

[1975-76 OSR
Handbook]

Fall, 1975

Dear OSR Member:

This handbook is designed to supply some background information on the OSR. I hope you will find that it helps you appreciate what the OSR is, how it works, and what you can expect to accomplish through it.

The handbook consists of four sections:

- I. Just about everything you'll ever need to know about the OSR
- II. AAMC Bylaws
- III. OSR Guidelines
- IV. OSR Rules and Regulations

I look forward to meeting you at the annual meeting.

Sincerely yours,

Mark Cannon

Mark Cannon
Chairperson, OSR

I. JUST ABOUT EVERYTHING YOU'LL EVER NEED TO KNOW ABOUT THE OSR

What is the OSR?

The Organization of Student Representatives was established in 1971 as the mechanism through which medical students participate in the governance of the Association of American Medical Colleges. OSR membership consists of one representative from each of the nation's medical schools.

What is the AAMC?

The Association of American Medical Colleges is the organization that speaks with a single voice for the academic medical community. It represents all 115 U.S. medical schools and its medical students; 400 U.S. teaching hospitals; and 60 U.S. academic and scientific societies. These constituencies achieve their representation through the Council of Deans (COD), the Organization of Student Representatives (OSR), the Council of Teaching Hospitals (COTH), and the Council of Academic Societies (CAS). The AAMC has a permanent full-time staff whose members work together with the elected representatives of the constituencies in formulating positions and coordinating various activities.

What is the AAMC's focus?

The Association of American Medical Colleges is dedicated to the advancement of medical education. All issues relating to medical education, biomedical research, and patient care are of major concern to the AAMC.

An important area of activity is federal liaison. The AAMC keeps its members informed on legislative issues, and provides testimony and consultation upon request to the Congress and federal agencies.

What is the governing structure of the AAMC?

The highest governing body of the AAMC is the Assembly, which meets yearly at the annual convention. Voting representation on the Assembly is as follows: COD, 115 votes; CAS, 57 votes; COTH, 57 votes; and OSR, 11 votes.

The Executive Council of the Association consists of twenty-two members, as follows: the president, chairman, and chairman-elect of the AAMC; 9 representatives of COD; 4 representatives of CAS; 4 representatives of COTH; 1 representative (the chairperson) of the OSR; and 1 "distinguished service" representative. This group conducts the affairs of the Association between annual meetings, and meets four times per year.

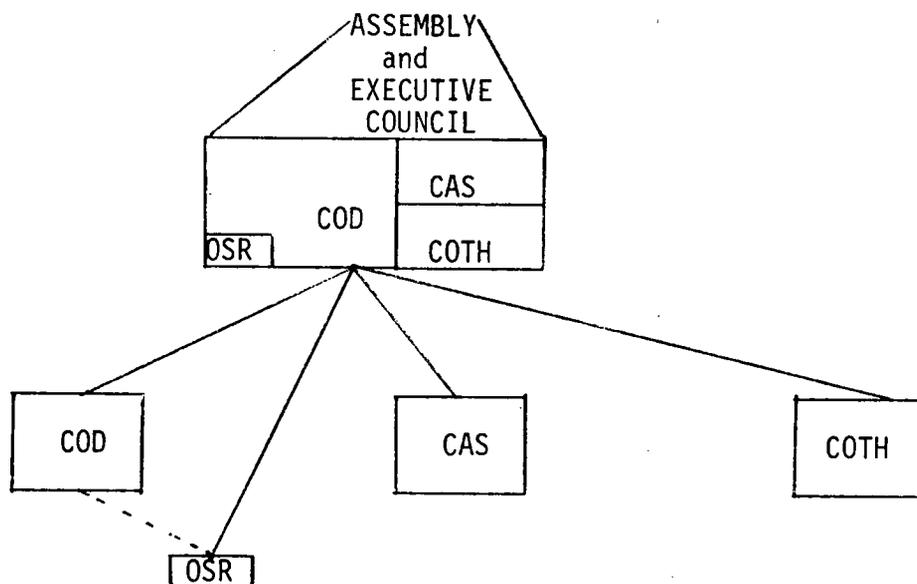
The Executive Committee, consisting of the president, chairman, and chairman-elect of the AAMC and the chairmen of COD, CAS, and COTH, is the group that renders decisions when there is insufficient time to wait for a regular meeting of the entire Executive Council.

COD, CAS, COTH, and OSR each have an Administrative Board which meets four times per year (immediately before each Executive Council meeting). Throughout the year, the constituencies make their input to the Executive Council through their Administrative Boards.

What is the OSR's place in the AAMC's governing structure?

The OSR was created as a "sub-councillor" entity; we are not on an equal footing with "the three councils" (COD, CAS, and COTH). As specified in our bylaws, we "report to" the Council of Deans, and all of our major actions are "subject to review and approval" by the chairman of the COD. However, we have one voting member on the Executive Council of the AAMC, and 11 voting members on the Assembly. Therefore, we can always bring any issue or proposal directly to the Executive Council or the Assembly by means of these voting members, notwithstanding our "sub-councillor" status. Nevertheless, the reality of the situation is that the COD possesses almost half of the voting strength in the AAMC, and a motion made by the OSR is unlikely to have a significant impact on AAMC policy unless it has substantial support in the COD.

The "power structure" may be diagrammed as follows:



What are the "Groups"?

There are several constituencies, involved in medical education, which are organized into entities called "Groups" in the AAMC. The two Groups of greatest concern to the OSR are the Group on Student Affairs (GSA) and the Group on Medical Education (GME). The Groups may make input to the AAMC, but do not have any membership or voting representation in the governing bodies of the Association.

The GSA consists of the Deans of Student Affairs of the U.S. medical schools. The OSR usually holds its spring regional meetings in conjunction with those of the GSA. Issues of mutual concern include the admissions process, student advising, and NIRMP.

The GME consists of faculty representatives who are active in the areas of curriculum, student evaluation, and research in medical education.

Why an OSR?

The question is sometimes raised as to why the AAMC set up a new student organization rather than obtaining student representation from pre-existing groups such as the American Medical Student Association (AMSA) and the Student National Medical Association (SNMA). The answer is that the structure of the entire AAMC is such that its governance is provided through sub-groups of the Association, and not by means of independent groups. These sub-groups make their input to the AAMC, and not externally. This permits emphasis of the unity of the Association as a voice for the entire community of academic medicine, and lends the maximum possible weight to positions of the Association.

The OSR is not intended to compete with other student groups in any way. Medical students have a common cause, and the OSR is to be viewed as one very important vehicle for student action. Indeed, many OSR representatives have also been members of independent medical student organizations and have been active in these as well.

How does the OSR relate to other national medical student organizations?

Since its inception, the OSR has had an ongoing dialogue with AMSA. In 1974, this communication was extended to include SNMA (the independent organization representing minority medical students) and the Student Business Session (SBS) of the AMA. Officers of the four student groups share with one another the organizations' positions on major issues throughout the year, and get together every several months to personally exchange views. In addition, the leaders of the four groups jointly recommend student members to such groups as the National Board of Medical Examiners, the Council on Medical Education of the AMA, and the NIRMP Board. This kind of cooperative effort among the four national medical student organizations is essential for the maximization of the effectiveness of medical student political activity.

What kinds of OSR meetings are there?

The annual meeting occurs each fall, in October or November. Regional meetings (central, northeastern, southern, and western) are held in the spring, usually in conjunction with the GSA regional meetings. Administrative Board meetings occur four times per year, immediately before each meeting of the Executive Council of the AAMC.

What happens at the annual meetings?

At the annual meetings, the OSR meets as a whole, and has the opportunity to take formal actions. Officers are elected for the coming year. Regional caucuses and various kinds of discussion groups also take place. The AAMC holds plenary sessions, featuring speakers of national medical and political renown. OSR members are able to participate in activities of other groups of the AAMC, and to become acquainted with AAMC staff members and other prominent individuals who are active in medical education at the local and national levels.

What happens at the regional meetings?

The regional meetings are held each spring, usually in conjunction with the GSA regional meetings. The atmosphere generally is more informal and the meetings more unstructured than at the annual meetings. Usually there are some formal action items, joint meetings with the GSA, and free discussion. Any action item which is approved in identical form at all four spring regional meetings becomes an official OSR action.

What is the Administrative Board?

The Administrative Board consists of the OSR officers: the chairperson and vice chairperson, four regional chairpersons, a variable number of representatives-at-large, and the immediate-past-chairperson. It meets four times per year and performs the following functions: (1) reviews OSR proposals and actions; (2) coordinates OSR projects; (3) recommends student nominees for committees and task forces of the AAMC; (4) reviews the agendas of the AAMC Executive Council and the COD Administrative board, and passes on its recommendations to each group through the OSR chairperson; and (5) plans the annual and regional meetings of the OSR.

The annual meeting is the big extravaganza where everyone gets together, where all the issues are discussed, and where the general priorities are set. But much of the business of the organization is conducted at the Administrative Board meetings. The Administrative Board is responsible for coordinating and interpreting the input and implementing action.

How do medical students participate in committees and task forces of the AAMC?

Many standing committees of the AAMC have student members. At each annual meeting, a list of these committees is distributed and OSR members may submit application forms for committees in which they are interested. Based on these applications, the OSR Administrative Board submits its list of recommended nominees to the AAMC chairman, who formally appoints the committee members. In general, the Administrative Board's recommendations are approved by the AAMC chairman.

Occasionally (generally about two or three times per year), the AAMC creates a task force to intensively study and recommend policy on a current issues. Such task forces may have one or more student members, and the selection is made through recommendation by the OSR chairperson to the AAMC chairman. If time permits, the decision is made by the entire Administrative Board rather than by the chairperson alone.

These committees and task forces meet from one to about four times per year. They offer to individual students a unique opportunity to become closely involved in one area of medical education. Some of the OSR's most effective contributions have been achieved in the context of these committees and task forces.

When the OSR takes formal action on an issue, what happens?

OSR actions may be forwarded to the AAMC Assembly or the AAMC Executive Council, where they would be considered for possible AAMC action. If approved as an AAMC action, it may, as appropriate to the issue at hand, influence the educational or administrative policy of the medical schools and the AAMC, or it may be incorporated into the AAMC's federal testimony.

Other alternatives would be to send the items as information to one or more of the AAMC's "Groups" or committees.

What kinds of communications are provided for OSR representatives?

The chairperson and regional chairpersons of the OSR communicate with the members

by means of periodic newsletters. OSR members also receive the minutes of annual meetings, Administrative Board meetings, and their respective regional meetings.

The office of AAMC President John A. D. Cooper sends informational reports on current items, particularly those relating to legislation, to members of the AAMC Assembly and to all OSR members. Dr. Cooper also provides a Weekly Activities Report (WAR), which goes routinely to the members of the OSR Administrative Board and is available to all OSR members for the price of postage.

- How does OSR relate to local medical student bodies?

Communication with locals is facilitated by our publication, the Bulletin Board, which is an insert in the AAMC's Student Affairs Reporter" (STAR). It is issued approximately four times per year. Copies are distributed to all medical schools. It contains items about OSR and AAMC activity of general interest to medical students. OSR representatives should suggest to their student affairs deans some "strategic" locations for posting the Bulletin Board.

The relation between the OSR and the locals should be a two-way street: the OSR provides information to you about what we are doing, and you provide information to us about what you're interested in doing and having us do for you. The degree to which medical students are aware of the current activities of the OSR and the AAMC--and therefore also the degree of effectiveness of the two-way street--is primarily dependent upon the initiative of the OSR members. Each OSR member should try to determine appropriate means for informing his or her fellow students about what's going on, stimulating interest, and obtaining feedback. Suggested mechanisms are periodic announcements or class meetings; discussions at meetings of the student council, student government, or local AMSA and/or SNMA chapter; or just informal lunch-hour or other-hour raps. The medical student cause is best served where there is an informed constituency that appreciates the importance of current issues in medicine and the opportunity to make input that could influence the directions of the profession.

ASSOCIATION OF AMERICAN MEDICAL COLLEGES

BYLAWS

I. MEMBERSHIP

Section 1. There shall be the following classes of members, each of which that has the right to vote shall be (a) an organization described in Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any subsequent Federal tax laws), and (b) an organization described in Section 509 (a) (1) or (2) of the Internal Revenue Code of 1954 (or the corresponding provisions of any subsequent Federal tax laws), and each of which shall also meet (c) the qualifications set forth in the Articles of Incorporation and these Bylaws, and (d) other criteria established by the Executive Council for each class of membership:

- A. Institutional Members - Institutional Members shall be medical schools and colleges of the United States.
- B. Affiliate Institutional Members - Affiliate Institutional Members shall be medical schools and colleges of Canada and other countries.
- C. Graduate Affiliate Institutional Members - Graduate Affiliate Institutional Members shall be those graduate schools in the United States and Canada closely related to one or more medical schools which are institutional members.
- D. Provisional Institutional Members - Provisional Institutional Members shall be newly developing medical schools and colleges of the United States.
- E. Provisional Affiliate Institutional Members - Provisional Affiliate Institutional Members shall be newly developing medical schools and colleges in Canada and other countries.
- F. Provisional Graduate Affiliate Institutional Members - Provisional Graduate Affiliate Institutional Members shall be newly developing graduate schools in the United States and Canada that are closely related to an accredited university that has a medical school.
- G. Academic Society Members - Academic Society Members shall be organizations active in the United States in the professional field of medicine and biomedical sciences.
- H. Teaching Hospital Members - Teaching Hospital Members shall be teaching hospitals in the United States.

Section 2. There shall also be the following classes of honorary members who shall meet the criteria therefore established by the Executive Council:

- A. Emeritus Members - Emeritus Members shall be those retired individuals who have been active in the affairs of the Association prior to retirement.
- B. Distinguished Service Members - Distinguished Service Members shall be persons who have been actively involved in the affairs of the Association and who no longer serve as AAMC representatives of any members described under Section 1.
- C. Individual Members - Individual Members shall be persons who have demonstrated a serious interest in medical education.
- D. Sustaining and Contributing Members - Sustaining and Contributing Members shall be persons or corporations who have demonstrated over a period of years a serious interest in medical education.

Section 3. Election to membership:

- A. All classes of members shall be elected by the Assembly by a majority vote on recommendation of the Executive Council.
- B. All institutional members will be recommended by the Council of Deans to the Executive Council.
- C. Academic society members will be recommended by the Council of Academic Societies to the Executive Council.
- D. Teaching hospital members will be recommended by the Council of Teaching Hospitals to the Executive Council.
- E. Distinguished service members will be recommended to the Executive Council by either the Council of Deans, Council of Academic Societies or Council of Teaching Hospitals.

Section 4. Revocation of Membership - A member with any class of membership may have his membership revoked by a two-thirds affirmative vote of the Assembly on recommendation with justification by the Executive Council; provided that the Executive Council shall have given the members written notice of the proposed revocation prior to the Assembly at which such a vote is taken.

Section 5. Resignation - A member with any class of membership may resign upon notice given in writing to the Executive Council. However, any such resignation shall not be effective until the end of the fiscal year in which it is given.

II. COUNCILS

Section 1. There shall be the following Councils of the Association each of which shall be governed by an Administrative Board and each of which shall be organized and operated in a manner consistent with rules and regulations approved by the Executive Council:

- A. Council of Deans - The Council of Deans shall consist of the Dean or the equivalent academic officer of each institutional member and each provisional institutional member that has admitted its first class of students.
- B. Council of Academic Societies - The Council of Academic Societies shall consist of two representatives from each academic society member who shall be designated by each such member for a term of two years.
- C. Council of Teaching Hospitals - The Council of Teaching Hospitals shall consist of one representative from each teaching hospital member who shall be designated annually by each such member.

III. ORGANIZATION OF STUDENT REPRESENTATIVES

There shall be an Organization of Student Representatives related to the Council of Deans, operated in a manner consistent with rules and regulations approved by the Council of Deans and comprised of one representative of each institutional member that is a member of the Council of Deans chosen from the student body of each such member. The Organization of Student Representatives shall meet at least once each year at the time and place of the annual meeting of the Council of Deans in conjunction with said meeting to elect a Chairman and other officers, to recommend student members of committees of the Association, to recommend to the Council of Deans the Organization's representatives to the Assembly, and to consider other matters of particular interest to students of institutional members. All actions taken and recommendations made by the Organization of Student Representatives shall be reported to the Chairman of the Council of Deans.

IV. MEETINGS OF MEMBERS AND COUNCILS

Section 1. Meetings of members of the Association shall be known as the Assembly. An annual Assembly shall be held at such time in each October or November and at such place as the Executive Council may designate.

Section 2. Special meetings of the Assembly may be called for any purpose by the Chairman, by a majority of the voting members of the Executive Council, or by twenty voting members of the Association.

Section 3. All meetings of the Assembly shall be held at such place in Illinois, the District of Columbia or elsewhere as may be designated in the notice of the meeting. Written or printed notice stating the place, day and hour of the meeting and, in case of a special meeting, the purpose or purposes for which the meeting is called, shall be delivered not less than five nor more than forty days before the date of the meeting, either personally or by mail, by or at the direction of the Chairman or persons calling the meeting, to each member entitled to vote at such meeting.

Section 4. The Institutional Members and Provisional Institutional Members that have admitted their first class shall be represented in the Assembly by the members of the Council of Deans and a number of members of the Organization of Student Representatives equivalent to 10 percent of the members of the Association having representatives in said Organization. Each of such representatives of Institutional Members and Provisional Institutional Members that have admitted their first class shall have the privileges of the floor in all discussions and shall be entitled to vote at all meetings. The Council of Academic Societies and the Council of Teaching Hospitals each shall designate a number of their respective members as members of the Assembly, each of whom shall have one vote in the Assembly, the number from each Council not to exceed one-half the number of members of the Council of Deans entitled to vote. All other members shall have the privileges of the floor in all discussions but not be entitled to vote at any meeting.

Section 5. A representative of each voting member shall cast its vote. The Chairman may accept the written statement of the Dean of an institutional member, or provisional institutional member, that he or some other person has been properly designated to vote on behalf of the institution, and may accept the written statement of the respective Chairmen of the Council of Academic Societies and the Council of Teaching Hospitals designating the names of individuals who will vote on behalf of each member society or hospital. The Chairman may accept the written statement of the Chairman of the Council of Deans reporting the names of the individuals who will vote as the representatives chosen by the Organization of Student Representatives.

Section 6. One-third of the voting members of the Association shall constitute a quorum at the Assembly. Except as otherwise provided herein, action at any meeting shall be by majority vote at a meeting at which a quorum is present, provided that if less than a quorum be present at any meeting, a majority of those present may adjourn the meeting from time to time without further notice.

Section 7. Each Council of the Association shall meet at least once each year at such time and place as shall be determined by its bylaws and designated in the notice thereof for the purpose of electing members of the Administrative Board and officers.

Section 8. Regional meetings of each Council may be held in each of the geographical regions established by the Executive Council for the purpose of identifying, defining and discussing issues relating to medical education and in order to make recommendations for further action at the national level. Such meetings of each Council shall be held at such time and place as deter-

mined in accordance with procedures approved by the Executive Council.

Section 9. No action of the Association shall be construed as committing any member to the Association's position on any issue.

Section 10. Robert's Rules of Order, latest edition, shall govern all meetings.

V. OFFICERS

The officers of the Association shall be those elected by the Assembly and those appointed by the Executive Council.

Section 1. The elected officers shall be a Chairman, who shall preside over the Assembly and shall serve as Chairman of the Executive Council, and a Chairman-Elect, who shall serve as Chairman in the absence of the Chairman. The Chairman-Elect shall be elected at the annual meeting of the Assembly, to serve in that office for one year, and shall then be installed as Chairman for a one-year term in the course of the annual meeting of the Assembly the year after he has been elected. If the Chairman dies, resigns, or for any other reason ceases to act, the Chairman-Elect shall thereby become Chairman and shall serve for the remainder of that term and the next term.

Section 2. The officers appointed by the Executive Council shall be a President, who shall be the Chief Executive Officer, a Vice President, a Secretary and a Treasurer, who shall be appointed from among the Executive Council members. The Executive Council may appoint one or more additional officers on nomination by the President.

Section 3. The elected officers shall have such duties as are implied by their title or are assigned to them by the Assembly. The appointed officers shall have such duties as are implied by their titled or are assigned to them by the Executive Council.

VI. EXECUTIVE COUNCIL

Section 1. The Executive Council is the Board of Directors of the Association and shall manage its affairs. The Executive Council shall have charge of the property and financial affairs of the Association and shall perform such duties as are prescribed by law and the Bylaws. It shall carry out the policies established at the meetings of the Assembly and take necessary interim action for the Association and carry out duties and functions delegated to it by the Assembly. It shall set educational standards and criteria as prerequisites for the elections of members of the Association, it shall consider applications for membership and it shall report its finding and recommendations with respect thereto to the Assembly.

Section 2. The Executive Council shall consist of fifteen members elected by

the Assembly and ex officio, the Chairman, Chairman-Elect, President, the Chairman of each of the three councils created by these Bylaws, and the Chairman of the Organization of Student Representatives, all of whom shall be voting members. Of the fifteen members of the Executive Council elected by the Assembly, three shall be members of the Council of Academic Societies, three shall be members of the Council of Teaching Hospitals; eight shall be members of the Council of Deans, and one shall be a Distinguished Service Member. The elected members of the Executive Council shall be elected by the Assembly at its annual meeting, each to serve for three years or until the election and installation of his successor. Each shall be eligible for re-election for one additional consecutive term of three years. Each shall be elected by majority vote and may be removed by a vote of two-thirds of the members of the Assembly present and voting.

Section 3. At least one elected member of the Executive Council shall be from each of the regions of the Association.

Section 4. The annual meeting of the Executive Council shall be held within one hundred twenty (120) days after the annual meeting of the Assembly at such time and place as the Chairman shall determine.

Section 5. Special meetings of the Council may be called by the Chairman or any two (2) Council members, and written notice of all Council meetings, unless waived, shall be mailed to each Council member at his home or usual business address not later than the tenth business day before the meeting.

Section 6. A quorum of the Council shall be a majority of the voting Council members.

Section 7. In the event of a vacancy on the Executive Council, the remaining members of the Council may appoint a successor to complete the unexpired term. Appointed members may not serve more than two consecutive full terms on the Council following appointment to an unexpired term. The Council is authorized at its own discretion to leave a vacancy unfilled until the next annual meeting of the Assembly.

VII. COMMITTEES

Section 1. The Chairman shall appoint from the Assembly a Resolutions Committee which shall be comprised of at least one representative from each Council of the Association and from the Organization of Student Representatives. The Resolutions Committee shall present resolutions to the Assembly for action by it. No resolution shall be considered for presentation by the Resolutions Committee unless it shall have been received at the principal office of the Association at least fourteen days prior to the meeting at which it is to be considered. Additional resolutions may be considered by the Assembly upon a two-thirds vote of the members of the Assembly present and voting.

Section 2. The Executive Council shall appoint the Chairman and a Nominating

Committee of not less than four nor more than six additional members, including the Chairman of the Nominating Committee of each of the Councils provided in Paragraph II. The Nominating Committee so appointed will report to the Assembly at its annual meeting one nominee for each officer and member of the Executive Council to be elected. Additional nominees for any officer or member of the Executive Council may be made by the representative of any member of the Assembly. Election shall be by a majority of the Assembly members present and voting.

Section 3. The Executive Council, by resolution adopted by the vote of a majority of the voting Council members in office, may designate an Executive Committee to act during intervals between meetings of the Council, consisting of the Chairman, the Chairman-Elect, the treasurer, the President, and three or more other Council members, which committee, to the extent provided in the resolution, shall have and exercise the authority of the Council in the management of the Association. At all times the Executive Committee shall include at least one member of each of the Councils provided in Paragraph II hereof. The designation of such a committee and the delegation to it of authority shall not relieve the Council, or any members of the Council, of any responsibility imposed upon them by law.

Section 4. The Executive Council may appoint and dissolve from time to time such standing or ad hoc committees as it deems advisable, and each committee shall exercise such powers and perform such duties as may be conferred upon it by the Executive Council subject to its continuing direction and control. The Chairman will appoint members of the committees with appropriate consultation with the Executive Council.

VIII. GENERAL PROVISIONS

Section 1. Whenever any notice whatever is required to be given under the provisions of these Bylaws, a waiver thereof in writing signed by the persons entitled to such a notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

Section 2. The Council may adopt a seal for the Association, but no seal shall be necessary to take or to evidence any Association action.

Section 3. The fiscal year of the Association shall be from each July 1 to June 30.

Section 4. The annual dues of each class of members shall be in such amounts as shall be recommended by the Executive Council and established by the Assembly. The Executive Council shall consult with the respective administrative boards of the Council of Deans, the Council of Academic Societies and the Council of Teaching Hospitals in arriving at its recommendations.

Section 5. Any action that may be taken at a meeting of members or of the

Executive Council may be taken without a meeting if a consent in writing setting forth the action so taken is signed by all members of the Association entitled to vote with respect to the subject matter thereof, or by all members of the Executive Council as the case may be.

Section 6. No part of the net earnings of the Association shall inure to the benefit of or be distributable to its members or members of the Executive Council, officers, or private individuals, except that the Association may pay reasonable compensation for services rendered and make payment and distributions in furtherance of its purposes. No substantial part of the activities of the corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the Association shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the Association shall not carry on any activities not permitted to be carried on (a) by an organization exempt from Federal income tax under Section 501 (a) as an organization described in Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by an organization, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Section 7. Upon dissolution of the corporation, the Executive Council shall, after paying or making provision for the payment of all of the liabilities of the Association (including provision of a reasonable separation pay for its employees), dispose of all of the assets of the Association among such non-profit organizations having similar aims and objectives as shall qualify as exempt organizations described in Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law).

Section 8. These Bylaws may be amended by a two-thirds vote of the voting members present and voting at any duly called meeting of the Assembly, provided that the substance of the proposed amendment is included with the notice of the meeting. Amendments to the Blaws may be proposed by the Executive Council or by the written sponsorship of ten voting members, provided that the proposed amendment shall have been received by the Secretary at least forty-five days prior to the meeting at which it is to be considered.

GUIDELINES FOR THE
ORGANIZATION OF STUDENT REPRESENTATIVES
ADOPTED AT THE COUNCIL OF DEANS MEETING
May 20, 1971

This document indicates those matters mandated by the Association Bylaws in italics and those adopted as Guidelines in roman.

ORGANIZATION

There shall be an Organization of Student Representatives which shall be related to the Council of Deans and which shall operate in a manner consistent with the Rules and Regulations approved by the Council of Deans. (Part III.)

COMPOSITION

The OSR shall be comprised of one representative from each Institutional Member and Provisional Member of the COD, chosen from the student body of each such member. (Part III.)

SELECTION

A medical student representative from each participating Institutional Member and Provisional Member of the COD shall be selected by a process which will facilitate representative student input and be appropriate to the governance of the institution. The dean of each participating institution shall file a description of the process of selection with the Chairman of the COD and shall certify to him annually the name of the student so selected.

MEETINGS

Annual Meeting The OSR shall meet at least once a year at the time and place of the COD Annual Meeting in conjunction with said meeting. (Part III.)

To facilitate the smooth working of the organizational interrelationships, the above shall be interpreted to require that the Annual Meeting of the OSR be held during the period of the Association's Annual Meeting, not simultaneously with the COD meeting. This meeting will be scheduled in advance of the COD meeting at a time which will permit the attendance of interested or designated deans.

ACTIVITIES

The OSR will:

- Elect a Chairman and a Chairman-Elect.
- Recommend to the COD the Organization's representatives to the Assembly. (10% of OSR Membership)
- Recommend student members of appropriate committees of the Association.
- Consider other matters of particular interest to the students of Institutional Members.
- Report all actions taken and recommendations made to the Chairman of the COD. (Part III.)

RELATIONSHIP TO COD

The Chairman and Chairman-Elect of the OSR are invited to attend the COD meetings to make such reports as requested of them by the COD Chairman, to act as resource persons to express the concerns of students when invited, and to inform themselves of the concerns of the deans.

RELATIONSHIP TO THE EXECUTIVE COUNCIL

The Chairman of the OSR shall be an ex officio member of the Executive Council with voting rights. (Part IV, Sec. 2)

RELATIONSHIP TO THE ASSEMBLY

The Institutional Members and Provisional Institutional Members that have admitted their first class shall be represented in the Assembly by the members of the COD and a number of the OSR equivalent to 10 percent of the members of the Association having representatives in the OSR.

Each such representative (to the Assembly) shall have the privilege of the floor in all discussions and shall be entitled to vote at all meetings. (Part IV. Sec.4)

The Chairman of the Assembly may accept the written statement of the Chairman of the COD reporting the names of individuals who will vote in the Assembly as representatives chosen by the OSR. (Part IV. Sec. 3)

COMMITTEES

One representative of the OSR to the Assembly shall be appointed by the Chairman of the Assembly to sit on the Resolutions Committee. (Part VII. Sec.1)

The Chairman of the COD will nominate student members to appropriate committees of the Association upon receipt of the recommendations of the OSR.

RULES AND REGULATIONS

The OSR shall draw up a set of Rules and Regulations, consistent with these guidelines and the Bylaws of the AAMC, governing its internal organization and procedures. The Rules and Regulations shall be consonant with the goals and objectives of the COD.

The initial meeting of the OSR shall be organized by the Committee chosen at the October, 1970, meeting of the Association to carry forward the formation of the OSR and shall be chaired by the Chairman of that group.

FINANCES

At its May 20 meeting, the COD voted to recommend to the Executive Council that the finances of the OSR be handled in the following manner:

- The Association will meet the cost of the travel required for authorized student participation in Association committee activities, i.e., Executive Council, Administrative Board, and designated committee meetings.
- Staffing expenses will be allocated by the President by administrative action.
- Other costs associated with student participation will be individually arranged at the institutional level.
- The participating institutions shall incur no additional institutional assessment to the Association upon the initiation of this proposal. Expenses incurred by the Association in support of this organization will be met within currently budgeted funds or from appropriate external sources.

RULES AND REGULATIONS OF THE
ORGANIZATION OF STUDENT REPRESENTATIVES*

THE ASSOCIATION OF AMERICAN MEDICAL COLLEGES

ADOPTED BY THE ORGANIZATION OF STUDENT REPRESENTATIVES
October 28, 1971

APPROVED BY THE COUNCIL OF DEANS
October 29, 1971

The Organization of Student Representatives was established with the adoption of the Association of American Medical Colleges Bylaw Revisions of February 13, 1971.

Section 1. Name

The name of the organization shall be the Organization of Student Representatives of the Association of American Medical Colleges.

Section 2. Purpose

The purpose of this Organization shall be 1.) to provide a means by which medical student views on matters of concern to the Association may find expression; 2.) to provide a mechanism for medical student participation in the governance of the affairs of the Association; 3.) to provide a mechanism for the interchange of ideas and perceptions among medical students and between them and others concerned with medical education; and 4) to provide a vehicle for the student members' action on issues and ideas that affect the multi-faceted aspects of health care.

Section 3. Membership

A. Members of the Organization of Student Representatives shall be ~~medical students-representing institutions-with membership-on the Council of Deans~~ *selected-representatives designated in accordance with the AAMC Bylaws by each institutional member that is a member of the Council of Deans, selected from the student body of each such member by a process appropriate to the governance of that institution. The selection should facilitate representative student input. Each such member must be certified by the dean of the institution to the Chairman of the Council of Deans.*

B. Each member of the Organization of Student Representatives shall be entitled to cast one vote at meetings of the Organization, *provided that only one representative of each institutional member may vote.*

C. Each school shall choose the term of office of its Organization of Student Representatives member in its own manner.

D. Each institution having a member of the Organization of Student Representatives may select one or more alternate members, who may attend meetings of the Organization but may not vote. The selection of an alternate member should facilitate representative student input.

Section 4. Officers and Administrative Board

A. The officers of the Organization of Student Representatives shall be as follows:

1. The Chairperson, whose duties it shall be to (a) preside at all meetings of the Organization, (b) coordinate the affairs of the Organization, in cooperation with staff of the Association; (c) serve as ex officio member of all committees of the Organization; (d) communicate all actions and recommendations adopted by the Organization of Student Representatives to the Chairman of the Council of Deans; and (e) represent the Organization on the Executive Council of the Association.

2. The Vice-Chairperson, whose duties it shall be to preside or otherwise serve in the absence of the Chairperson.

3. Four Regional Chairpersons, one from each of the four regions, which shall be congruent with the regions of the Council of Deans.

4. Representatives-at-large elected by the membership in a number sufficient to bring the number of seats members on the Administrative Board to ten or to a total equal to ten percent of the Organization of Student Representatives membership, whichever is greater.

B. Officers shall be elected at each annual meeting of the Organization and shall assume office at the conclusion of the annual meeting of the Association. Regional Chairpersons shall be elected by regional caucus. The term of office of all officers shall be one year. *Each officer must be a member of the Organization of Student Representatives throughout his/her entire term of office, and no two officers may be representatives of the same institutional member. Any officer who ceases to be a member of the Organization must resign from the Administrative Board at that time. Vacant positions on the Administrative Board shall remain unfilled until the annual meeting, except as provided for in Section 6.*

C. Officers shall be elected by majority vote, and the voting shall be by ballot.

D. *Presence at the Annual Meeting shall be a requisite for eligibility for election to office. At the time of election, each candidate for office must be a member of the Organization of Student Representatives or must have been designated to become a member of the OSR at the conclusion of the annual meeting. In addition, each candidate for office must be an undergraduate medical student at the time of election. The Chairperson shall in addition have attended a previous meeting of the Organization, except in the event that no one satisfying this condition seeks the office of Chairperson, in which case this additional criterion shall be waived.*

E. Nomination for office may take place by two procedures: (1) submitting the name and curriculum vitae of the nominee to the Association thirty days in advance of the annual meeting or (2) from the floor at the annual meeting, a seconding motion being required for each nomination so made.

F. There shall be an Administrative Board composed of the Chairperson, the Vice-Chairperson, the Regional Chairpersons, the Representatives-at-Large, and *as a non-voting member*, the immediate past Chairperson of the Organization.

G. The Administrative Board shall be the executive committee to manage the affairs of the Organization of Student Representatives and to take any necessary interim action on behalf of the Organization that is required. It shall also serve as the Organization of Student Representatives Committee on Committees and Committee on Resolutions.

Section 5. Representation on the AAMC Assembly

The Organization of Student Representatives is authorized a number of seats on the AAMC Assembly equal to 10 percent of the Organization of Student Representatives membership, the number of seats to be determined annually. Representatives of the Organization of Student Representatives to the Assembly shall *have the prior approval of the Council of Deans, shall include only current, official OSR members and shall* be determined according to the following priority:

- 1) The Chairperson of the Organization of Student Representatives;
- 2) The Vice-Chairperson of the Organization of Student Representatives;
- 3) Other members of the Administrative Board of the Organization, in order of ranking designated by the Chairperson if necessary.
- 4) *Other members of the Organization designated by the Chairperson as necessary.*

Section 6. Succession

If the Chairperson of the Organization is for any reason unable to complete the term of office, the Vice-Chairperson shall assume the position of Chairperson for the remainder of the term. Further succession to the office of Chairperson, if necessary, shall be determined by a vote of the remaining members of the Administrative Board.

Section 7. Meetings, Quorums, and Parliamentary Procedure

A. Regular meetings of the Organization of Student Representatives shall be held in conjunction with the AAMC Annual Meeting.

B. Special meetings may be called by the Chairperson upon majority vote of the Administrative Board provided there be given at least 30 days notice to each member of the Organization.

C. Regional meetings, with the approval of the Association, may be held between annual meetings.

D. A simple majority of the voting members shall constitute a quorum at regular meetings, special meetings, regional meetings, and Administrative Board meetings.

E. Formal actions may result by two mechanisms: (1) by a majority of those

present and voting at meetings at which a quorum is present and (2) when ~~three~~ *four* of four regional meetings have passed an identical motion by a majority of those present and voting.

F. All official members have the privilege of the floor at regular meetings, special meetings, regional meetings, and Administrative Board meetings. The Chairperson of each meeting may at his or her discretion extend this privilege to others in attendance.

G. Resolutions for consideration at any meeting of the Organization, including regional meetings, must be submitted to the Association thirty days in advance of the meeting. This rule may be waived for a particular resolution by a two-thirds vote of those present and voting at the meeting.

H. The minutes of regular meetings and Administrative Board meetings shall be taken and within thirty days distributed to members of the Organization.

I. Where parliamentary procedure is at issue, Roberts Rules of Order (latest edition) shall prevail, except where in conflict with Association Bylaws.

J. All Organization of Student Representatives meetings shall be open unless an executive session is announced by the Chairperson.

Section 8. Students Serving on AAMC Committees

Students serving on AAMC Committees should keep the Chairperson informed of their activities.

Section 9. Operation and Relationships

A. The Organization of Student Representatives shall report to the Council of Deans of the AAMC and shall be represented on the Executive Council of the AAMC by the Chairperson of the Organization of Student Representatives.

B. Creation of standing committees and any major actions shall be subject to review and approval by the Chairman of the Council of Deans of the AAMC.

Section 10. Amendment of Rules and Regulations

These Rules and Regulations may be altered, repealed, or amended, by a two-thirds vote of the voting members present and voting at any annual meeting of the membership of the Organization of Student Representatives for which 30 days prior written notice of the Rules and Regulations change has been given to each member of the Organization of Student Representatives.

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The portions in standard type represent the current Rules and Regulations which have been adopted by the Organization and approved by the Council of Deans. Deletions and additions (in italics) have been approved by the OSR Administrative Board and will be considered by the entire OSR at the Annual Meeting in November.

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