards possible for osteopathic medical students and has, therefore, adopted this Code of Ethics.
- ii. The standards included are intended to (i) address each member's obligations to ethics, academic education, osteopathic medicine, and all associated organizations (AACOM, AOA, and so on), as well as (ii) to keep the best interests of the COSGP a high priority.
- iii. COSGP members represent the COSGP and osteopathic medicine in every word and deed in active business, social functions, academic affairs, and clinical settings at all times both within and outside of official functions of the COSGP.

### b. Ethics

- i. Each member of the COSGP shall be expected to use ethical judgment regarding his or her general behavior and appearance in all clinical, public, and private settings.
- ii. An individual's deviation from what any one other COSGP member considers ethical behavior shall constitute justification for the individual in question to be called before the Standards Committee.
- iii. These expected behaviors include, but are not limited to, the aforementioned and following points of this code of ethics.

### c. Academic Education

- i. It is essential for all COSGP members to remember that they are all osteopathic medical students first, and academics must remain a priority over other extracurricular activities.
- ii. Each member of the COSGP shall be expected to maintain an acceptable academic standard and be in good standing as defined by his or her college of osteopathic medicine.

### d. Osteopathic Medicine

- i. All COSGP members are expected to be firm advocates of osteopathic medicine and of the osteopathic profession.

- ii. The advancement of osteopathic medicine, the education of osteopathic medical students, and the progress of osteopathic principles and practice are of the utmost importance to all COSGP members.
- e. Safe Space Policies
  - i. Each member of COSGP shall be expected to behave themselves in a manner that is conducive to creating an open and welcoming environment at all COSGP proceedings.
  - ii. COSGP members are expected to enable their peers and colleagues to fully self-express without fear of discomfort or judgment on account of biological sex, gender identity, race/ethnicity, sexual orientation, political affiliation, belief system or any other such characteristic.
    - 1. This includes acknowledging that the beliefs and opinions of members may significantly conflict but emphasizes that such differences must be embraced for productive dialogue and growth as a leadership organization.
  - iii. At any point during a COSGP proceeding, an attendee may call for discussion to be “off the record” until they are comfortable with conversation returning to the record.
    - 1. During such instances, discussion is not to be recorded, repeated or disbursed in any fashion.
    - 2. At any point in a COSGP proceeding, a member or attendee may reach out to the secretary to request that previous discretion be moved to “off the record” and such change communicated with the rest of COSGP
  - iv. Violation of these safe space policies shall be considered a violation of the COSGP Code of Ethics for which the individual in question may be called before the Standards Committee.
  - v. Exceptions include any activities and/or discussion constituting superseding ethical or legal violations or concern for harm of self or others.

### 3. Disciplinary Procedure

- a. Any allegation or complaint against a member of COSGP shall be reported to the Parliamentarian who will share the current guidelines for the standards committee and process with the Chair (or appropriate committee leader).
- b. The Chair (or appropriate committee leader) shall form the Standards Committee by notifying AACOM representatives and the Executive Board, and selecting two General Council members at random.



- i. If a General Council member selected at random is not able or willing to participate in the process then a new one will be selected at random until two appropriate general council members are identified
  - ii. The member under review is not eligible as one of these members and cannot be selected at random
  - iii. If any member of the committee believes they have a real or perceived conflict of interest they should report this to the Parliamentarian who will recommend proper disclosure or recusal from the committee as appropriate.
- c. On behalf of the Standards Committee, the Chair (or appropriate committee leader) shall lead an investigation into the issue, delegating investigatory duties within the committee as they deem appropriate.
  - i. This investigation should be conducted as discreetly as possible with respect for the member under review. There should be no public accusations or public shaming by the committee or any of its members during the investigation however they may contact individuals privately and issue non-targeted statements to collect evidence as necessary. The committee should take reasonable actions to ensure privacy of all collected evidence until a final determination for the case is made.
- d. The individual under review should have the opportunity to provide commentary on the evidence/testimony of their case and provide their side of the story during their hearing.
  - i. Testimony/evidence may be collected anonymously if deemed appropriate and the source is verified by the chair or trusted member of the Standards Committee. If testimony or evidence is collected anonymously, the individual under review should have the right to respond to the substance of the claims but has no right to try to unmask the person who provided the testimony/evidence.
- e. The Standards Committee should hold itself to the standard of preponderance of evidence, or that a claim is more likely to be true than not, throughout its deliberations.
- f. Prior to their hearing, the standards committee should provide to the individual under review a document such as this one that outlines the process and their rights.
- g. The Parliamentarian has the duty to ensure all actions are conducted according to the COSGP Bylaws and Constitution. The Parliamentarian also has equal duty to be of service to the Standards Committee and the member under review to answer questions about the appropriate process

and rules. As such the Parliamentarian should maintain neutrality and neither participate in any investigation nor have a vote on the Standards Committee's final position to avoid any potential conflict of interest, however they may remain informed of the case's content and participate in discussion.

- h. Only if a decision is made to recommend removal for the member under review should a public report be made. At that time the chair may share that report with other administrators within AACOM, with the administration of that member's osteopathic medical school, or other appropriate parties to notify them that credible allegations were found so that other organizations can initiate their own procedures and investigations as appropriate. This shall be done at the discretion of the Chair with advice from AACOM.

#### ARTICLE X. ADOPTION AND AMENDMENTS

1. The Council may elect to amend its own Bylaws and when written, must be submitted and approved by the AACOM Board of Deans. The amended Bylaws must be reviewed in advance by the Council Liaison before submission to the AACOM Board of Deans.
2. These Bylaws shall be adopted and may be altered or amended by a two-thirds vote of COSGP General Council Members at any official meeting of the COSGP for which written notice has been given thirty days prior.
3. Bylaw alterations or amendments may be submitted by any COSGP member or AACOM and shall be reviewed by the Legislative Committee; the committee shall make a recommendation to COSGP General Council Members on the alteration or amendment. For any AACOM submitted amendment, the Executive Board shall collaborate to ensure AACOM's concerns are properly addressed.