

2024-25



Chapter Notebook

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Introduction to the Student American Academy of Osteopathy (SAAO)

SAAO History

In 1949, Drs. George W. and Thomas L. Northup met with Dr. Angus Cathie and initiated the first student American Academy of Osteopathy (AAO) group. To accord increased recognition to groups of inquiring students, the bylaws of the AAO were amended at the annual meeting in Chicago in July 1959 to provide status for the undergraduate academies as component societies of the Academy of Applied Osteopathy (now the American Academy of Osteopathy). The Undergraduate American Academy of Osteopathy (UAAO) Board of Governors voted to change the name to the Student American Academy of Osteopathy (SAAO) at the 2011 AAO Convocation in Colorado Springs.

In 1982, the forerunners of the UAAO Council wanted to provide a vehicle for intercommunication among the osteopathic medical schools and the AAO. Today, there is an active SAAO membership of more than 2,800 students under the guidance of the American Academy of Osteopathy. Many former SAAO members have continued as members of Resident American Academy of Osteopathy (RAAO) and even obtained leadership roles in the AAO.

Purpose

The purpose of the SAAO is to preserve and further develop the use of osteopathic principles and practices in osteopathic medical students.

Objectives

The objectives of the SAAO are for its members to acquire a better understanding of osteopathic principles and practices; to attain maximum efficiency in osteopathic structural diagnosis and manipulative treatment; and to foster, in themselves and others, a clear concept of the clinical application of osteopathic principles and practices in health and disease. Membership serves to broaden and expand students' understanding of osteopathic concepts in practice.

Benefits

Membership benefits include discounts on publications sold in the AAO online store; discounts for the annual AAO Convocation and many AAO courses; a preceptorship program (one scholarship per school is available); mentorship program; complimentary subscriptions to *The AAO Journal* and *AAO Member News*; research updates from the AAO in the *OsteoBlast*; a pathway to Osteopathic Research Recognition; and most importantly, guidance in the path to obtaining your full potential as an osteopathic physician. Individual chapters will have additional benefits; please refer to your local SAAO leadership for more information.

SAAO Executive Council (EC) Officers

National Advisor	Paula Archer, DO LMU-DCOM Harrogate	saosacadvisor@academyofosteopathy.org
Chair	Audrey Burnette, OMS IV LMUDCOM Harrogate	SAAOchair@academyofosteopathy.org
Vice Chair	Sydney Moriarty, OMS IV VCOM Virginia Campus	SAAOVChair@academyofosteopathy.org
Immediate Past Chair	Urja Shah, DO CUSOM (alum)	SAAOPastChair@academyofosteopathy.org
Secretary-Treasurer	Tehya (White) Dull, OMS IV LECOM Seton Hill	SAAOSect@academyofosteopathy.org
National Coordinator	Anthony Enniss, OMS IV MWU-AZCOM	SAAOnatcoord@academyofosteopathy.org
NUFA Liaison	Sadie Daugereaux, OMS V PCOM South Georgia	NUFAliaison@academyofosteopathy.org
NUFA Advisor	Hugh M. Ettlinger, DO, FAAO, FCA	hughettlinger@hotmail.com
RAAO Liaison	Tanner Morris, DO	tanner.morris3636@gmail.com

SAAO Regional Coordinators

Pacific ATSU-SOMA, MWU/AZCOM, TUCOM, WesternU/COMP, TUNCOM, WesternU/COMP-Northwest, PNWU-COM, CHSU-COM, ICOM, NoordaCOM	Robert Yamaguchi , OMS III MWU/AZCOM	SAAOPacific@academyofosteopathy.org
Mountain BCOM, RVUCOM, RVUCOM-SU Campus, TouroCOM Great Falls, UNTHSC/TCOM, UIWSOM, SHSU-COM, KCU-COM-KC, KCU-COM-Joplin, KansasCOM	Amber Adamcik , OMS III SHSUCOM	SAAOMountain@academyofosteopathy.org
Central ARCOM, NYIT-COM Arkansas, DMU- COM, ATSU-KCOM, VCOM Louisiana Campus, VCOM Auburn Campus, MWU/CCOM, ACOM, WCUCOM, OSU-COM (including OSU-COM Tahlequah)	Yasmin Hosseini , OMS III WCUCOM	SAAOCentral@academyofosteopathy.org
Mid-Western MU-COM, MSUCOM (including MSUCOM- DMC & MSUCOM-MUC), OU-HCOM, OU- HCOM-Cleveland, OU-HCOM-Dublin, WVSOM, UP-KYCOM, LMU-DCOM Knoxville, LMU-DCOM Harrogate	Ashlie McGregor , OMS III LMU-DCOM	SAAOMidwestern@academyofosteopathy.org
Southeastern LECOM-Bradenton, NSU-KPCOM, PCOM Georgia, PCOM South Georgia, NSU- KPCOM Tampa Bay, VCOM Virginia Campus, LUCOM, CUSOM, VCOM Carolinas Campus	Julia Bethea , OMS III NSUKPCOM Tampa Bay	SAAOSoutheast@academyofosteopathy.org

Northeastern UNECOM, Rowan-Virtua School of Osteopathic Medicine (including Rowan-VirtuaSOM-Sewell), NYITCOM, TouroCOM-Harlem, TouroCOM-Middletown, PCOM, LECOM Erie, LECOM Seton Hill	Ashley Hebenstreit, OMS III LECOM Seton Hill	SAAONortheast@academyofosteopathy.org
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AAO Staff

Chief Executive Officer	Sherri L. Quarles	squarles@academyofosteopathy.org
Communications Specialist and SAAO Staff Liaison	Jaye Eisinger	communications@academyofosteopathy.org
Executive Assistant Board Liaison	Debbie Cole	dcole@academyofosteopathy.org
Event Planner	Dreonna Howard	dhoward@academyofosteopathy.org
Postdoctoral Education Liaison and CME Coordinator	Amber Rausch	arausch@academyofosteopathy.org
Communications Intern	Yvette Jules	intern@academyofosteopathy.org

AAO website: [Students Landing Page \(memberclicks.net\)](http://www.academyofosteopathy.org/StudentsLandingPage)

SAAO Facebook page: <https://www.facebook.com/StudentAAO>

AAO Facebook page: <https://www.facebook.com/AmericanAcademyOsteopathy/>

AAO YouTube account: <https://www.youtube.com/c/AmericanAcademyofOsteopathy/featured>

AAO LinkedIn page: <https://www.linkedin.com/company/american-academy-of-osteopathy/>

SAAO Instagram Account: <https://www.instagram.com/studentaao/>

Important Contacts

American Academy of Osteopathy

3500 DePauw Blvd.

Suite 1100

Indianapolis, IN 46268-1136

Telephone: (317) 879-1881

Website: www.academyofosteopathy.org

Osteopathic Cranial Academy

125 W. Market Street, Suite 300

Indianapolis, IN 46204

Telephone: (913) 538-4536

Email: office@cranialacademy.org

Website: www.cranialacademy.com

American Association of Colleges of Osteopathic Medicine

7700 Old Georgetown Rd., Suite 250

Bethesda, MD 20814

Telephone: (301) 968-4100

Fax: (301) 968-4101

Website: www.aacom.org

Sutherland Cranial Teaching Foundation, Inc.

Amber Rausch, Executive Secretary

c/o AAO

3500 DePauw Blvd., Suite 1100

Indianapolis, IN 46268

Telephone: (859) 274-9519

Fax: (503) 905-6050

Email: info@sctf.com

Website: www.SCTF.com

American Osteopathic Association

142 E. Ontario St. Chicago, IL 60611

Telephone: (800) 621-1773 / (312) 280-5800

Fax: (312) 280-3860

Website: www.osteopathic.org

Vicki E. Dyson Preceptor List

SAAO Staff Liaison (For address, see **AAO**)

Telephone: (317) 879-1881, ext. 216

Fax: (317) 879-0563

Email:

communications@academyofosteopathy.org

Chapter Responsibilities

Email any questions to the SAAO Executive Council (EC) national coordinator

SAAOOnatcoord@academyofosteopathy.org

Deadlines

April

- 1 Signed [Terms of Agreement](#) form due to the SAAO EC national coordinator and SAAO staff liaison. (5 VIP points)
- 15 New officer contact information sent to the SAAO EC national coordinator: [SAAO Chapter Activities Submissions Form](#). (5 VIP points)
- 25 Submit NUFA of the Month nominations to NUFA Liaison.
- 30 Submit monthly report starting with events after Convocation, to the SAAO EC national coordinator: [SAAO Chapter Activities Submissions Form](#). (accumulated VIP points)
- 30 Submit a Still Point to be considered for online publication to the SAAO EC secretary-treasurer. (See [VIP points](#) for details and submission requirements.)

May

- 25 Submit NUFA of the Month nominations to NUFA Liaison
- 30 Submit monthly report to the SAAO EC national coordinator: [SAAO Chapter Activities Submissions Form](#). (accumulated VIP points)
- 30 Submit a Still Point to be considered for online publication to the SAAO EC secretary-treasurer. (SAAOSect@academyofosteopathy.org).

June

- 25 Submit NUFA of the Month nominations to NUFA Liaison
- 30 Submit Vicki E. Dyson Scholarship application to the SAAO staff liaison. (optional)
- 30 Submit monthly report to the SAAO EC national coordinator: [SAAO Chapter Activities Submissions Form](#) (accumulated VIP points)
- 30 Submit a Still Point to be considered for online publication to the SAAO EC secretary-treasurer (SAAOSect@academyofosteopathy.org).

July

- 15 Deadline for Beyond the Bones Essay Contest

August

- 31 Winners for Beyond the Bones Essay Contest Announced

September

- 1 Submit Sherri L. Quarles Award application to the SAAO EC chair. (optional)
- 15 Send any changes to officer information to SAAO EC national coordinator.
- 25 Submit NUFA of the Month nominations to NUFA Liaison
- 30 Submit monthly report to the SAAO EC national coordinator: [SAAO Chapter Activities Submissions Form](#). (accumulated VIP points)
- 30 Submit a Still Point to be considered for online publication to the SAAO EC secretary-treasurer (SAAOSect@academyofosteopathy.org).

October

- 25 Submit NUFA of the Month nominations to NUFA Liaison
- 31 Submit monthly report to the SAAO EC national coordinator: [SAAO Chapter Activities Submissions Form](#) (accumulated VIP points)
- 31 Submit a Still Point to be considered for online publication to the SAAO EC secretary-treasurer (SAAOSect@academyofosteopathy.org).

November

- 25 Submit NUFA of the Month nominations to NUFA Liaison
- 30 Submit monthly report to the SAAO EC national coordinator: [SAAO Chapter Activities Submissions Form](#). (*Accumulated VIP points*)
- 30 Submit a Still Point to be considered for online publication to the SAAO EC secretary-treasurer (SAAOSect@academyofosteopathy.org).

December

- 1 Class of 2025 Osteopathic Research Recognition Form deadline
- 25 Submit NUFA of the Month nominations to NUFA Liaison
- 31 Submit monthly report to the SAAO EC national coordinator: [SAAO Chapter Activities Submissions Form](#). (*accumulated VIP points*)
- 31 Submit a Still Point to be considered for online publication to the SAAO EC secretary-treasurer (SAAOSect@academyofosteopathy.org).
- 31 Final date to submit activities completed from March through December for VIP points.

January

- 1 Submit Sherri L. Quarles Award application to the SAAO EC chair. (*optional*)
- 14 Submit A. Hollis Wolf Case Presentation Competition participant registration with initial presentation draft form via Google form. (See: [A. Hollis Wolf](#))
- 15 AAO Convocation [exhibit table reservation and payment](#) due to the SAAO Staff Liaison. (*15 VIP points*)
- 25 Submit NUFA of the Month nominations to NUFA Liaison
- 31 Submit monthly report to the SAAO EC national coordinator. (*Accumulated VIP points*)
- 31 Submit a Still Point to be considered for online publication to the SAAO EC secretary-treasurer. SAAOSect@academyofosteopathy.org

February

- 1 Submit nominee packet for AAO Student Doctor of the Year Award, Student Researcher of the Year, AAO's Furthering the Osteopathic Footprint Award, and the NUFA-only Dr. Hugh Ettlinger Award for Osteopathic Excellence Award.
- 14 Submit final A. Hollis Wolf Case Presentation Competition presentation to SAAO EC Vice Chair at SAAOVChair@academyofosteopathy.org.
- 25 Submit NUFA of the Month nominations to the NUFA Liaison
- 28 Submit monthly report to the SAAO EC national coordinator. (*Accumulated VIP points*)
- 28 Submit a Still Point to be considered for online publication to the SAAO EC secretary-treasurer. (SAAOSect@academyofosteopathy.org). (This is the last day of the submission cycle for Still Points to be counted towards VIP points for this Convocation)

March

- 1 Electronic signed copy of year-end report due to the SAAO EC national coordinator. (*5 VIP points*)
- 11 Osteopathic Research Recognition Form for this year deadline
- 25 Submit NUFA of the Month nominations to NUFA Liaison
- 26-27 Two officers from each chapter must attend the SAAO Board of Governors' meetings during the AAO Convocation. (*15 VIP points offered for bringing at least one incoming officer*)
- 31 Submit a Still Point to be considered for online publication to the SAAO EC secretary-treasurer. (SAAOSect@academyofosteopathy.org). (This is the first month of the submission cycle for Still Points to be counted towards VIP points for Convocation next year)

VIP Points

What are VIP points?

VIP points are a way for the SAAO to encourage and reward chapter activity and participation as well as to guide chapters through requirements and deadlines. VIP points are used to determine annual SAAO chapter awards, including SAAO Chapter of the Year, SAAO Outreach Chapter of the Year, and Most Improved Chapter.

VIP points are calculated throughout the year, and awards are distributed at the AAO Convocation. Chapters have access to real-time updates on VIP point totals via their chapter email. VIP point totals can also be acquired by emailing the SAAO EC national coordinator SAAONatcoord@academyofosteopathy.org. Submissions made outside of the required months will be awarded VIP points at the discretion of the SAAO EC National Coordinator.

VIP Point Allocation	Points
Membership	
Largest % increase in membership (1 chapter per year)	5
Largest % first year class joined (1 chapter per year)	10
At least 30% of the first-year class joined	5
Monthly Report*	
Monthly reports submitted to the SAAO EC national coordinator by deadline with log of all completed/lack of events*+	5 each*+
General Body Meeting	5 each (max 20 per month)
Community service & outreach	10 points (max 45 per month)
Educational events	5 each (max 50 per month)
Speakers	5 each (max 20 per month)
Fundraising events (minimum \$50 raised per event)	15 each (max 30 per month)
Diversity, Equity, and Inclusion (DEI) events	10 each
Collaborative event within the same institution	10 (max 50 per month)
Collaborative event with different SAAO Chapter(s) from separate institution(s)#	15 (max 75 per month)#
Mini-Convocation	30 points
Events with interdisciplinary institutional organizations	15 each (max 30 per month)
Regional Coordinator Meeting participation (attendance of both president and national representative is mandatory, but an alternate may be chosen in the event the president or national representative cannot attend)	5 each
All monthly reports received by due date of each month*+	15 bonus points*
Year-End Report Electronic signed copy submitted to the SAAO EC national coordinator	5

Still Points	
Submit articles (or other media of artistic expression) by end-of-month deadline. The submission period restarts at the end of February (max one per month).	5 each
High-quality article chosen for publication by the SAAO EC secretary-treasurer	20 each
AAO Convocation	
Exhibit table purchased	15
A. Hollis Wolf Case Presentation Competition contestant	20
At least one incoming chapter officer attends all days of the Board of Governors' Meetings	10
Volunteer a minimum of four hours per chapter	15 (max 30 VIP points)
Miscellaneous	
List of new Chapter Officers sent to the SAAO EC National Coordinator by April 1	5
Submit Terms of Agreement to the SAAO EC National Coordinator and the SAAO Staff Liaison by April 30	5
Any changes to current officer information submitted to SAAO EC national coordinator by Sept. 15	5
Special activities as determined by the EC	Determined as needed

* Where applicable, VIP points are provided only if deadlines are met

+ For months in which no events occur, your chapter is still eligible to receive 5 points for submitting a monthly report with the selection of "No events for this month." You must meet deadlines for every monthly report submission to be eligible for the year-end award of 15 bonus VIP points.

Branch institutions are not considered "separate institutions."

Monthly Report Event Categories

Events can be held in-person or through virtual methods. Virtual collaborative regional events and lectures are strongly encouraged.

General body meetings: Any meeting organized by a Chapter for only students within that Chapter.

- Examples: Transition meetings, Leadership meetings, etc.

Community service: Events that enrich and increase the awareness of the SAAO in the community. Services provided directly to the AAO do not qualify for VIP points.

- Examples: Free post-race services, free (OMM) clinic volunteering, volunteer tutoring

Educational: Workshops teaching OMM/OMT/OPPs.

- Examples: Study group, palpation or other OMT technique labs, mock practical's, OMM exam reviews

Speaker: Lectures organized for SAAO Members.

- Examples: Guest speaker, OMM Fellow lecture

Fundraising for SAAO: Submit all fundraising events, regardless of funds raised. VIP points will be awarded if a minimum of \$50 is raised.

- Examples: Auctions, baked good sales, professional headshots, OMT tables

Diversity, Equity, and Inclusion: Events exhibiting extensive engagement within their community, providing educational opportunities to underrepresented populations, or collaborating with other diversity organizations.

- Examples: Community outreach in an underrepresented population, collaborative events with organizations such as SNMA, LMSA, or Trevor Project.

Collaborative event: Any event organized by a Chapter that includes students from one or more different institutions or COM organizations.

- Examples: Allopathic educational outreach, interdisciplinary team events, etc.

Terms of Agreement

Deadline for 2025-2026 Academic Year: April 1, 2025

I have read the contents of the 2024-25 SAAO Chapter Notebook. I understand:

- What is expected of my chapter concerning responsibilities and due dates for this academic year.
- Two Chapter Officers must attend the SAAO Board of Governors' meetings at the AAO Convocation on their scheduled days. It is highly recommended that the chapter officers be the president and national representative. Attendance by incoming chapter president is **highly encouraged**. Officer reimbursement is dependent on attendance at these meetings.
- Students running for SAAO Executive Council offices are strongly encouraged to attend the SAAO Board of Governors' meetings at the AAO Convocation.
- Each chapter, both historic and new, agrees to uphold and conduct themselves according to the most current SAAO bylaws stated in the SAAO Chapter Notebook.

Please sign and print your name to confirm that you have read and agree to the terms outlined above.

_____ President's printed name	_____ Signature	_____ Email	_____ Date
_____ Vice president's printed name	_____ Signature	_____ Email	_____ Date
_____ National representative's printed name	_____ Signature	_____ Email	_____ Date
_____ Secretary's printed name	_____ Signature	_____ Email	_____ Date
_____ Treasurer's printed name	_____ Signature	_____ Email	_____ Date
_____ Chapter advisor's printed name	_____ Signature	_____ Email	_____ Date
_____ NUFA Representative (Lead OPP fellow/scholar) printed name	_____ Signature	_____ Email	_____ Date
School:	_____		
Complete school name and location			Acronym

Please send the completed form to:

Mail:

SAAO Staff Liaison, American Academy of Osteopathy
3500 DePauw Blvd., Suite 1100
Indianapolis, IN 46268-1136

Email: communications@academyofosteopathy.org and SAAONatCoord@academyofosteopathy.org

Fax: (317) 879-0563

KEEP A COPY OF THIS FORM FOR YOUR RECORDS

Chapter Officer Responsibilities

A listing of new chapter officers must be provided to the SAAO Executive Council (EC) national coordinator via the appropriate Google form by the specified deadline (Deadlines, Page 6). This list should include the Chapter Officer's title, name, OMS year, address, email address, and phone number. As a reminder, students must be SAAO Members current on national dues (one-time \$50 dues) at the time of election to be eligible to serve as an officer. Do not let your SAAO member number delay submission of the Terms of Agreement or Officer Information. All terms of office begin at the conclusion of the AAO Convocation and are one year in duration. It is recommended that all outgoing officers assist incoming officers in assuming their Chapter duties. All chapter officers are encouraged to attend the AAO Convocation.

President

1. Facilitates and oversees the activities and functions of the Chapter.
2. Completes the Terms of Agreement page with the incoming President from the SAAO Chapter Notebook by April 1 for the incoming chapter officers.
3. Submits year-end report.
4. Attends all SAAO Board of Governors' meetings at the AAO Convocation and Fall/Winter Meeting, with the chapter's national representative.
5. Assumes or delegates all responsibilities of unfilled chapter positions.
6. Attends all Regional Coordinator meetings or sends an alternate

Vice President

1. Assists and supports the president.
2. Takes over all duties of the president, should the president be unable to attend functions or complete elected term in office.
3. Organizes fundraising and community service activities. Facilitates membership recruitment.
4. Sends thank-you letters to speakers, sponsors, etc.
5. Maintains the chapter's social media, e.g., Facebook.

National Representative

1. Serves as a liaison between the SAAO Chapter, Chapter Advisor, and National EC.
2. Attends all Board of Governors' meetings at the AAO Convocation and Fall/Winter Meeting with the President.
3. Organizes logistics for SAAO Chapter Members' attendance at the AAO Convocation.
4. Submits monthly reports of Chapter activities via Google Form to the SAAO EC National Coordinator.
5. Coordinates monthly Chapter Still Point submissions to the SAAO EC secretary-treasurer.
6. Maintains record of all SAAO Chapter events to include in the year-end report.
7. Attends all Regional Coordinator meetings or sends an alternate
8. Encourages and promotes engagement in Diversity, Equity, and Inclusion events.

Secretary

1. Records accurate minutes of all chapter business and organizational meetings.
2. Maintains an updated list of current SAAO members for all COM classes.
3. Assists the treasurer with new member registration.
4. Creates advertising for all chapter events.
5. Engages clinical year students in chapter activities.

Treasurer

1. Collaborates with the President to assure prudent use of chapter funds.
2. Maintains accurate records of all chapter funds.
3. Ensures any local SAAO chapter dues are collected.
4. Provides (semi-)annual financial reports to the chapter and chapter advisor.
5. Disperses funds as needed.
6. Collects and deposits all monies.

Removal of a Chapter Officer

If a chapter officer fails to fulfill their duties as specified in the SAAO Chapter Notebook, they may be removed from office. If the chapter does not have institutional regulations on removal of an officer, the following guidelines apply:

- The chapter advisor will review the complaints of the chapter officer(s) in question.
- A two-week probationary period may be granted to the officer or member in question. During this time, the officer will be encouraged to demonstrate fulfillment of their leadership responsibilities.
- At the end of the probationary period, if granted, the officer will meet with the chapter advisor to review the actions taken by the officer in question during the probationary period.
- The chapter advisor will give their recommendation to the rest of the chapter officers, who will then vote on the dismissal of the officer in question.
- If the chapter officers vote to dismiss the officer in question, it is recommended that a replacement be appointed by decision of the chapter advisor and remaining officers for the remainder of that position term. If the dismissed officer is the president, the vice president is expected to assume the role of president.

Protocol for Resignation

If, during the year, a chapter officer must resign their position for any reason, it is recommended that a replacement be appointed by decision of the chapter advisor and remaining Officers. The chapter advisor holds authority over the decision, in the case of a tie. If the resigning officer is the president, the vice president is expected to assume the role of president.

Mandatory Requirements of All Chapters

- 1) The president (or designated alternate officer) and national representative (or designated alternate officer) attend both Board of Governor meetings.
- 2) Send two officers, typically the president and national representative, to all Regional Coordinator meetings.
- 3) Fill out the Terms of Agreement completely by April 1 annually.

Protocol for Not Meeting Mandatory Requirements

Local SAAO chapters that fail to meet the mandatory requirements for one year will be sent for investigation to the SAAO executive council and AAO staff. Local SAAO Chapters will be placed under a 2-month probationary period to which may include suspension of chapter voting at the next SAAO BOG meeting, disqualification from AAO national awards for all local chapter members, suspension of VIP point allocation, and/or other consequences as deemed appropriate by the SAAO EC and AAO Staff.

Excused Absence Policy

If a chapter is unable to provide two (2) chapter officers for required meetings (such as a Board of Governors meeting or monthly regional coordinator meeting), chapter officers may submit an excused absence via email to the SAAO Chair and National Coordinator, stating the reason for their absence at least 2 weeks prior to the event, unless extraordinary circumstances require shorter notice.

SAAO Chapter Monthly Report

Monthly reports should be **submitted by the last day of each month** and should include all events since the last monthly report. Each event may be recorded in only one category (see below for category descriptions). If no events were held, please submit a monthly report stating there were no events.*

VIP points will be awarded for individual events, and additional points will be awarded for submitting completed monthly reports for April (including March events), May, and September through February on time. **Monthly reports are optional in March, June, July, and August.** Chapters should report events after Convocation in the April monthly report.

Events held during the fall semester will not be awarded points if submitted after December 31, 11:59 p.m. Eastern Standard Time. A mid-year report will be sent in January with updated VIP point totals. All questions regarding monthly reports should be directed to the SAAO EC national coordinator (SAAONatCoord@academyofosteopathy.org).

Monthly Report Event Categories

- General body meetings: Any meeting organized by a Chapter for only students within that Chapter.
- Community service: Events that enrich and increase the awareness of the SAAO in the community. Services provided directly to the AAO do not qualify for VIP points.
- Educational: Workshops geared toward teaching osteopathic manipulation, principles, and practices.
- Speaker: Lectures organized for SAAO members.
- Fundraising for SAAO: Submit all fundraising events, regardless of funds raised. VIP points will be awarded if a minimum of \$50 is raised.
- Collaborative event: Any event, in person or otherwise, organized by a chapter that includes students from one or more institutions.
- DEI event: Any event, in person or otherwise, organized by a chapter that includes engagement within their community, providing educational opportunities to underrepresented populations or collaborating with other diversity organizations.

*For months in which no events occur, your chapter is still eligible to receive 5 points for submitting a monthly report with the selection of “No events for this month.” You must submit a monthly report on time every month to be eligible for the year-end bonus of 15 points.

SAAO Chapter Year-End Report

The SAAO EC national coordinator will email a link to complete a year-end report to the chapter email account. Follow the instructions on the Google form, and prior to submitting, take a screenshot of the year-end report and email a signed copy to the SAAO EC national coordinator by the date indicated on the form.

End-of-Year Chapter Awards

Each year, the SAAO gives awards to recognize outstanding SAAO chapters. These awards are presented at the AAO Convocation. They are the Chapter of the Year, Outreach Chapter of the Year, Most Improved Chapter, and AAO Presidential Accolade Awards. Award recipients are based on specific chapter activities as calculated by VIP points. Chapters are not eligible for these awards if their designated chapter officers do not submit **electronic signed copies** of the year-end report by the deadline or are not in attendance at the Wednesday and Thursday Board of Governors' meetings at the AAO Convocation. Exceptions will be made on a case-by-case basis for extenuating circumstances as per the SAAO EC. All awards given at the discretion of the SAAO EC.

SAAO Chapter of the Year

This award is presented to the SAAO chapter that best exemplifies the spirit of SAAO as determined by VIP points in categories of total events and amount of funds raised, not determined by the overall VIP point total. The SAAO chapter that accumulates the most VIP points in these categories throughout the year receives this award along with a \$250 grant, which we recommend be used for educational purposes.

SAAO Outreach Chapter of the Year

This award is presented to the chapter that demonstrates outstanding involvement in their school and surrounding community as determined by total VIP points in the community service, educational, and collaborative events categories. The SAAO chapter that accumulates the most VIP points in these categories throughout the year receives this award.

Most Improved Chapter

This award is presented to the SAAO chapter that demonstrates the greatest percent increase in total VIP points compared to the previous year or at the discretion of the SAAO Executive Council. A \$250 grant will also be provided, which we recommend be used for educational purposes.

AAO Presidential Accolade

This award is presented to SAAO chapters earning the top 25 percent of total VIP points in all categories for the current academic year.

AAO Furthering the Osteopathic Footprint Chapter Award

This award is presented to the chapter that demonstrates outstanding involvement in their community and osteopathic medical school as determined by total VIP points in Diversity, Equity, and Inclusion events. The chapter chosen has exhibited extensive engagement in their osteopathic medical school or community, providing educational opportunities for underrepresented populations or in conjunction with other diversity organizations. The SAAO chapter that accumulates the most VIP points in these categories throughout the year receives this award.

Osteopathic Teaching Fellow Awards

See: ["National Undergraduate Fellowship Awards" section](#).

AAO Student Doctor of the Year

The AAO Student Doctor of the Year Award is conferred by the Academy to recognize an outstanding student with contributions to osteopathic medicine.

Nominees should meet the following criteria:

- The nominee has contributed to the Student American Academy of Osteopathy.
- The nominee has contributed to osteopathic principles and practices at their Osteopathic Medical School.
- The nominee has participated in Academy events, including, but not limited to, the AAO's annual Convocation, the American Osteopathic Association's annual Osteopathic Medical Conference and Exposition, or other AAO educational programs.
- The SAAO Chair is ineligible for this award.

Individuals nominated should exhibit osteopathic principles and practices at their COMs and encourage other students to continue to use osteopathic principles and practices during their education and training. One nomination per year is accepted from any Osteopathic Medical School via an SAAO Faculty Advisor, OMM faculty, or Dean.

Letters of Recommendation from the Nominator

The letters of recommendation should demonstrate why the nominee should receive this award. The letter should be no longer than 1 page.

- Nominators may include Osteopathic Medical School Faculty, such as SAAO chapter advisors or OPP faculty.
- The letter from the Nominator shall state why this nominee was chosen for this award and demonstrate how the individual meets the eligibility criteria.

Personal Statement

The nominee shall provide a personal statement of not more than one page. It should illustrate why the nominee feels they are qualified to receive this award. It should demonstrate how the nominee meets the eligibility criteria: commitment to osteopathic philosophy and the profession; leadership skills and demonstrated use of these skills; noteworthy accomplishments demonstrating his/her role as a leader; demonstrated contributions in osteopathic organizations, such as teaching, committee work, and national associations; and his/her outstanding character and drive to be a leader. It should also highlight activities and/or experiences that may add to the individual's worthiness to receive this award. The Student American Academy of Osteopathy would like to know what the nominee's future goals may be in respect to leadership within the osteopathic profession and what steps have been taken toward exploring and realizing those goals.

Packet Checklist

Use the checklist below to make certain the nomination packet is complete:

- Letter from the Nominator
- Personal statement
- Resume or Curriculum Vitae
- Proof of current membership in the AOA and the AAO
- Completed Nomination Form

Email Completed Packet by February 1st (02/01/2025) to: SAAOChair@academyofosteopathy.org

Additional Information: For additional information, please contact AAO Office (317) 879-1881

AAO's National Student Doctor of the Year Award will be recognized at the annual Student Award Ceremony at Convocation.

Award is determined annually by AAO CEO, SAAO Chair, and SAAO Staff Liaison.

AAO Student Researcher of the Year

The AAO Student Researcher of the Year Award is conferred by the Academy to recognize an outstanding student with significant contributions to the scientific community with osteopathic research.

Nominees should meet the following criteria:

- The nominee is a member of the Student American Academy of Osteopathy.
- The nominee has contributed to the scientific community through osteopathic research.
- The nominee has participated in Academy events, including, but not limited to, the AAO's annual Convocation, Journal Club, and other SAAO events.
- The nominee or nominator is not currently a part of the SAAO Executive Council.

Individuals nominated should exhibit commitment to furthering osteopathic research in the scientific community and interest in pursuing a career as a physician scientist.

Letters of Recommendation from the Nominator

One nomination per year is accepted from any Osteopathic Medical School via an SAAO Chapter Officer. The nomination letter of recommendation should be written by the nominator, who is an SAAO chapter officer, and submitted with the nominee's packet. The nominator's letter of recommendation should demonstrate why this nominee is appropriate to receive this award, including their actions and contributions to the scientific community, representation and furthering of osteopathic research. The letter should be no longer than 1 page.

- Nominators should be an SAAO Chapter Officer.
- The letter from the nominator shall state why this nominee was chosen for this award and demonstrate how the individual meets the eligibility criteria.

Personal Statement

The nominee shall provide a personal statement of not more than one page. It should illustrate why the nominee feels they are qualified to receive this award. It should demonstrate how the nominee meets the eligibility criteria: actions that have led the nominee to receive this nomination; what osteopathic research means to them; discuss future research goals and how they feel they have contributed to the scientific community. It should also highlight activities and/or experiences that may add to the individual's worthiness to receive this award. The Student American Academy of Osteopathy would like to know what the nominee's future goals may be in respect to leadership within the osteopathic research profession and what steps have been taken toward exploring and realizing those goals.

Packet Checklist

Use the checklist below to make certain the nomination packet is complete:

- ___ Letter from the Nominator
- ___ Personal statement
- ___ Resume or Curriculum Vitae
- ___ Proof of current membership in the AOA and the AAO

___ Completed Nomination Form

Email Completed Packet by February 1st (02/01/2025) to: SAAOVChair@academyofosteopathy.org

Additional Information: For additional information, please contact AAO Office at (317) 879-1881.

AAO's National Student Researcher of the Year Award will be recognized at the annual Student Award Ceremony at Convocation.

AAO Furthering the Osteopathic Footprint Individual Award

The AAO Furthering the Osteopathic Footprint Award is conferred by the Academy to recognize an outstanding student with contributions to increase Diversity, Equity, and Inclusion in osteopathic medicine. One winner will be chosen from all the submitted nominations.

Nominees should meet the following criteria:

- The nominee has contributed to the Student American Academy of Osteopathy.
- The nominee has contributed to osteopathic principles and practices at their Osteopathic Medical School.
- The nominee has worked to engage with local communities and ensure underrepresented groups have exposure to Osteopathic Medicine.
- The nominee or nominator is not currently a part of the SAAO Executive Council.

Individuals nominated should exhibit osteopathic principles and practices at their School of Osteopathic Medicine and promote the exposure of underrepresented populations to osteopathic medicine.

Letters of Recommendation from the Nominator

One nomination per year is accepted from any Osteopathic Medical School via an SAAO Chapter Officer. The nomination letter of recommendation should be written by the nominator, who is an SAAO chapter officer, and submitted with the nominee's packet. The nominator's letter of recommendation should demonstrate why this nominee is appropriate to receive this award, including their actions and contributions to diversity, equity, and inclusion at their respective Osteopathic Medical School and/or community. The letter should be no longer than 1 page.

- Nominators should be an SAAO Chapter Officer.
- The letter from the nominator shall state why this nominee was chosen for this award and demonstrate how the individual meets the eligibility criteria.

Personal Statement

The nominee shall provide a personal statement of not more than one page. It should illustrate why the nominee feels they are qualified to receive this award. It should demonstrate how the nominee meets the eligibility criteria: actions that have led the nominee to receive this nomination; what Diversity, Equity and Inclusion means to them; discuss future goals to further the footprint of Osteopathic Medicine. It should also highlight activities and/or experiences that may add to the individual's worthiness to receive this award. The Student American Academy of Osteopathy would like to know what the nominee's future goals may be in respect to leadership within the osteopathic profession and what steps have been taken toward exploring and realizing those goals.

Packet Checklist

Use the checklist below to make certain the nomination packet is complete:

- Letter from the Nominator
- Personal statement
- Resume or Curriculum Vitae
- Proof of current membership in the AOA and the SAAO
- Completed Nomination Form

Email Completed Packet by February 1st (02/01/2025) to: SAAOSect@academyofosteopathy.org

Additional Information: For additional information, please contact the AAO Office at (317) 879-1881.

AAO's Furthering the Osteopathic Footprint Award will be recognized at the annual Student Award Ceremony at Convocation.

Beyond the Bones Essay Contest

The SAAO's annual essay contest asks osteopathic medical students to engage in a reflective writing exercise that illustrates an experience where they or an osteopathic physician worked to ensure that osteopathic tenets were central to care. Submissions that touch upon student's personal experiences of osteopathic care or stories of family and friends are also acceptable. The essay contest highlights the tenets of osteopathy and the experiences students have around it as they grow into osteopathic physicians. There will be a different prompt each year.

Winners will have their essays published on the American Academy of Osteopathy's website and may be published in a future issue of the *AAO Journal* (see "Terms and Conditions").

The 2024-25 essay prompt is a quote from A.T. Still, whose writings about the practice of osteopathic medicine have influenced clinicians for many decades: **"Osteopathy seeks to address the root cause of a problem, not just its symptoms."**

Eligibility

- The student is a member of the Student American Academy of Osteopathy (SAAO) and American Osteopathic Association (AOA)
- By submitting an essay to the contest, you agree to abide by the Essay Contest Terms and Conditions.

Terms and Conditions

By submitting my essay to the Beyond the Bones Essay Contest, I signify that I agree to the following American Academy of Osteopathy's Essay Contest terms and conditions:

- I am committed to protecting the right to privacy of patients and others. I have changed names where applicable, and have omitted or altered other identifying characteristics of individuals and contexts within my essay.
- I verify that this essay meets the ethical and HIPAA requirements of my educational institution and that I have obtained any necessary permissions to submit this essay.
- I grant the American Academy of Osteopathy permission to publish all or parts of my essay on their website, *The AAO Journal*, or another academic journal, and in other venues to promote the Essay contest.
- I signify that I am the sole author of this essay, that all sources of information have been properly acknowledged, and that it has not been published elsewhere.

- I signify that I will not submit this essay simultaneously to other contests or publications.
- If my essay should win the Essay Contest, I will postpone any further publication routes until *The AAO Journal* determines if they would like to publish it. If they do decide to publish my essay, subsequent publications shall include a note that it was originally published in *The AAO Journal* (and include the full citations).
- The American Academy of Osteopathy reserves the right to disallow essays based on editorial, ethical, or other considerations.

Selection

First-, second-, and third-place essays for osteopathic medical students are chosen by a panel of osteopathic physicians, AAO staff, and the SAAO Executive Council.

The panel will be looking for essays that connect strongly to the American Academy of Osteopathy's mission to teach, advocate and research the science, art and philosophy of osteopathic medicine, emphasizing the integration of osteopathic principles, practice and manipulative treatment in patient care. Winning essays will illustrate how integrating osteopathic tenets in medicine can make a meaningful difference in care.

Criteria

Essay Contest winners are selected based on the following criteria:

- Reflects the annual contest prompt and resonates with the mission of the AAO.
- Narrative content (the piece is compelling, thought-provoking, and/or elicits a strong emotional response by the reader)
- Demonstrates strong writing style (grammar, spelling, structure, etc.)

Process

- Essays will be due by **July 15, 2025** via email to SAAOsect@academyofosteopathy.org

Beyond the Bones Essay Contest winners (1st, 2nd, and 3rd place) will be announced at the annual SAAO Fall/Winter meeting.

Still Point Award

A Still Point is a creative expression of the osteopathic student experience. These expressions can include essays, videos, photographs, poems, etc. Winning submissions may be published on the AAO website and social media to allow students to get a glimpse of the talents of others in the osteopathic community. This can also be added to the student's CV/resume/application. Below are the guidelines for submission. Any questions or concerns may be emailed to the SAAO EC secretary-treasurer (SAAOsect@academyofosteopathy.org).

Rules for Submission

1. Submissions must be sent to the SAAO EC secretary-treasurer by the last day of every month. The submission period will close on the last day of February for VIP points to be considered for Convocation in March. The submission period restarts the first day of March, with VIP points considered for the following Convocation. Each chapter may submit one Still Point per month.
 - a. 5 VIP points will be awarded for each monthly submission. However, quality submissions that are chosen for publication will be awarded 20 additional VIP points, therefore the monthly winner will be awarded 25 total VIP points.
 - b. Crosswords, word searches or similar submissions will be awarded 0 (zero) VIP points.

- c. Examples of submissions may include articles, photography, videos, poems, etc. But must be original content.
 - d. The submission must include:
 - Author's name as they would like it to appear
 - School affiliation, and position in the SAAO if applicable
 - Title for submission
 - Short description about submission (up to 200 words)
2. All questions about submission format should be sent to the SAAO EC secretary-treasurer (SAAOSect@academyofosteopathy.org).

SAAO Membership Application Process

Students can join the SAAO by completing the electronic application using the steps below or paper applications are available by contacting the SAAO staff liaison at communications@academyofosteopathy.org.

The amount due to the national office is a one-time fee of \$50; SAAO membership lasts until graduation. Students pay the \$50 membership dues to the national office electronically upon registration. Local SAAO chapter dues may be collected by SAAO chapter officers; the amount to be paid to the local SAAO chapter is at the chapter's discretion. It is suggested that students present a receipt of membership confirmation email from the AAO to their chapter officers, at which time local dues can be collected.

Students who do not have a user profile on the American Academy of Osteopathy (AAO) website should create one using the steps below. **Creating a user profile does not mean you are registered as an SAAO member.** Create your account here:

https://aao.memberclicks.net/index.php?option=com_mcform&view=ngforms&id=2113011#!/

Complete the SAAO membership application

Students who have a user profile on the AAO website may follow these steps to join the SAAO. When you pay for national membership, an AAO number is assigned and can be found on your My Profile page: <https://www.academyofosteopathy.org/my-profile>

1. You will need your **AOA** number. If you do not have your AOA number, contact AOA at (800) 621-1773 or at memberservice@osteopathic.org
2. Create a login:
https://aao.memberclicks.net/index.php?option=com_mcform&view=ngforms&id=2113011#!/
3. Pick the SAAO option from the dropdown menu.
4. Choose an AAO member type to join as a new member. Select SAAO.
 - a. Complete all required fields for the application.
 - b. **Enter OMS in the Designation field.** If OMS I, OMS II, etc. is entered, it will need to be updated annually. AAO staff will **not** update this field for SAAO members.
 - c. You **MUST identify their college of medicine and campus** (if applicable) in the Osteopathic Institution field so that the AAO office can report accurate information to your SAAO chapter officers.
 - d. Osteopathic Graduation Year is a required field.
5. When you have completed all pages of the application, choose "Next."
6. Complete the checkout and payment process.
7. An email will be sent when your membership is approved, typically in 1-3 business days.

Expiration Date	09/25/2026
Join Date	09/26/2022
Member Type	SAAO
Group	SAAO
Member Status	Pending
Member Number	30739

After your application and payment are submitted, your membership will be on hold ("Pending") until the application is approved. You can view the application status on your user profile. Applications should be approved within 3 business days. Once approved, membership status will be indicated as "Active" on your user profile. Once your application is approved, you may register for the AAO Convocation or purchase items with the SAAO member discount.

SAAO chapter officers can request a list of students from their college of medicine who have been approved for SAAO membership. It is highly advised that SAAO chapter officers keep a list of ALL current SAAO members.

Regional Coordinators

The Regional Coordinators (RCs) will report back to the SAAO National Executive Council (EC) with the primary responsibilities of regional SAAO Chapter collaboration and liaison with the EC to facilitate communication with chapters. Monthly SAAO Newsletters will highlight region-specific events and shared resources.

RCs also ensure that local SAAO Chapters in their respective region communicate by hosting virtual regional meetings, facilitating collaborative events, and sharing resources. RCs promote DEI initiatives and end of year awards to their respective regions at their monthly meetings. Each RC must attend both SAAO BOG meetings at Convocation. Voting privileges at the BOG Meetings are specified in the bylaws.

RCs are encouraged to submit suggestions for the future development of their roles.

Several benefits of Regional Coordinator:

- Reimbursed registration for the AAO Convocation (reimbursement sent after Convocation).
- Leadership experience in a national student organization.

Eligibility for the Regional Coordinator position includes:

- Attendance at an Osteopathic Medical School.
- SAAO National Membership at the time of RC application.
- Completion of the Regional Coordinator Application, an essay of interest no longer than 500 words, and submission to the SAAOChair@academyofosteopathy.org by Friday at 5:00 pm local time during the AAO Convocation.

The SAAO EC will review RC Applications and appoint one RC to each of the six regions (Pacific, Mountain, Central, Midwest, Northeast, Southeast). All efforts will be made to appoint a RC to the region of their COM.

The National Undergraduate Fellows Association (NUFA)

The National Undergraduate Fellows Association (NUFA) is a division of the SAAO that enhances the learning of the undergraduate teaching fellows. **To become a member of NUFA, one must be a national member of SAAO.**

NUFA has a liaison as a member of the SAAO EC to represent its interests to SAAO. The liaison is elected each year during the Wednesday NUFA Program at the AAO Convocation and must be present in person to be eligible for the position. The NUFA Liaison is involved in planning the NUFA Program for the AAO Convocation, at least 6 NUFA virtual meetings throughout the year, and arranges other NUFA-specific benefits.

Each chapter elects a NUFA representative to interact with the NUFA Liaison and work together to plan Convocation and connect members with each other. Each chapter's NUFA representative is responsible for notifying the SAAO EC NUFA Liaison with the names of the new NUFA members when they are selected. The NUFA representatives meet regularly with the NUFA Liaison to discuss concerns and share thoughts and resources.

Being a member of NUFA has several benefits:

- A workshop program designed specifically for NUFA members on Wednesday at the AAO Convocation.
- A chance to work with FAOs during the Magoun Memorial FAO-NUFA workshop at the AAO Convocation.
- The option to register for the physician Convocation program if in your fifth year (OMS V). The resident registration rates apply.
- Networking with other fellowship programs throughout the year and at NUFA events during the AAO Convocation.

NUFA AWARDS

NUFA of the Month

Students and faculty can submit monthly nominations to the NUFA Liaison to recognize NUFA members who excel in their positions by inspiring a passion for osteopathic medicine in those around them. Nominations can be submitted by students, faculty, and fellow NUFA members. Self-nominations will not be accepted. All submissions are due by the 25th of each month. Once selected by the NUFA Liaison, winners will be announced during the last week of the month through email and at NUFA meetings.

The NUFA Liaison is responsible for collecting nominations and selecting one winner per month for the academic year.

The Dr. Hugh Ettlinger Award for Osteopathic Excellence

Hugh M. Ettlinger, DO, FAO, FCA has demonstrated a passion for inspiring students of osteopathic manipulative medicine since his time as an OPP teaching scholar. A graduate of the New York College of Osteopathic Medicine in 1987, Dr. Ettlinger has spent decades teaching and inspiring new generations of osteopathic physicians at various levels of medical training. He has taught at numerous conferences and academic institutions and started a top-tier Osteopathic Neuromusculoskeletal Manipulative Medicine residency program. He has been recognized with the FAO Dig on Award, Fellow of the Osteopathic Cranial Academy, the St. Barnabas Hospital Lifetime Achievement Award, the Sutherland Memorial Lecture, the Northrup Memorial Lecture, the Sutherland Memorial Lecture, the Blood Memorial Lecture, as

a St. Barnabas Hospital Honoree in 2010, the NYCOM Standard of Excellence Award, and the Heilig Memorial Lecture (PCOM). He has served as the NUFA Advisor since 2005.

This award distinguishes one NUFA member who the SAAO National Executive Council recognizes as an exceptional student, teacher, and fellow. This designation is reserved for someone who demonstrates a passion for osteopathic medicine, participates often in NUFA events, demonstrates the qualities of leadership, and excellence in teaching and research, much like Dr. Ettlinger.

- The NUFA Liaison is not eligible to receive this award.
- Nomination submissions are due by February 1st and can be submitted by students, faculty, NUFA members, or self-nomination.
- The winner of this award will be selected by the SAAO National Executive Council, AAO CEO, and SAAO Staff Liaison.
- The recipient will be recognized at the SAAO awards ceremony at Convocation.

If you have any questions or are interested in learning more, please contact the NUFA Liaison at nufaliation@academyofosteopathy.org

Political Actions: The National Osteopathic Student Caucus (NOSC)

Each year before the annual July meeting of the American Osteopathic Association's House of Delegates (AOA HOD), leaders from various osteopathic student groups meet to discuss student-relevant resolutions.

To help the student population have a unified voice in our osteopathic governing body and bylaws, the National Osteopathic Student Caucus (NOSC) was started by the Council of Osteopathic Student Government Presidents (COSGP). The NOSC is open to all students and can be attended online. Immediately following the NOSC, a student leadership panel convenes to have a final vote on resolutions and amendments that will become the official opinion of the osteopathic student body as represented on the AOA HOD floor by a SOMA representative. The SAAO EC chair is a member of this NOSC leadership panel and has one vote.

Please send any proposals for resolutions to be considered to the SAAO Executive Council chair at SAAOChair@academyofosteopathy.org.

Resolutions must be submitted to the AAO Board of Trustees for approval, then may be submitted on behalf of the SAAO at the AOA House of Delegates' meeting in Chicago every July through SOMA.

Mid-Year Board of Governor Meeting

During the fall or winter, the SAAO Executive Council will host a Board of Governors meeting to garner feedback from chapters prior to their transition. Additionally, this meeting will help to close the loop from the meeting during AAO Convocation. The EC will make every effort to accommodate this meeting virtually, on a weekend, and host beneficial professional development content at the same time. Professional development content will be open to all SAAO members and open to non-members at a \$5.00 registration fee.

AAO Convocation

About

- AAO/SAAO EVENT OF THE YEAR!
- 5-day conference featuring lectures and hands-on workshops on Osteopathic Manipulative Medicine (OMM)/Treatment (OMT).
- Open to medical students from any medical school; SAAO members benefit from a discounted registration fee.
- Interact with masters of the osteopathic profession while enhancing your knowledge.
- Many opportunities to practice OMM/OMT and network with physicians and other osteopathic medical students.

SAAO Activities

SAAO Board of Governors (BOG) Meeting

- Led by SAAO Executive Council (EC)
- Two designated Chapter Officers (preferably president and national representative) from each chapter are required to attend
- Includes SAAO Executive Council elections for the following year (April through March)

NUFA Activities

- Led by the elected NUFA Liaison and appointed Advisor
- NUFA Program: including workshop and NUFA National Liaison election
- NUFA Social
- Magoun Memorial FAAO-NUFA workshop: Workshop led by FAAOs for NUFA Members only

Evening with the Stars and Stripes

- OMT physicians meet with students for an osteopathic educational experience – a unique opportunity to learn techniques directly from those who do it best.

Evening with the FAAOs

- Designated FAAOs present a brief lecture on unique OMT approaches.

Harold A. Blood, DO, FAAO, Memorial Lecture

- Keynote speaker selected by the AAO Awards Committee and BOG based on outstanding mentorship to osteopathic medical students and commitment to OPP.

A. Hollis Wolf Case Presentation Competition

- See following section in Chapter Notebook

LBORC-NUFA Research Poster Presentation

- Students research opportunity for presenting case reports, new research, etc.
- See the AAO website for more information including deadlines: [Poster Presentations](#)
- NUFA members may be given the opportunity to volunteer at the event for VIP points to be awarded to their respective chapters. These hours will be added to the total hours earned by their chapter. See the designated “Volunteering” section below for details.

AAO-LBORC Research Forum

- Opportunity to present research proposals and receive feedback/mentorship
- Details: [RPM Grand Rounds](#)
- Application: <https://aao.memberclicks.net/research-grant-application-process>
- Students welcome to learn about proposed research and support their colleagues.

Student Mixer

- Thursday evening themed social event with food, music, and fun.

AAO Mentorship Program

- Students and physicians meet to connect and develop a mentorship relationship.
- Held 2 nights (need only attend 1).

Chapter Officer Convocation Registration

SAAO chapter officers attending the AAO Convocation must pay in full at the time of registration. Two designated officers (preferably presidents and national representatives) from each chapter will be reimbursed \$100 each for attendance of 100% of the Wednesday and Thursday SAAO BOG Meetings. If more than two officers from a chapter attend, the outgoing president and national representative are granted priority for reimbursement. Please note that these reimbursements are not offered in the event of a fully virtual Convocation.

Attendance Requirements

- Chapter officers must be present and sign in via the provided attendance method at each Board of Governors' (BOG) Meeting.
- It is highly recommended that the president and national representative attend, but any elected officer from the same chapter may serve as alternates.
- It is strongly encouraged that newly elected chapter officers attend the BOG meetings to facilitate continuity of leadership (can be awarded 15 VIP points).

Convocation Registration

- All students who attend the AAO Convocation are encouraged to be SAAO Members, especially since Membership benefits include a \$400 discount to the AAO Convocation registration fee for the student track.
- All students must register separately for the AAO Convocation online on the AAO website ([AAO Homepage](#)) or via PDF registration (if institution is covering any part of registration).

Please refer to the [AAO Convocation page](#) for information about costs, registration, Student Program track, and cancellation policies. Registrations are processed in the order they are received with payment in full, and workshops are filled on a first-come, first-served basis. Registration confirmations will be emailed to the individual registrants.

Chapter Exhibit Tables at Convocation

The AAO has exhibit tables for chapters to purchase should they choose to reserve one in advance. A Chapter representative must work at their assigned booth during Exhibit Hall hours. This is an opportunity to earn VIP points, please refer to the VIP point section of the Chapter Notebook for more information. It is also a great time to fundraise by selling merchandise and advertise your SAAO Chapter. Exhibit table reservation and \$40 payment must be submitted on the AAO website by January 1, 2025.

<https://aao.memberclicks.net/saatables2025>

Volunteering

Each chapter that attends the AAO Convocation and volunteers a minimum of four hours to help run SAAO events, such as the registration booth and silent auction, will earn up to 30 VIP points. Please refer to the [VIP point section](#) for more information.

A. Hollis Wolf Case Presentation Competition

The goal of the A. Hollis Wolf (AHW) Case Presentation Competition is to demonstrate the application of osteopathic principles through a case study. Students should discuss the patient diagnosis, associated somatic dysfunction(s) and appropriate treatment(s). Students should demonstrate overall clinical knowledge, including a discussion of how osteopathic care was significant to the patient's clinical outcome. A key component of the student's presentation is an explanation of the student's involvement in decision-making and treatment.

Deadlines

Jan. 14: Initial Presentation - Submit Presentation Draft with Citations via the A. Hollis Wolf Case Presentation Competition [participant registration form](#).

Feb. 14: Final Presentation - Submit final A. Hollis Wolf Case Presentation Competition presentation to the [submission link](#).

Procedures

Registration and submission deadlines are noted above. One student from each osteopathic medical school may present at the AHW competition. Further recommendations and guidance on the competition locally within the osteopathic medical school may be found in the section [Filling Each Chapter's Slot](#).

- The individual participant representing their osteopathic medical school is required to submit a participant registration form and initial presentation with citations by the initial presentation deadline via the submission form above and send an email to the SAAO EC Vice Chair (SAAOVchair@academyofosteopathy.org) informing the Vice Chair of the submission.
- The AAO will provide qualified personnel who will review each initial presentation for correct AMA 11th edition citations. Presentations will be returned to the student participant with suggested citation corrections within three weeks of the submission deadline. Each student will have the chance to change their presentation.
- The final presentations should be submitted to the SAAO EC vice chair by the Final Presentation deadline via the submission form. Qualified AAO-provided personnel will review the final presentations for correct AMA style citations.
- See scoring section regarding AMA citation penalties.

AHW Rules and Regulations

The following rules are strictly enforced. Failure to follow the rules will result in disqualification from the competition. Any questions or concerns should be directed to the SAAO EC vice chair prior to submission.

1. Only one slot is available for each SAAO chapter. No last-minute substitutions are allowed.
2. The AHW participant from each chapter must be a registered member of SAAO (and current on national dues) when the participant's registration is submitted. Regional Coordinators may participate as long as they meet the other requirements. Students from schools that do not have SAAO chapters may participate. National executive council members may not participate in AHW to avoid conflict of interest.
3. Previous first-place AHW winners are not eligible to compete in subsequent competitions.
4. Only one person may present. Mock patients are NOT allowed.
5. The cases presented must be original work by the author, without presentation at prior state or national meetings and conferences, including AAO Convocation.

- a. Those wanting to present at LBORC and AHW at the same Convocation must use different cases.
 - b. Cases presented previously at local events, including a Medical School's Research Day, are eligible.
 - c. Published cases in scholarly journals as case reports are eligible, provided they meet previously stated criteria.
6. Practice for AHW Competition: All competitors are required to meet at the designated place and time for the AHW practice session as provided by the Convocation schedule on Friday.
 7. Each presentation will be allotted five minutes. **The clock will start with the participant's first word.** There will be a timer visible to the participant from the stage.
 8. There will be two official timers. The average of the two official timers will be used as the participant's final time. The average time will be utilized to determine any potential point deductions.
 9. All presenters must arrive 15 minutes prior to the start of the competition.
 10. Judges' comments will be provided for the participant to review. Scores will not be provided for participants to review.

Presentation Guidelines

1. PowerPoint presentations must follow the AMA Manual of Style citation guidelines. Any non-original content must be cited. Five points will be deducted from the participant's total score for each missing or erroneous citation, with a maximum deduction of 15 points for citation errors. If there are >5 citation errors, the participant will be disqualified as indicated in the scoring section.
2. The introductory slide must contain the title of the presentation, the presenter's name, current medical school year, school, and medical school year at the time of patient exam. Example: Treatment of Migraines; Joe Smith, OMS III; UIWSOM; Patient Exam: OMS III. School affiliation may be stated only on the introductory slide. School logos are not allowed in the presentation.
3. Use of "Before" and "After" photographs to illustrate treatment effectiveness must be of the actual patient.
4. If using photographs that are depicting treatments but are not of the actual treatment in the case, they must be clearly labeled as "Demonstration Photograph."
5. Participants **WILL NOT** be allowed to distribute handouts for their presentation. Only visual aids via PowerPoint will be permitted.
6. All slide advancements must be made manually during the presentation. A designated laser pointer will be available for use during the competition.
7. Personal paper notes may not exceed 8.5" x 11".
8. Presenters must indicate at the end of the slideshow that they received patient permission to discuss their case.
9. In the case of a tie, the average of the highest and lowest scores will be used to decide the winner. If there is still a tie, then a majority vote by the judges will determine the winner.
10. In the event of a disagreement regarding the final AHW presentation via email, the presenter must prove an email was sent by providing a copy of the sent email with the date and file attached. This must be received by March 8, 2025. Presenters are responsible for assuring receipt of final presentations. If additional presentations are sent prior to the deadline, the presenter should expect a receipt confirmation email from the SAAO EC vice chair.
11. The SAAO owns the rights to the AHW presentations and any recordings of said presentations. The presentations may be posted to the SAAO website and used for promotional purposes. Presentations still may be used by the original presenter after this competition. By participating in this competition, competitors agree to these terms.
12. Participants are not permitted to see the judges' scores for their presentation. However, a copy of each judge's comments will be provided for the participant to review.

Judging Guidelines

1. The judge's panel **MAY NOT**:
 - a. Have more than one judge per campus.
 - b. Have any prior knowledge of any case or its presentation.
 - c. Have judged the case on a chapter level.
2. There will be a maximum of **one** judge per scoring sheet. All judges must evaluate independently.

Filling Each Chapter's Slot

1. A date will be set for a chapter competition by the individual osteopathic medical school, of which all chapter members will be made aware.
2. Preliminary contest
 - a. At Osteopathic Medical Schools with more than one interested competitor, a chapter competition must be held to determine the final participant for the national AHW Case Presentation Competition.
 - b. We recommend holding this competition 2 weeks or more prior to the initial presentation due date.
 - c. The contest should be judged by faculty and/or members of the SAAO at the school (this may include undergraduate fellows). The competition should have a minimum of three judges, with a recommended five judges. The contest should be scored using the same criteria provided below.
 - d. The contest should yield a single winner.

The winners of the preliminary contest should follow the guidelines and deadlines listed above, including submission of the participant registration form and initial presentation.

****AHW Case Presentation Competition winners must utilize their prize within two years of receiving it or it will be forfeited. ****

AHW Scoring and Rubric

Timing points (15 points)

Each presentation is allotted five minutes. Finishing at or under 5 minutes will result in 15 points toward the presentation. After five minutes, the following point deductions and penalties will be enforced:

- One point for a presentation lasting 5:01–5:30 minutes.
- Five points for a presentation lasting 5:31–6 minutes.
- 10 points for a presentation lasting 6:01–6:30 minutes.
- 15 points for a presentation lasting 6:31–7 minutes.

Presentations lasting 7:01 minutes or more will be disqualified, and the presenter will be asked to leave the stage.

AMA formatting and citation points (15 points)

Qualified AAO-provided personnel will review the final presentations for correct AMA 11th edition citations. Each missing or erroneous citation on the final presentation will result in a 5-point deduction, with a maximum deduction of 15 points for citation errors. **A presentation with >5 citation errors will be disqualified. Despite being disqualified, the student may continue to present their case to the judges and receive feedback.**

Presentation Scoring (70 points)

Category	Scales
Background (briefly summarizes the condition of interest that the case is focused on) Max: 5 points	5 = Provides adequate introduction to the case study's topic condition, along with relevant information that orients the audience to the topic of interest. 3 = Provides non-specific background information that does not focus well on the case study's topic. 1 = Provides an inadequate background and/or was very difficult to read and/or understand.
Patient (age, sex, CC, pertinent history) Max: 5 points	5 = Thorough, relevant, and understandable patient demographics, chief complaint, and any pertinent medical history; mentions previous medical history, if relevant. 3 = Minimal patient data provided; may or may not discuss medical history. 1 = Some patient data missing or unclear; very wordy and does not effectively communicate the exact chief complaint and/or medical history.
Findings Max: 5 points	5 = Provides a stepwise temporal outline that details the objective findings. Osteopathic findings included are relevant and support the case. 3 = Provides incomplete but orderly objective findings. Many unnecessary osteopathic findings. 1 = Provides several random objective and/or disorganized findings.
Diagnoses (DDx and/or diagnosis, severity of disease, a concise summary of physical findings) Max: 5 points	5 = Provides a concise differential diagnosis relevant to the information provided in the patient and findings sections. 3 = Provides a general list of diagnoses that are not specific to the information provided in the patient and findings sections. 1 = Lists the diagnosis, rather than a set of differential diagnoses.
Treatment or intervention (Impact of osteopathic care) Max: 10 points	10 = Provides a final diagnosis, along with a chronological and detailed list of interventions. Discusses how OMT uniquely helps this patient. 5 = Provides a minimum amount of information specific to interventions; minimally discusses OMT effect on patient. 1 = Provides a generic, non-detailed summary of treatments provided.
Conclusion Max: 5 points	5 = Provides a clear and concise summary of the facts of the case study, as well as what osteopathic medicine was applied and learned in this case. 3 = Provides a wordy or overly summarized summary of the case. 1 = Provides information that inadequately summarizes the case.

<p>Grammar/Formatting Max: 5 points</p>	<p>5 = No grammatical/spelling errors. Slides are presented in an appealing and comprehensible format. 3 = Minimal grammatical/spelling errors (<5). Slides are somewhat disordered but still followable. 1 = Several significant errors (>5) with poor formatting. Slides are unreadable or the font/background color is distracting.</p>
<p>Uniqueness Max: 10 points</p>	<p>10 = Provides a strong case as to why this case/OMT intervention is unique from other related events. Clearly depicts how this technique/case adds to the field of osteopathy. Demonstrates a clear impact of osteopathic patient care. 5 = Provides a weak case as to why this condition is unique or fails to make a compelling case as to why this condition is unique. Minimally addresses how this treatment adds to the field of osteopathy or the impact of osteopathy in the patient's care. 1 = Fails to provide evidence as to why this case is unique from others or claims that the uniqueness is due to the condition or event being "rare." Does not state how OMT impacted the patient.</p>
<p>Understanding and application of osteopathic principles, diagnosis and treatment Max: 10 points</p>	<p>10 = Student clearly demonstrated an in-depth understanding of osteopathy and osteopathic principles throughout the entire presentation. 5 = Student inconsistently demonstrated osteopathic principles, with occasional usage of an osteopathic lens. 1 = Student did not demonstrate any consideration of the osteopathic profession.</p>
<p>Student's involvement in decision-making and treatment-delivery Max: 10 points</p>	<p>10 = Clearly involved with the assessment, diagnosis, and treatment of this patient. If any parts were not performed directly by them, they showed a clear understanding of the steps taken regarding the patient. They are able to convey why those steps are significant in the case. 5 = Participated in only parts of the case and failed to demonstrate a strong understanding in areas of the case they were uninvolved in. 1 = Not involved in the case and failed to demonstrate understanding of all components of the case.</p>

AHW Grievance Procedure

Grievance procedures have been established to protect the integrity and maintain standards within the AHW Competition and to provide a means for individuals and/or SAAO chapters to bring concerns to the attention of the SAAO EC. Grievance procedures and policies can be found in the [SAAO bylaws](#).

The initial procedure for filing an official complaint must be made within 24 hours of the completion of the AHW Competition.

Osteopathic Research Recognition

Scholarly activity is a key criterion for Colleges of Osteopathic Medicine and residency programs under the American College of Graduate Medical Education (**ACGME**). SAAO would like to offer an opportunity for students to engage in research-focused activities for future residency applications and experiences.

Eligibility: Individuals attending a COCA- or LCME-accredited medical school that are national SAAO members may be eligible upon completion of the requirements.

Research Activities for Osteopathic Research Recognition

Part 1: Attend SAAO Journal Club

- Must attend a minimum of 6 SAAO journal club events.

Part 2: Must demonstrate performance and dedication of research focused activity by completing one of the two requirements listed below.

- a. Presentation of Research through an oral or poster presentation at an osteopathic organization, such as:
 - a. AAO Convocation A. Hollis Wolf Case Presentation
 - b. AAO NUFA-LBORC Poster Presentation
 - c. AAO LBORC RPM Grand Rounds Research Forum
 - d. AACOM
 - e. OMED
 - f. Specialty college events like ACOS-MSS, ACEOP, etc.
 - g. Osteopathic State Organization conference
 - h. Osteopathic Medical School event
- b. Proof of manuscript submission to peer review process or publication of a manuscript in a recognized journal, such as *The AAO Journal (AAOJ)*.

Submission of log activities must be completed by March 11th, 2025. If students are utilizing experiences in the AAO Convocation A. Hollis Wolf Case Presentation, AAO NUFA-LBORC Poster Presentation, AAO LBORC Research Forum the year of their submission, they must indicate this within their submission. The Osteopathic Research Recognition is awarded annually at the award ceremony at the AAO Convocation. Submissions are due by the date stated above UNLESS the following applies, as stated in the *Approval Process for Osteopathic Research Recognition*.

Approval Process for Osteopathic Research Recognition

- a. Please submit Osteopathic Research Recognition requirements [here](#). After completing the electronic form, students will complete their application by notifying the SAAO Vice Chair via email at SAAOVchair@academyofosteopathy.org.
- b. Class of 2025 students may submit proof of requirements via the submission form by the deadline of December 1st, 2024 to receive Osteopathic Research Recognition prior to Convocation 2025. Moving forward, Osteopathic Research Recognition will only be awarded annually at Convocation.
- c. The Vice Chair will verify that all information has been completed including:
 - SAAO National Membership
 - Logs
 - Application for Recognition
 - Confirmation of Part A or B
 - A) Confirmation of Research Presentation OR
 - B) Confirmation of Manuscript Submission to Peer Review Process OR Publication
 - Attendance of 6 SAAO Journal Club Events

- d. [Submission Form](#)
- e. The Vice Chair will submit the names of those individuals who have completed their application and fulfilled the requirements to the Executive Council Chair and the AAO Office representatives.
- f. The Chair and the AAO office will verify those students and produce certificates for students completing those requirements.
- g. The certificates will be awarded at the SAAO Student Award Ceremony. If you are unable to attend, please notify the SAAO Vice Chair and an electronic copy will be sent via email.

SAAO Journal Club

SAAO Journal Club is a scheduled virtual meeting hosted by the SAAO Executive Council and Regional Coordinators to discuss osteopathic research. These meetings serve as an opportunity for students to review and discuss osteopathic research and research principles, based on their research experience and comfort level. Each meeting will incorporate interactive lectures provided by a scientist aimed to enhance researchers,' both novice and experienced, knowledge. Optional breakout room(s) will be utilized if deemed necessary to provide the opportunity for student-driven discussion. The meeting will have a Q&A and/or discussion of an osteopathic research "pearl," time permitting.

Prospective participants must register on the AAO Website to receive the virtual meeting link. Create a free AAO login to be able to register.

Both national SAAO members and non-members may attend. Cost of attendance is included in national SAAO members, and \$5 per session for non-members. Costs paid for Journal Club attendance are subtracted from national SAAO dues if an individual later applies for SAAO membership.

Reach out to your Regional Coordinator or the SAAO Vice Chair for additional information about SAAO Journal Club.

Sherri L. Quarles Award

Sherri L. Quarles, the Chief Executive Officer (CEO) of the AAO, is a strong advocate of the SAAO and works diligently to improve the student experience. This award is given to two SAAO chapters a year that demonstrate a need for funding to carry out osteopathic educational events. An award of \$250 will be given to each selected chapter in the form of a reimbursement following their event within the school year. Interested parties may submit proposals to the SAAO Executive Council (EC) Chair.

Proposal submissions will be accepted Sept. 1 and Jan. 1, with one award per deadline. A decision will be made by Sept. 30 and Jan. 31, respectively, and schools will be notified soon thereafter. Specific requirements include :

- Submission of a proposal, including the following items, to the SAAO EC chair at SAAOChair@academyofosteopathy.org
 - Point of contact
 - School affiliation
 - Proposed event title and description
 - Event date and schedule
 - Proposed itemized budget for the event
 - Expected attendance for the event
- Format: no more than one page in length in Times New Roman 12-point font.
- Only one submission per chapter will be accepted per year (not per cycle).

- Submissions must be received by the respective deadline for that cycle.

The award money must be used by May 31 of the academic year in which it was awarded. To receive this award, the chapter must submit supporting documentation within 30 days of the event, including a summary of the event and receipts. The award will be given as a reimbursement up to the lesser amount of either \$250 or the actual expenditure submitted.

Vicki E. Dyson Scholarship

Vicki E. Dyson (1937-1990) put her heart and soul into her role as the AAO's executive director. She truly loved her job and all the people that made up the Academy. She took great pride in serving every individual with whom she came in contact and was very proud of her association with the osteopathic profession. She was a special and caring person who touched lives in many wonderful ways.

The SAAO has developed a scholarship program in her honor. Each year, SAAO members who completed an elective four-week rotation in OMM are eligible for this \$400 scholarship. Required OMM rotations are not eligible for this scholarship. One scholarship is available for each school. This elective must be completed with a physician who participates as a Vicki E. Dyson preceptor. A list of physician preceptors is available to SAAO members from the SAAO staff liaison.

SAAO members may request that a physician be added to the list of preceptors. Preceptor applications can be found on the following page or can be obtained from the SAAO staff liaison. The applications are voted on quarterly by the AAO Board of Trustees. To qualify for this scholarship, the preceptor must be approved before the rotation takes place. It is therefore recommended to contact the AAO office about adding new physicians well in advance of the rotation dates.

To qualify as a preceptor for the Vicki E. Dyson Scholarship, the physician must meet three requirements:

1. The physician must be a DO.
2. The physician must be an active member of the American Academy of Osteopathy.
3. The physician's practice must consist of at least 50 percent osteopathic manipulative medicine –OR– The physician must treat at least 20 patients per week with osteopathic manipulative medicine.

The rotation must be completed in the same academic year (July 1–June 30) that the application is submitted. An essay about your experience is to be submitted to the AAO office upon completion of your rotation. This essay will be used to decide the winner of the scholarship should there be more than one applicant from each school. Essays of scholarship winners may be posted on the AAO's website.

Preceptors looking to remove their name from the Vickie E. Dyson preceptor should contact the SAAO Staff Liaison.

Deadline for submission: June 30.

If you have questions, please contact:

American Academy of Osteopathy c/o SAAO Staff Liaison

3500 DePauw Blvd., Suite 1100

Indianapolis, IN 46268-1136

Phone: (317) 879-1881 Fax: (317) 879-0563

Email: communications@academyofosteopathy.org

SAAO Vicki E. Dyson OPP Preceptor Scholarship Application

(For Students) PLEASE PRINT

NAME:

ADDRESS:

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ GRAD. YEAR: _____ AOA#: _____

EMAIL: _____

OPP Rotation Physician Information

NAME:

ADDRESS:

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ ROTATION DATES: _____

EMAIL: _____

Please attach a one-page essay about your experience on this rotation. The winners of this scholarship may have their essays posted on the AAO's website.

Questions? Contact: SAAO Staff Liaison, (317) 879-1881 or communications@academyofosteopathy.org

SAAO Vicki E. Dyson OPP Preceptor Enrollment Form

(For Physicians) Please Print or Type

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____

EMAIL: _____

Date of birth: _____ Gender (please circle): M / F / Prefer not to say

Osteopathic school attended: _____ Graduation year: _____ AOA#: _____

1.) What type of medical practice do you have? (Please check)

General practice Family practice Pediatrics Ob/Gyn
 Internal medicine Surgery NMM/OMM Other (Specify): _____

Please specify subspecialty (if applicable): _____

2.) What percentage of your patients receive OMT during an average visit? (Please check)

<10% 10 - 25% 26 - 50%
 51 - 75% 76 - 90% >91%

3.) Where do you spend your practice time? (Please indicate the percentage of time spent in each place)

% Office % Nursing home % Hospital % Teaching
 % Research % House calls % Other (Specify): _____

4.) Approximately how many patients do you see per day? _____

5.) How many days per week do you see patients? (Please indicate number)

of whole days # of half-days Saturdays: Yes No

7.) I authorize the AAO to add my name and contact information to the preceptor list. I understand that the above contact information will be used.

Signature: _____ Date: _____

Mail, fax, or email this form to: American Academy of Osteopathy
3500 DePauw Blvd., Suite 1100
Indianapolis, IN 46268-1136 Phone: (317) 879-1881 Fax: (317) 879-0563
Email: communications@academyofosteopathy.org

Bylaws of the Student American Academy of Osteopathy

Revised September 2024

Article I - Name

This organization will be known as the Student American Academy of Osteopathy (SAAO), formally known as the Undergraduate Academy of Osteopathy. This society will be represented by a local chapter at each AOA Commission on Osteopathic College Accreditation (COCA)-accredited osteopathic medical school or an osteopathic medical school pending accreditation by the COCA, and by the SAAO Executive Council and may be represented by a local chapter at a Liaison Committee on Medical Education (LCME)-accredited allopathic medical school.

Article II - Purpose and Objectives

The Student American Academy of Osteopathy has been organized by students of accredited American osteopathic medical schools under the auspices and guidance of the American Academy of Osteopathy (AAO) for the purposes of helping osteopathic medical students and allopathic students interested in osteopathic medicine:

1. Acquire a better understanding of osteopathic principles, theories, and practice to include:
 - Helping students attain maximum proficiency in osteopathic structural diagnosis and treatment.
 - Fostering a clear concept of clinical application of osteopathy in health and disease.
2. Improve public awareness of osteopathic medicine so the community may better take advantage of the benefits provided by osteopathic medicine.

Article III - Affiliation

Section 1

Any student at a COCA-accredited osteopathic medical school, or an osteopathic medical school pending COCA accreditation, or an LCME-accredited allopathic medical school may become a member of the SAAO. Each COCA- accredited osteopathic medical school, or osteopathic medical school pending COCA accreditation, or an LCME- accredited allopathic medical school will have the right to organize a chapter of the SAAO.

The Student American Academy of Osteopathy is open to all students and does not discriminate against any persons based on, including but not limited to, their race, religion, national origin, age, sex, sexual orientation, gender identity, pregnancy, familial status, disability status, or veteran status.

Section 2

Each member will be assessed dues at the time of their enrollment to include an amount due to the AAO and the national SAAO. Each SAAO chapter will set its portion of the dues. Membership dues for the SAAO last for the duration of the student's undergraduate education. Membership dues for members of the National Undergraduate Fellows Association (NUFA) will be waived during their fifth year of undergraduate training.

Article IV - Chapter Officers and Duties

The members of each SAAO chapter will elect a president, vice president, secretary, treasurer, and national representative. Any individual serving as a chapter officer will be a full, dues-paid member of the SAAO. Office terms will be one year in duration. Officers will be responsible for executing the objectives of the SAAO, carrying out all chapter activities and objectives, and ensuring these bylaws are followed. In addition, the national representative and president will act as the chapter's official representation on the

SAAO Board of Governors (BOG). The national representative and president, or designated alternates, will have voting rights on the SAAO BOG. The national representative and president at each Osteopathic Medical School, or designated alternates, will have one total vote on the SAAO BOG. Each chapter will be responsible for sending its national representative and president, or designated alternates, to participate in each meeting of the SAAO BOG.

Chapter officer elections must be completed before the AAO Convocation of the academic year for office to be held during the next academic year. If a chapter does not have procedures in place to elect chapter officers, it may use the following guidelines: Chapter officer elections will follow *Robert's Rules of Order* (the most current edition). The chapter's general membership will be notified of the election at least 14 days in advance. Nominations may be made by a nomination committee and/or from the floor during a regular chapter meeting. A simple majority vote will be necessary for election.

Provisions will be made among the officers of each chapter that one officer will remain as the contact person for their respective graduating class's SAAO membership during their clinical years. This position will be called the clinical years representative.

A list of all newly elected officers will be provided to the AAO staff and SAAO EC national coordinator no later than the SAAO Board of Governors' meeting at the AAO Convocation prior to the academic year in which these offices will be held. The following information should be included for each chapter officer: name, OMS/MS year, position/office, address (street address, city, state, zip code), phone number, and email.

Each school with an undergraduate fellowship program will have a NUFA representative. Office terms will be one year in duration. Each school may decide independently how the NUFA representative is chosen. The immediate past-NUFA representative for each school is responsible for notifying the NUFA liaison of the new NUFA representative, as well as newly chosen undergraduate fellows at each school. The NUFA representative will participate on the NUFA Representative Council over which the NUFA liaison presides. In addition, the NUFA representative will be responsible for encouraging undergraduate fellows to join SAAO/NUFA at their respective schools.

Article V - Chapter Faculty Advisors

Each SAAO chapter will, at any time, nominate a faculty advisor whose appointment is confirmed yearly by the AAO president-elect. The advisor will serve as a liaison between the membership of the SAAO chapter and the AAO. In the event that no osteopathic faculty are available at the school, a chapter will have an allopathic faculty advisor and a non-faculty osteopathic advisor. The osteopathic faculty adviser or in the case of no available osteopathic faculty adviser, one of the two advisers as stated previously must meet the following criteria: The adviser must be an active member of the AAO and be willing to attend all meetings of the AAO Student Academies Committee, which is composed of the faculty advisors of each SAAO chapter and chaired by the SAAO Executive Council national advisor.

Article VI - The SAAO Executive Council (EC)

Section 1: Name

The Undergraduate American Academy of Osteopathy (UAAO) Council was established at the 1987 American Academy of Osteopathy's annual Convocation by vote of the UAAO Representatives. The UAAO Board of Governors voted to change the name to the Student American Academy of Osteopathy (SAAO) at the 2011 AAO annual Convocation.

Section 2: Purposes

This Executive Council (EC) will exist from within and for the membership of the SAAO. The purposes of the EC are to collect and disseminate information from and to the SAAO chapters, form a cohesive body to present collective ideas and concerns of the SAAO to the AAO and other official bodies, steward any

national duties required during the academic year, and to develop programs to facilitate the goals of the AAO and each of the SAAO chapters.

Section 3: *Composition of SAAO Executive Council (EC) and Board of Governors (BOG)*

The SAAO EC will consist of a chair, immediate past chair, vice chair, secretary-treasurer, national coordinator, and NUFA liaison. EC members must be students from a COCA-accredited osteopathic medical school, an osteopathic medical school pending COCA accreditation, or an LCME-accredited allopathic medical school. The SAAO Board of Governors (BOG) will consist of a collection of the national representative and president from each SAAO chapter at a COCA-accredited osteopathic medical school, or an osteopathic medical school pending COCA accreditation, or an LCME-accredited allopathic medical school.

The members of the SAAO BOG with voting privileges are as follows: SAAO EC members and each SAAO chapter's national representative, and president, or designated alternate. The SAAO EC will cast one collective vote unless otherwise directed by specific procedures outlined in these bylaws.

Section 4: *Executive Council (EC) Meetings*

The SAAO Executive Council (EC) will meet annually at the summer Education Committee meeting, and the AAO Convocation, to plan programs and carry out any other tasks that promote the purposes and objectives of the SAAO. The SAAO EC will work with AAO and SOMA at the AOA Osteopathic Medical Conference & Exposition (OMED) to plan programs and carry out any other tasks that promote the purposes and objectives of the SAAO.

Section 5: *Duties*

1. The **chair** will carry out the purposes and objectives of the SAAO and preside over all SAAO EC and BOG meetings. In addition, the chair or designee will attend the National Osteopathic Student Caucus at the American Osteopathic Association (AOA) House of Delegates and meetings of the AAO Board of Trustees (BOT) and AAO Board of Governors (BOG). The chair will hold a voting position on the AAO BOT and AAO BOG. The chair will also provide a summary report of SAAO EC activities to the AAO BOT on a quarterly schedule and to the AAO BOG before their annual meeting at the AAO Convocation. The chair is responsible for organizing the student program for the AAO Convocation with the assistance of the SAAO EC. The chair is also responsible for running, recording, and reporting the results of all votes for the SAAO EC elections.
2. The **immediate past chair** will carry out the purposes and objectives of the SAAO and provide leadership guidance to the SAAO EC. The immediate past chair will attend all SAAO EC and BOG meetings, if possible. The immediate past chair will hold a voting position on the AAO Education Committee. In addition, the immediate past chair will attend, if possible, meetings of the AAO BOT if the chair is unable to attend. Should the position become vacant, it will remain vacant until the succession of the current chair.
 - The six regional coordinators, representing Pacific, Mountain, Central, Midwest, Northeast, and Southeast regions, will report back to the National Coordinator of the SAAO National Executive Council with the primary responsibility of local SAAO Chapter collaboration within their designated region. Each Regional Coordinator must attend all SAAO Board of Governors meetings at Convocation and have voting privileges as described in Section 7.
3. The **vice chair** will be responsible for planning and executing any scholarly activity programming, as well as organizing and coordinating the A. Hollis Wolf Case Presentation Competition. The vice chair will act as the official parliamentarian at all SAAO EC and BOG meetings. The SAAO EC will appoint a new vice chair should the position become vacant. The **vice chair** will carry out the purposes and objectives of the SAAO and assume the duties and title of the chair should that office become vacant. The vice chair will attend all SAAO EC and BOG meetings.
4. The **secretary-treasurer** will carry out the purposes and objectives of the SAAO, attend and keep

minutes of all SAAO EC and BOG meetings, and retain copies of the minutes. The secretary-treasurer will be responsible for writing, editing and publishing the SAAO's Still Point, and for designing and maintaining the SAAO sections of the AAO website, social media, marketing materials, and T-shirt for AAO Convocation in accordance with AAO policies. The SAAO EC will appoint a new secretary-treasurer should the position become vacant. The secretary-treasurer will be responsible for working with the national coordinator to receive updates on DEI efforts from the Osteopathic Medical Schools, creation of the DEI feedback survey presented at Convocation, organizing the end of year DEI awards at Convocation and working with the executive council to choose a winner for the respective DEI awards.

5. The **national coordinator** will carry out the purposes and objectives of the SAAO, and maintain and coordinate communications among the SAAO chapters, the AAO Office, and the SAAO EC as well as planning the student mixer event at AAO Convocation. The national coordinator will attend all SAAO EC and BOG meetings. The SAAO EC will appoint a new national coordinator should the position become vacant.
6. The **NUFA liaison** will carry out the purposes and objectives of the SAAO, organize the NUFA Pre-Convocation Program at the AAO Convocation, and be responsible for recruiting NUFA members to participate in Convocation-related activities, and preside over the NUFA during Convocation week. The NUFA liaison will attend all meetings of the SAAO EC. The SAAO EC will appoint a new NUFA liaison should the position become vacant.
7. The **SAAO Executive Council national advisor** will be the chair of the AAO Student Academies Committee and lend his/her knowledge and expertise as needed.
8. The **AAO Chief Executive Officer**, or his/her designee, will, with the approval of the AAO Board of Trustees, be responsible for expediting all communications and reports from the AAO to the SAAO and vice versa. She/he will also be charged with maintaining accurate records of chapter memberships and financial activity of the SAAO EC.

Section 6: Removal of SAAO Executive Council Member

If an SAAO Executive Council Member fails to fulfill their duties as specified in the SAAO Bylaws, they may be removed from office. The SAAO Executive Council National Advisor and AAO Chief Executive Officer or designee will review the complaints of the SAAO Executive Council Member(s) in question. A two-week probationary period may be granted to the SAAO Executive Council Member(s) in question. During this time, the SAAO Executive Council Member will be encouraged to demonstrate fulfillment of their leadership responsibilities. At the end of the probationary period, if such a period was granted, the SAAO Executive Council Member will meet with the SAAO Executive Council National Advisor and AAO Chief Executive Officer or designee to review actions taken by the officer in question during the probationary period. The SAAO Executive Council National Advisor and AAO Chief Executive Officer or designee will give their recommendation to the AAO Board of Trustees, who will then vote on the dismissal of the SAAO Executive Council Member(s) in question. If the SAAO Executive Council Member(s) is dismissed, the vacancy will be filled per duty description in the SAAO Bylaws.

Section 7: Resignation of SAAO Executive Council Member

If, during the term, a SAAO Executive Council Member must resign their position for any reason, the vacancy will be filled per duty description in the SAAO Bylaws. Resignation must be given in writing to the SAAO Executive Council National Advisor or AAO Chief Executive Officer or designee who will then notify the remaining SAAO Executive Council Members.

Section 8: Parliamentary Procedure

All SAAO EC meetings are subject to the current edition of *Robert's Rules of Order* unless otherwise directed by specific procedures outlined in these bylaws.

Section 9: Election Protocol for the SAAO Executive Council (EC)

The chair will automatically succeed to the office of immediate past chair each year.

The chair, vice chair, secretary-treasurer, and national coordinator will be elected annually from the general membership of the SAAO by a simple majority vote of the SAAO Board of Governors (BOG) at their annual meeting on Thursday during the AAO Convocation. The outgoing SAAO EC chair will preside over the election. Each SAAO chapter in attendance will cast one vote per election via their national representative, president or designated alternate. The voting process may be conducted via paper or electronic ballot as determined by the SAAO EC based on the approved electronic voting system as selected by the AAO. The current SAAO EC, excluding any incumbent officer(s) running for that position, will cast one collective vote per election. Regional coordinators, excluding any incumbent officer(s) running for that position, will cast one collective vote per election in the instance of a tie. If a RC is a chapter officer they retain their voting privilege for their Chapter, and they must recuse themselves from the RC vote in the event of a tie.

The order of elections will be first, chair, second, vice chair, third, secretary-treasurer, fourth, national coordinator. Any SAAO member is eligible for chair, vice chair, secretary-treasurer and national coordinator. A maximum of two members of the current Executive Council (excluding ex-officio officers or NUFA liaison) may be from the same SAAO chapter at one time.

The regional coordinators of the SAAO will be selected, not elected, by completion of the regional coordinator application, an essay of interest no longer than 500 words, and submission to the SAAO Chair by Friday, 5:00PM local time during the AAO Convocation. The Executive Council will then select the regional coordinators from the applicant pool. Regional Coordinators will also be subject to the clause that a maximum of two members from the same chapter may serve in an SAAO leadership role unless no other candidates apply for the role after the selection process.

The SAAO EC may not endorse or denounce any candidate before the election. Every candidate for office will have the opportunity to give a maximum three-minute speech. Following the conclusion of each speech, there will be a maximum three-minute question and answer session where BOG attendees will be able to interact with the candidate. After all speeches and questions for chair are concluded, all candidates for the position will leave the room at which point the floor will be open to bring forth any concerns, including those held by SAAO EC members, about a candidate prior to voting. After floor discussion has concluded, the national representative, president or alternate from each SAAO chapter will cast their vote for chair. Once two officers from the same SAAO chapter have been elected, all other candidates from that chapter are no longer eligible for election to any of the remaining positions. This procedure will continue to apply respectively for vice chair, secretary-treasurer, and national coordinator.

The NUFA liaison will be elected annually by a simple majority vote of the NUFA Representative Council at their annual Business meeting on Wednesday afternoon during the AAO Convocation. The outgoing NUFA liaison will preside over the election. Only NUFA members are eligible for NUFA liaison. Any candidate for the NUFA liaison position must be present at the NUFA Business meeting to be eligible to run. Every candidate for office will have the opportunity to give a three-minute speech prior to the election. After the candidates have given their speeches, the NUFA representative from each school present will be allotted one vote during the voting process for NUFA liaison – absentee ballots will not be cast.

No individual, excluding ex-officio officers, may serve on the SAAO EC in any capacity for greater than two full terms. Newly elected SAAO EC officers will take office immediately following the AAO Convocation program. Training for new officers will occur throughout the rest of the AAO Convocation post-election and will be provided by the previous holder of those titles.

In the event that no candidate receives a simple majority vote:

1. The candidates with the two highest vote tallies will participate in a run-off election. Before this run-off

election, the two remaining candidates will be asked a single question, created by the SAAO EC, excluding any incumbent officer running for that position, to which the candidates will have one minute to respond. The BOG will then cast their ballots in the same manner as the original process.

2. If, at this time, no candidate has a simple majority vote, another vote will be cast by the BOG without any further questioning of the candidates. The candidate who receives the largest number of votes in this final ballot will be elected to the office.
3. If this final ballot produces a tie, the SAAO EC and SAAO EC national advisor, excluding any incumbent officer(s) running for that position, will meet for a five-minute conference. After this meeting, the chair will cast his/her vote, except in the situation where an incumbent chair is running for the position in question. In this case, the next position in the EC order who is not running for the position in question will cast his/her deciding vote.

In the event of a contest to an election, the challenger must report their concern in an email to the SAAO EC national advisor by Thursday at 5 PM the week of the AAO Convocation. When the SAAO EC national advisor comes to a decision, it will be sent to the challenger by email. If the SAAO EC national advisor decides to change the election results, then another election will be held Friday the week of the AAO Convocation, at a time to be determined, for only the position(s) in question. The results from Friday will then stand until the election at the next AAO Convocation. If the SAAO EC national advisor does not agree, the original election results will stand as is.

Section 10: Recognition and Endorsement of Associate Groups

The SAAO Executive Council recognizes and endorses the National Undergraduate Fellows Association (NUFA) as an organized component society of the SAAO. This organization's purpose is to expand the teaching of the art and science of osteopathic medicine and communicate the vocabulary and philosophy of the osteopathic concept throughout the academic environment, emphasizing palpatory diagnosis and osteopathic manipulative treatment.

Article VIII - Amendments

Proposals for amendment(s) to these bylaws of the SAAO must be submitted to the SAAO Executive Council (EC) at least 30 days prior to a Board of Governors' meeting. During the meeting, these proposals will be open for discussion and voted on by the SAAO Board of Governors (BOG). Each amendment must be passed by a two-thirds majority vote of a quorum to be sustained. Each amendment must then be submitted to the AAO Board of Trustees (BOT) for review. If the AAO BOT has an opinion to express regarding any issue(s) with the amendment(s), they will have the right to present their opinion to the SAAO BOG, either by email or at the annual meeting at the AAO Convocation and call for a retake of votes after their opinion has been considered and discussed by the SAAO BOG.

Article IX - Code of Ethics

Section 1

The Code of Ethics of the SAAO will be the Code of Ethics of the American Osteopathic Association, with the addition of the following:

1. An SAAO member will not intentionally misrepresent himself/herself or his/her work in any way, in order to give himself/herself either financial or professional gain.
2. When participating in research that involves human subjects, an SAAO member will follow the current laws, regulations and standards of the United States, or the laws, regulations and standards applicable to research in the nation where the research is conducted. This standard will apply for member involvement in research at any level and degree of responsibility, including, but not limited to, research design, funding, participation either as examining and/or treating provider, analysis of data and publication of results in any form for any purpose.

Section 2

Grossly unprofessional conduct in violation of the Code of Ethics will be investigated by the AAO Board of Trustees (BOT), or a committee appointed by the AAO BOT for that purpose. Accused members may be required to appear before the AAO BOT to answer charges. If the charges are sustained, the AAO BOT may discipline the offending member through a fine, suspension, or expulsion of the member as, in its judgment, it feels warranted.

Section 3

Hearings involving charges of violation of the Code of Ethics will be conducted according to substantially the same procedure followed by the AOA in similar matters. If a member will have been suspended or expelled as a result of a finding that such member violated the Code of Ethics, then the record of such proceeding and the decision will be forwarded to the Executive Director of the AOA for ultimate review by the AOA BOT concerning any possible similar violation of the AOA Code of Ethics. The AOA Committee on Ethics will first determine if the record and decision comply with the AOA requirements. If the record and decision do not comply, they will be returned to this society for suggested rehearing. If the record and decision do comply, they will be scheduled for review by the AOA BOT. In either event, the AOA Committee on Ethics will notify the member and this society of its determination. In the case of the AOA BOT review, the member may file a petition similar to the petition employed in original ethical matters before the AOA, including therein, if desired, a request to appear personally before the AOA BOT. The AOA Executive Committee will have sole discretion as to whether such a request for personal appearance will be granted.

Article X - Code of Leadership

Section 1

As an elected or appointed leader of the Student American Academy of Osteopathy (SAAO), I am fully committed to the SAAO and its mission. I recognize that wearing the mantle of leadership is a higher calling and carries additional responsibilities and obligations to support the activities of the SAAO. As a leader, my decisions and actions must be guided by what is best for the SAAO.

Section 2

Elected or appointed SAAO leaders will pledge to honor and promote the SAAO and its mission by following three guiding principles:

1. Maintain and strengthen the vision of the SAAO, as demonstrated by:
 - a. Defining with my colleagues the mission of the SAAO and participating in strategic planning to review the purposes, programs, priorities, funding needs, and targets of achievement;
 - b. Annually contributing to osteopathic philanthropy and encouraging osteopathic medical student colleagues to do the same; and
 - c. Publicly supporting and promoting the SAAO's policy within the osteopathic family and to the public.
2. Conduct myself with the highest level of integrity to honor the SAAO and to support the highest ideals of the osteopathic profession for which it stands, as demonstrated by:
 - a. Accepting the bylaws of the AAO, understanding that I am morally and ethically responsible for the health and vitality of the SAAO, and adhering to a conflict-of-interest policy by recusing myself from discussions or votes in which I may have a conflict of interest;
 - b. Leading the way by being an enthusiastic booster and a positive advocate for the SAAO, and extending that enthusiasm to the AAO's component societies; and
 - c. Accepting that every SAAO leader is making a statement of faith about every other leader, we trust each other to carry out this Code to the best of our ability.
3. Be competent in my actions and decisions for the SAAO, as demonstrated by:
 - a. Fulfilling my fiduciary responsibilities as defined in the bylaws, whether reviewing and approving the annual budget, overseeing adherence to it, and overseeing the investment policies and procedures of the SAAO, or ensuring that those leaders so charged fulfill these

- responsibilities;
- b. Making myself available to attend meetings, taking phone calls, and serving on committees, and being prepared for these meetings by reading agenda and other materials; and
 - c. Understanding that the leader's job is to govern, not manage.

Article XI - Grievances, Complaints and Due Process for A. Hollis Wolf Competitors

Complaint procedures are established to:

1. Protect the integrity and maintenance of standards within the A. Hollis Wolf (AHW) Case Presentation Competition;
2. Provide a mechanism for concerned individuals or SAAO chapters to bring information concerning specific actions and decisions that may be in noncompliance with the SAAO's standards for the AHW competition as written in the annually updated SAAO Chapter Notebook to the attention of the agency; and
3. Recognize the responsibility of SAAO to provide complainants with the opportunity to use the agency as a vehicle to address specific grievances.

Section 1

The SAAO Executive Council (EC) will provide all student members with appropriate policies and procedures for grievance and due process in the bylaws listed within the annually released SAAO Chapter Notebook. Policies and procedures will address disciplinary actions that could jeopardize a contestant's success, disqualification from the competition for that year, and adjudication of complaints and grievances related to the AHW competition.

Section 2

The procedure for filing an official complaint begins with informal consultation. Each complainant must initially attempt to resolve any differences or problems with the AHW competition through direct dealings with the SAAO EC national advisor and SAAO EC vice chair running the event during the year of the competition in question. A formal complaint to the SAAO EC should only be made after these attempts at resolution have been unsuccessful or where there is a concern about retribution.

Section 3

A formal complaint will meet the following criteria:

1. The complainant will present information concerning an alleged violation of SAAO Chapter Notebook Rules regarding the AHW competition standards. The information will be accurate and well documented with documentation where possible.
2. The complainant will document efforts to resolve the problem with the SAAO EC national advisor and SAAO EC vice chair. Where such measures are not possible, the complainant will state reasons.
3. The complainant will include information about any other actions initiated to resolve the problems.
4. The complaint will be presented in writing to the SAAO EC via the AAO Administrative Office in Indianapolis, IN and signed by the complainant. The complainant's identity will be held in confidence from the SAAO EC at all times.

Section 4

The SAAO EC will be notified and asked to provide an assessment of the allegations to the complainant within 30 days.

Section 5

If the complaint warrants further consultation, the SAAO EC will notify the complainant, in writing, that the complaint has been accepted for further discussion. The SAAO EC will then forward all information pertaining to the case to the AAO Board of Trustees (BOT).

Section 6

If the SAAO EC determines that a complaint warrants further review by the AAO BOT, their analysis will be initiated within 30 days after all information has been received by their president.

Section 7

If the AAO BOT ascertains that a complainant has instituted litigation against the SAAO EC or in reference to the rules of the AHW competition concerning the complaint, no action will be taken while the matter is sub judices.

Section 8

The SAAO EC or AAO BOT will consult other education council leadership where appropriate, and may take any of the following actions based on the findings of the investigation:

1. No action;
2. Agree with the complainant and follow through with all requests formally listed in the original complaint;
3. Disagree with the complainant and deny all requests formally listed in the original complaint.

Section 9

If the formal complaint in question is in reference to disqualification from the AHW competition, and the decision is made to:

1. Agree with the complainant, then the contestant will no longer be disqualified and will receive recognition for the place they would have received, but they will not win any prizes associated with that title.
2. Disagree with the complainant, then the contestant will be disqualified.

Article XII – New SAAO chapter organization

Each COCA-accredited osteopathic medical school, or osteopathic medical school pending COCA accreditation, or LCME- accredited allopathic medical school will have the right to organize a chapter of the SAAO.

1. Six or more students may organize a chapter of the SAAO. Students organizing a new chapter of the SAAO will elect five students to serve as SAAO chapter officers (president, vice president, secretary, treasurer, and national representative). All chapter officers must be current SAAO members.
2. The president or national representative of the chapter may contact the SAAO Executive Council (EC) national coordinator to obtain the most recent SAAO Chapter Notebook and SAAO Bylaws. The chapter must provide the following information to the SAAO EC national coordinator:
 - a. Confirmation of approval from the COCA-accredited osteopathic medical school or osteopathic medical school pending COCA accreditation, or LCME-accredited allopathic school;
 - b. The completed Terms of Agreement Form, which can be found in the SAAO Chapter Notebook; and
 - c. The new SAAO chapter officer list, including the following information for each SAAO chapter officer: name, OMS year, position/office, address (street address, city, state, zip code), phone number, email.
3. Approval must be obtained from the following entities to organize a chapter of the SAAO:
 - a. The COCA-accredited osteopathic medical school, or osteopathic medical school pending COCA accreditation, or LCME-accredited allopathic school at which the chapter of the SAAO will be established;
 - b. The AAO Board of Trustees; and
 - c. The AAO membership at large.
4. Meeting the above requirements establishes the SAAO chapter.
 - a. SAAO chapters will adhere to the most current SAAO Bylaws.

5. The student members will nominate and vote on an osteopathic faculty advisor, who is an active member of the AAO, for this newly organized chapter. In the event that no osteopathic faculty are available at the school that is organizing a chapter, a chapter will have an allopathic faculty advisor and a non-faculty osteopathic advisor.

This 2024 Revised Edition of the Bylaws of the Student American Academy of Osteopathy will replace the previous version of the Student American Academy of Osteopathy Bylaws in their entirety.
