

CONSTITUTION OF
THE COUNCIL OF OSTEOPATHIC STUDENT GOVERNMENT PRESIDENTS

ARTICLE I. NAME

1. The name of this organization shall be the Council of Osteopathic Student Government Presidents (hereinafter COSGP) of the American Association of Colleges of Osteopathic Medicine (hereinafter AACOM).
2. The COSGP was established as an official council of the governance of the AACOM by motion of the Assembly of Presidents on July 10, 1974.
3. The COSGP is recognized by the American Osteopathic Association (hereinafter AOA) as the official national representative and voting voice of all osteopathic medical students to the AACOM, the AOA, and their governing bodies.

ARTICLE II. PURPOSE AND GOALS

1. The 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 the improvement of local and global community health.
 - e. Promote leadership, growth, and wellness of students in osteopathic medical schools
 - f. Maintain the sustainability and professionalism of the organization.

ARTICLE III. MEMBERSHIP

1. All COSGP Members shall be seeking the degree of Doctor of Osteopathic Medicine (hereinafter D.O. degree), enrolled at a college of osteopathic medicine or, branch campus, or additional location, and in good standing as defined by his or her respective college.
2. General Council Member
 - a. COSGP voting member.
 - b. President of the Student Government Association (hereinafter SGA) at a college of osteopathic medicine, branch campus, or qualifying additional location.
 - i. An additional location may qualify for a seat on the COSGP General Council independent of their main campus if the following requirements are met:
 1. The location is accredited as an additional location through

- the Commission of Osteopathic College Accreditation (hereinafter COCA), and thus meets the requirements of 34 CFR 602.22(a)(2)viii;
2. The location possesses an SGA independent of the SGA(s) at their main or branch campuses; and
 3. The SGA and appropriate administrators at the additional location successfully petition the COSGP Executive Board for additional representation.
- ii. An additional location's successful petition for a seat on the COSGP General Council does not affect the rights of any other campus or location to a seat on the COSGP General Council.
 - c. Every college of osteopathic medicine, every branch campus, and every qualifying additional location shall each have only one General Council Member.
 - d. If the president of a SGA at a particular college is not seeking a D.O. degree, then the highest-ranking SGA officer who is seeking the D.O. degree shall be the representative of that school and inherit the title of president. The student shall receive all of the rights and responsibilities of a SGA president.
 - e. If the president of a SGA at a particular college is unable to attend a meeting of the COSGP, then he or she may proxy his or her duties and rights as president to an officer of his or her respective school's SGA.
3. Alternate General Council Member
 - a. COSGP non-voting member.
 - b. Officer, other than the president of the SGA at a college of osteopathic medicine, branch campus, or qualifying additional location.
 - c. Each college, branch campus, or qualifying additional location may send one Alternate Council Member to attend COSGP meetings.
 4. Executive Board Member
 - a. Non-voting member at General Council meetings.
 - b. Voting members at Executive Board meetings.
 - c. Seven Elected Officer positions: Chair, First Vice Chair, Second Vice Chair, Secretary, Treasurer, Parliamentarian, and the AOA Board of Trustees (hereinafter BOT) Student Delegate (elected every other year for a one-year term).
 - d. Nine Appointed Officer positions: Global Health, Legislative Affairs, Medical Education, Programs, Public Relations, Clinical Education, AOF BOT Student Delegate (selected every other year for a two-year term), Research, and Diversity.
 - e. The Chair may select *Ad Hoc* Appointed Officers as deemed necessary, these positions will expire at predetermined time points not exceeding the term of the appointing Chair.

ARTICLE IV. EXECUTIVE BOARD

1. The Executive Board shall consist of seven Elected Officers as described in Article V and nine Appointed Officers as described in Article VI.
2. The Executive Board may make interim decisions on behalf of the COSGP General Council between meetings, excluding changes to the Constitution and the Bylaws.

ARTICLE V. ELECTED OFFICERS

1. The Executive Board shall include seven members elected by the General Council: (1) Chair, (2) First Vice Chair, (3) Second Vice Chair, (4) Secretary, (5) Treasurer, (6) Parliamentarian, and (7) the AOA BOT Student Delegate; duties shall be defined in the COSGP Bylaws.
2. The AOA BOT Student Representative shall be elected biennially in the Spring in accordance with the AOA Bylaws. In alternating years where the AOA BOT Student Representative is elected by SOMA they may be invited to participate as an honorary member of the executive board but shall only gain voting rights if extended to them by the Chair.
3. Eligibility for Office
 - a. Candidates running for either Chair, First Vice Chair, or AOA BOT Student Representative must meet the following criteria:
 - i. Be a current member of the COSGP Executive Board, including both Elected and Appointed Officers, or an incoming 4th year student, but excluding the Chair and First Vice Chair.
 - ii. If for any reason, there are no eligible candidates for the aforementioned positions, eligibility will be based on Article V(3)(b).
 - b. All other candidates must meet one of the following criteria:
 - i. Be a president or immediate past president of their respective SGA at the time of the election, or
 - ii. Be a current member of the COSGP Executive Board, including both Elected and Appointed Officers, but excluding the Chair and First Vice Chair.
 - c. Candidates must have attended at least two COSGP meetings during their osteopathic medical student career.
 - d. The Chair and First Vice Chair positions are barred from running for any officer positions at the conclusion of their term.
 - e. Should the individual defined in Article III(2) choose not to seek a position on the Executive Board, he or she may relinquish his or her right to run to a D.O. degree-seeking member of his or her college's SGA.

- i. This member must have attended at least two COSGP meetings during the term prior to their candidacy.
- ii. A written request to relinquish his or her right to run must be received by the COSGP Parliamentarian one week before the election.

4. Election of Office

- a. Election of the Executive Board shall be held annually at the Spring Quarterly Meeting of the COSGP.
- b. Elected Officers must receive greater than 50 percent of the votes.
- c. The election process shall be defined in the COSGP Bylaws.

5. Transition Period

Following the election of new Executive Board members at the Spring Quarterly Meeting, a transition period shall commence.

- a. Incoming officers shall assume primary responsibility for their position upon election.
- b. Beginning immediately after the election of new Executive Board members, outgoing officers shall:
 - i. Provide active, hands-on support during the transition period. Support shall include but not be limited to being reasonably available for questions, discussions, and guidance to ensure incoming officers receive necessary institutional knowledge.
 - ii. Make good-faith effort to participate in scheduled transition meetings and attend the appropriate committee meetings through June 30 at a minimum.
 - iii. Provide all documents, materials, and information relevant to their role.
 - iv. Respond to transition-related inquiries in a timely manner.
 - v. Facilitate a thorough and collaborative transition.
- c. In cases of disagreement or if an outgoing officer fails to fulfill transition obligations, the newly elected Chair shall determine an appropriate transition plan to ensure incoming officers receive adequate preparation and support.
- d. The transition period shall conclude at the end of the AACOM Annual Conference for elected positions.

6. Withdrawal, Impeachment, and Vacancy

- a. Withdrawal
 - i. An Executive Board Member who chooses to withdraw from office shall submit a written resignation to the Chair.
 - ii. If the Chair chooses to withdraw from office, then a written resignation must be submitted to the next highest ranking Executive Board Member as set forth in Article V(1).
 - iii. The Executive Board will inform the General Council of the

resignation within two weeks of the receipt of the letter of resignation.

- iv. The resignation shall be read at the next COSGP meeting.
- b. Impeachment and Removal
 - i. An Executive Board Member may be removed by a two-thirds majority vote of the COSGP General Council upon review and recommendation of the Standards Committee.
- c. Vacancy
 - i. Each Executive Board vacancy shall be filled.
 - ii. The succeeding Executive Board Member shall be eligible to assume the vacated position.
 - 1. The First Vice Chair will succeed the Chair.
 - 2. The Second Vice Chair may succeed the First Vice Chair.
 - 3. The Secretary may succeed the Second Vice Chair.
 - 4. The Treasurer may succeed the Secretary.
 - 5. The Parliamentarian may succeed the Treasurer.
 - iii. If the succeeding member does not assume the vacated position, or the position lacks a successor, then
 - 1. The Chair shall immediately appoint a COSGP Member to fill the vacancy; or
 - 2. If the Chair remains vacant, the remaining members of the Executive Board shall appoint a COSGP Executive Board Member to fill the vacancy; this interim appointment shall be subject to a majority vote of the General Council Members within 30 days.

ARTICLE VI. APPOINTED OFFICERS

1. The Members-Elect of the Executive Board shall select the nine Appointed Officer positions to serve on the Executive Board to include: (1) Global Health, (2) Legislative Affairs, (3) Medical Education, (4) Programs, (5) Public Relations, (6) Clinical Education, (7) AOF BOT Student Representative, (8) Research, and (9) Diversity. The COSGP Executive Board shall also appoint the AOF Representative to serve on Committees according to his or her strengths and the needs of the Executive Board – duties which shall be defined in the COSGP Bylaws.
 - a. The AOF Representative shall be appointed biennially in January in accordance with the AOF Bylaws.
2. One or more *Ad Hoc* Appointed Officer(s) may be selected when deemed necessary by the COSGP Chair including short-term roles or liaisons to other

organizations.

3. Eligibility for Office

- a. Candidates must meet one of the following criteria:
 - i. A president or immediate past president of his or her respective student government association at the time of the election,
 - ii. an Alternate Council Member or immediate past Alternate Council Member of his or her respective student government association at the time of election,
- b. Candidates must have attended at least two COSGP meetings during their osteopathic medical student career.
- c. The Executive Board positions are barred from running for any Appointed Officer positions at the conclusion of their term.

4. Appointment of Office

- a. The Executive Board elected at the Spring Quarterly Meeting shall select the Appointed Officers.
- b. Appointments shall occur within one month after adjournment of the Spring Quarterly Meeting.
- c. The appointment process shall be defined in the COSGP Bylaws.

5. Transition Period

- a. Incoming appointed officers shall assume primary responsibility for their position upon appointment.
- b. Beginning immediately after the appointment of new appointed Executive Board officers, outgoing appointed officers shall:
 - i. Provide active, hands-on support during the transition period. Support shall include but not be limited to being reasonably available for questions, discussions, and guidance to ensure incoming officers receive necessary institutional knowledge.
 - ii. Make good-faith effort to participate in scheduled transition meetings and attend the appropriate committee meetings through June 30 at a minimum.
 - iii. Immediately transfer all pertinent items of his or her position to the newly appointed officer.
 - iv. Respond to transition-related inquiries in a timely manner.
 - v. Facilitate a thorough and collaborative transition.
- c. In cases of disagreement or if an outgoing officer fails to fulfill transition obligations, the newly elected Chair shall determine an appropriate transition plan to ensure incoming officers receive adequate preparation and support.
- d. The transition period shall conclude immediately following appointment for positions requiring appointment.

- e. As requested by the AOF, the AOF Representative shall serve a two-year term.
- 6. Withdrawal, Removal, and Vacancy
 - a. Withdrawal
 - i. Appointed Officers who choose to withdraw from their office shall submit a written resignation to the Chair.
 - ii. The Executive Board will inform the general council of the resignation within two weeks of the receipt of the letter of resignation.
 - iii. The resignation shall be read at the next COSGP meeting.
 - b. Impeachment and Removal
 - i. An Appointed Officer shall be removed by a two-thirds majority vote of the COSGP General Council upon review and recommendation of the Standards Committee.
 - c. Vacancy
 - i. Each Appointed Officer vacancy shall be filled.
 - ii. The Executive Board shall appoint a replacement Appointed Officer within one month of a vacancy.

ARTICLE VII. COMMITTEES

- 1. Standing Committees
 - a. There shall be ten Standing Committees: Finance, Legislative Affairs, Medical Education, Research, Public Relations, Student Affairs, Leadership Development, Global Health, Wellness, and Diversity; duties shall be defined in the COSGP Bylaws.
 - b. Each Standing Committee shall be chaired by a member of the Executive Board.
 - c. Each of the COSGP General Council members shall be assigned by the Executive Board each year to participate in a Standing Committee.
- 2. *Ad Hoc* Committees
 - a. An *Ad Hoc* Committee may be formed if deemed necessary by the Chair.
 - b. It shall be chaired by a member of the Executive Board, appointed by the Chair.
 - c. It shall be staffed by at least four COSGP members, appointed by the Chair; duties as an *Ad Hoc* Committee member shall be in addition to his or her Standing Committee and other duties.
- 3. Standards Committee
 - a. Any member of the COSGP including, but not limited to, Executive Board Members, Representative Officers, General Council Members, and Alternate Council Members may be reviewed by the Standards

- Committee.
- b. Shall meet only when a review of a COSGP Member is requested by any COSGP Member and one of the following criteria is met:
 - i. The member has two unexcused absences at COSGP meetings,
 - ii. the member has violated this Constitution or failed to fulfill her/her duties as defined in the COSGP Bylaws,
 - iii. the member has violated the COSGP Code of Ethics, or
 - iv. The member has been reported to the Chair (or next highest officer not involved in the complaint) for conduct unbecoming of an osteopathic student leader.
 - c. Upon recommendation of the Standards Committee, any member of the COSGP may be removed as a member by a two-thirds majority vote of the COSGP General Council.
 - d. Duties, operations, and members of the Standards Committee shall be defined in the COSGP Bylaws.

ARTICLE VIII. FINANCES

1. Budget
 - a. The Treasurer shall prepare the budget.
 - i. It shall be approved by the Executive Board prior to the AACOM Board of Deans Annual Meeting.
 - ii. The approved budget shall be presented to the AACOM Board of Deans at its annual meeting for approval.
 - iii. The approved budget shall be presented to the COSGP General Council at the following quarterly meeting.
 - b. A \$1000 emergency fund shall be budgeted annually for COSGP.
2. Expenditures
 - a. All expenditures must be submitted to the Treasurer.
 - b. The expenditure shall be validated and must not exceed the amount approved by the executive board.
 - i. Any or all expenditures may be brought to COSGP General Council Members for approval at the Treasurer's discretion.
 - c. The Treasurer shall submit receipts to the AACOM finance office within the timeline set forth by AACOM for final disbursement by check.
3. Reimbursements
 - a. Expenses incurred by the Chair at required meetings shall be budgeted for and reimbursed; expenses that are reimbursable by other organizations, such as trustee and committee obligations reimbursed by the AOA, shall not be reimbursed by COSGP.
 - b. Expenses incurred by members of the Executive Board and Representative Officers in the fulfillment of the responsibilities and functions defined in the Bylaws shall be budgeted for and reimbursed; this shall exclude quarterly meetings, except for the Chair.

- c. Policy for specific reimbursable expenses including, but not limited to, travel, lodging, and *per diem* may be reviewed annually by the Finance Committee and approved by COSGP at the July Quarterly Meeting.

ARTICLE IX. MEETINGS AND LEGISLATION

1. General Council

- a. There shall be four required regular meetings, for COSGP attendance, and they shall be referred to as Quarterly Meetings; the meetings shall be as follows:
 - i. Summer Quarterly Meeting preceding the AOA House of Delegates,
 - ii. Fall Quarterly Meeting in conjunction with the AOA's annual OMED Convention,
 - iii. Winter Quarterly Meeting following the start of the calendar year, and
 - iv. Spring Quarterly Meeting in conjunction with the AACOM Annual Meeting.
- b. Special meetings of the COSGP may be called by the Chair with at least two weeks' notice to all members; face-to-face meetings require the approval of the AACOM President.
- c. A quorum must be present to conduct business or take action; it shall be defined as greater than fifty percent of the General Council Members.

2. Executive Board

- a. Meetings of the Executive Board may be called by the Chair with at least one week's notice to each Executive Board Member; face-to-face meetings require the approval of the AACOM President.
- b. The Executive Board is authorized to take interim action on behalf of the COSGP between meetings of the COSGP.
- c. A quorum must be present to conduct business or take action; it shall be defined as greater than fifty percent of the Executive Board Members.

3. Meeting Operations

- a. Meetings shall be conducted under the rules in the most recent edition of *Robert's Rules of Order*, except where in conflict with the COSGP Constitution and Bylaws or the AACOM rules and regulations.
 - i. Motions, seconds, and discussion may be offered by any member of the COSGP.
 - ii. The member making a motion shall state his or her name, and the college of osteopathic medicine at which he or she is a student followed by the motion.
- b. Formal action requires greater than fifty percent of the voting members, providing a quorum is present
 - i. Greater than fifty percent of the General Council Members at COSGP General Council meetings.
 - ii. Greater than fifty percent of the Executive Board Members at

Executive Board meetings.

4. Voting
 - a. At COSGP General Council meetings, each college of osteopathic medicine, each branch campus, and each qualifying additional location shall have one single vote which shall be cast by its General Council Member as defined in Article III(2).
 - b. At Executive Board meetings, each Executive Board member shall have one vote. As described in Article V(2) the AOA BOT Student Representative appointed by SOMA may only vote if voting rights are extended by the chair.
5. Any major action of the COSGP including, but not limited to, submission of resolutions to the AOA House of Delegates shall be subject to review and approval by the AACOM Board of Deans.

ARTICLE X. AMENDMENTS

1. This Constitution 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 provided that the amendment has been presented and approved for consideration at a previous official meeting of the COSGP.
2. All changes and amendments of this Constitution are subject to the approval of the AACOM Board of Deans.
3. This Constitution shall take effect when approved by the action of the COSGP and subsequently approved by the AACOM Board of Deans.