



ACOM Alumni Association Bylaws

ARTICLE I. NAME

The name of this organization shall be called the Alabama College of Osteopathic Medicine Alumni Association or referred to as the ACOM Alumni Association.

ARTICLE II. MISSION

To advance the mission and promote ACOM; to provide useful services and resources to advance osteopathic medical education; to promote collegial interactions among all members of the Alumni; and to support and promote the advancement in future endeavors within the association.

The Alumni Association plans to accomplish this by:

- Provide networking methods among alumni professionals
- Encourage communication between alumni and current students
- Providing lifelong learning opportunities through continuing education programs
- Advance, reinforce and promote the osteopathic profession
- Promote alumni/ student engagement in recruitment, mentoring, and placement programs

ARTICLE III. MEMBERSHIP

SECTION 1. There shall be one general class of membership

A. Full Members

All graduates of ACOM. This class shall include all members who earned a DO degree issued by ACOM including specialty residency programs. Full members shall be entitled to all the rights and privileges of ACOM Alumni Association.

B. Membership Dues

There shall be NO membership dues at this time. The ACOM Alumni Association will re-evaluate the option of membership dues two years from now in 2020.

ARTICLE IV. Board Members

SECTION 1. President

The President shall be elected for a three-year term. The President shall have the following duties and responsibilities:

- A. Chair and set the agenda for all regular and special meetings of the alumni board;
- B. Delegate any duties (not responsibilities) which he/she feels appropriate;
- C. Establish any ad-hoc committees which he/she feels necessary to carry out the associations purpose;
- D. Approve all committee chairpersons, serve as an ex- officio member of all committees;

SECTION 2. Vice President

The Vice-President shall be elected for a three- year term. The Vice-President, shall have the following duties and responsibilities:

- A. Assist the President and the association in the proper and orderly conduct of matters related to DO members of the Alumni;
- B. Discharge the duties of the President when the President is unable or unwilling to do so;
- C. Chair all regular and special meetings of the alumni board in the President's absence;
- D. Assume such other duties and responsibilities as the President deems appropriate;
- E. Chair the Alumni Reunion/Relations, Events Committee;
- F. Chair the Alumni Awards Committee

SECTION 3. Secretary/Treasurer

The Secretary/Treasurer shall be elected for a three- year term. The Secretary shall have the following duties and responsibilities:

- A. Keep accurate minutes and attendance records of proceedings of all meeting of the alumni board, and collect any sub-committee minutes;
- B. Be responsible for all Society correspondence at the President's discretion; and
- C. Assume such other duties and responsibilities as the President deems appropriate.
- D. Be responsible for keeping accurate records of donations and transactions made by the ACOM Alumni Association.

SECTION 4. IMMEDIATE PAST BOARD MEMBERS

The Immediate Past-President shall chair the Nominating Committee, and may also serve as Parliamentarian to the alumni. Immediate Past Board Members shall serve as advisors to incoming Board Members.

SECTION 5. VACANCIES

Except as herein provided, the vacancy of any Director shall be filled by appointment by the President of the alumni. Any Officer or Member serving by appointment of the President to fill a vacancy shall serve the balance of the term of the Officer or Director for whom he/she is a replacement.

ARTICLE V. RECENT GRADUATES DIVISION

SECTION 1. MEMBERSHIP

The recent graduates division shall consist of the following non-voting members: (2) previous OMS IV students who served an elected one year term as class representatives on the Alumni Board during their fourth year of medical school. These graduates will continue to serve an additional three-year term on in this division committee. The division will consist of the three most recent graduate classes to hold a number of six division members at all times. The members will be elected by class peers during the fourth year of medical school.

The purpose of the recent graduates division shall be to provide direct constant contact with the alumni board necessary to; to provide insight on recent graduate concerns, accomplishments/achievements and all actions that will advance the alumni and the members it serves; a role model for annual giving; to provide counsel for the ACOM administration and act as ambassadors for the College. Members will encourage others to join them in their support of the osteopathic school. Members will recognize and celebrate the activities of the ACOM alumni. The members will assume such other duties and responsibilities as the President deems appropriate.

ARTICLE VI. COMMITTEES

SECTION 1. All Standing Committees of the alumni shall be composed of a minimum of three (3) members, appointed by the President. In addition, ad-hoc committees may be appointed by the President as needed.

SECTION 2. The Standing Committees shall be as follows:

1. Nominating Committee
2. Alumni Engagement Committee
3. Alumni Giving and Leadership Gifts
4. Awards and Honors Committee

SECTION 3. The duties of the Standing Committees shall be as follows:

The Nominating Committee shall be chaired by the most available Immediate Past President and consist of five ACOM Alumni Association Members in good standing. It is the duty of this committee to propose a slate of officers at least thirty (30) days prior to the election meeting and to recommend to the Executive Committee persons to fill vacancies on the Board of Directors.

The Alumni Engagement Committee shall be chaired by the Vice-President and will assist with the planning of alumni reunions and events, and developing programs to enhance alumni relations. This committee shall consist of at minimum two Alumni Association Members from each graduating class.

The Honors and Awards Committee shall be chaired by the Vice-President and shall meet to consider and recommend those individuals deemed worthy of recognition for activities of the alumni.

The Committee shall consist of six members:

1. Chair as indicated above
2. A representative of the faculty/staff of the school

3. President of the alumni association
4. A previous recipient of the award
5. The Assistant Dean, and/or Coordinator of Professional Development
6. At-large Board Member

Listed below are the various levels of alumni recognition and their criteria for recognition. These awards will be presented at appropriate venues to celebrate their accomplishments.

Distinguished Alumni Award

The nominee must hold a position of distinction in the osteopathic medicine with a demonstrated history of success in his or her field and to community service. He or she must have proven and demonstrated loyalty to ACOM. The nominee must also be a recognized civic leader who displays

Extraordinary service and a commitment to serving others. All alumni with more than 10 years of professional experience are eligible for the Distinguished Alumni Award. The selection of the award is made by the alumni association with advice from an ad hoc awards committee. The Awardee shall be recognized at the ACOM graduation ceremony and/or Annual Recognition Dinner.

Distinguished Osteopathic Specialty Alumni Awards

Each post-graduate program shall select a distinguished alumni that has demonstrated history of success in his or her field and be of interest to the College for their past service and/or support. Departments (chairs, program directors and faculty) are given latitude to select their department recipients using numerous resources including the advice and input from the college alumni association, the Dean's Office, and an alumnus/alumna familiar with the candidates. Final selection of the Department Award is made by each department, while the selection of the other awards is made by the college alumni association with advice from an ad hoc awards committee. All alumni with 5 years of professional experience are eligible for the Distinguished Specialty Alumni Award. The Awardee shall be recognized at the ACOM graduation ceremony and/or Annual Recognition Dinner.

Award of Merit

The nominee must be an alumnus of ACOM who graduated no longer than 10 years earlier than the year of recognition. The nominee should have already demonstrated notable success in a career related to OPP practices, and should be supportive of the ACOM institution. The selection of the award is made by the college alumni association with advice from an ad hoc awards committee. The Awardee shall be recognized at the ACOM graduation ceremony and/or Annual Recognition Dinner.

Alumni Leadership Award

The Alumni Leadership Award annually recognizes an ACOM alumnus and his/her accomplishments and contributions and/or service to the ACOM institution. This alumnus is recognized for, among others, their research, presentations at conferences and seminars, service, and other school and/or college committees. The Alumni Leadership Award is the School's highest designated award for students. All current students of the college who took an active role are eligible for the Student Leadership Award.

Friend of ACOM Award

The nominee is an individual or business who has been a friend and supporter of the ACOM Institution and/or the ACOM alumni association. The nominee will not be an alumnus of ACOM. Final selection of the Friend of ACOM Award is made by the ACOM alumni association Board of Directors with advice from an ad-hoc awards committee using numerous resources including the advice and input from the Dean's Office, and an alumnus/alumna familiar with the candidates. The Awardee shall be recognized at the Annual Alumni & Friends Weekend.

ARTICLE VII. MEETINGS

SECTION 1. A minimum of two (2) meetings of the Board of Directors will be held yearly. Four (4) weeks' notice of such meetings shall be given to members for the Board in writing by the Secretary of the Society or his/her designee. Five (5) members of the Board of Directors shall constitute a quorum for the transaction of business.

SECTION 2. Other meetings of the Board of Directors of the ACOM alumni association may be called at any time by the President or, upon the written request of three (3) active members of the Board of Directors, to the President; the matters of the business to come before such meetings shall be given at least seven (7) days prior to any such meeting.

SECTION 3. Rules of Order: The rules of procedure at meetings of the association shall be those set forth in Sturgis Standard Code of Parliamentary Procedure (the most recent edition a copy of which will be available) unless otherwise provided in these Bylaws.

ARTICLE VIII. DIRECTOR, ALUMNI AFFAIRS

The ACOM institution shall appoint the Director of Alumni Affairs. The Director shall be responsible for the conduct of daily and routine business for the association in accordance with the policies and procedures described by the ACOM alumni association, and collaborate with SAMC Foundation Office in identifying and nurturing potential donors, both alumni and corporate. The Director shall keep a true and faithful record of all proceedings of the ACOM alumni association and shall be the custodian of all the books, papers, records, and reports of the association. The Director shall serve as the liaison between the ACOM institution and the ACOM Alumni Association.

ARTICLE IX. STRATEGIC PLANNING

The ACOM Alumni Association will report to the Board of Directors biannually. The Association will generate a minimum of 3 goals to be accomplished within a two year period. Progress towards these goals will be reported biannually.

ARTICLE X. AMENDMENTS

These Bylaws may be amended by the two-thirds (2/3) vote of the voting members of the Alabama College of Osteopathic Medicine Alumni Board of Directors at any regular or special meeting, provided twenty-one (21) days' notice of the proposed amendment shall have been given to the members in writing. The twenty-one (21) days' notice provision may be waived by a two-thirds (2/3) vote of the voting members of the Board. Amendments to the Bylaws may also be proposed in writing to the Board of Directors by any active member of the ACOM alumni association.