

2016-2017

American Osteopathic  
Academy of Addiction  
Medicine



# STUDENT CHAPTER GUIDE

## **Welcome**

On behalf of the Board of Directors of the national Student Chapter of the American Osteopathic Academy of Addiction Medicine (AOAAM), we welcome you to the field of addiction medicine. This exciting and cutting edge profession is proud of its Student Members and encourages each Chapter and its members to actively participate in our specialty college.

## **Purpose**

We at the AOAAM are aware that each College of Osteopathic Medicine is unique and the student bodies of these schools are varying interests and needs. However, while we strive to maintain the unique qualities of the students and their chapters, we also need to provide uniformity in the chapters. This handbook serves to guide new chapters to meet the basic requirements of the national organization and to assist established chapters maintain consistency as their leadership and constituency changes.

As leaders in your AOAAM affiliate chapter, it is important you become familiar with the operation of the national chapter. This is important to allow your local chapter to more effectively work with your peer organizations.

The national Student Chapter has aligned its goals with those of the American Osteopathic Academy of Addiction Medicine (AOAAM). These goals are to:

- Develop and deliver knowledge
- Involve Members at All Levels of Practice
- Enhance awareness of the Academy and Addiction Medicine
- Advocate for the patient, members and the Academy
- Maintain a powerful national College

As local leaders it is your responsibility to build upon these goals as you establish and guide your local AOAAM-SC chapter.

To become and maintain your national recognition as the local Addiction Medicine Club, each chapter must document compliance and completion of each area listed below. New chapters must submit the following information prior to receiving recognition as an approved national Student Chapter and the Board of Trustees of AOAAM. Established Chapters must furnish this documentation annually. Failure to submit required documentation will lead to discontinuation of your charter with the national organization. Please refer to the Chapter Worksheet to aid the Local Addiction Medicine Club's organization and tracking of these tasks.

## **Initial Recognition**

Colleges of Osteopathic Medicine (COM) may establish one addiction medicine club. COMs with multiple or branch campuses may establish local chapters at each site. At no time may two competing chapters exist as recognized AOAAM Student Chapters on any one campus. Each individual chapter must file the following documentation to the AOAAM National Offices prior to recognition:

1. Letter of Support of COM, signed by the Dean of the College.
2. Official Name (AOAAM - SC of COM)
3. Bylaws for Individual Chapter (for approval by AOAAM)
4. Named Formation of Board
5. Dues Structure (if applicable)
6. Name of the College Officer charged with receipt of reimbursement or receipt of notifications

## Maintenance of Recognition

The AOAAM would like to encourage not only national participation but enhance further development of local clubs.

To maintain an active chapter, each established local Student Chapter of AOAAM must actively participate in the national chapter. Presidents and/or officers must ensure the following activities are completed annually:

1. Attendance on the 4<sup>th</sup> quarter president's conference call by one or more officers
2. Host at least three (3) conference calls, Skyped® or in-person visits from an AOAAM Board Member
3. Conduct one (1) community service or outreach activity
4. Hold a minimum of four (4) AM Club meetings (this includes labs, lectures, and gatherings)

As local leaders it is your responsibility to lead your local AOAAM-SC to become an interested and take an active role in the AOAAM-SC. As such, your active involvement in national events, meetings and conference calls is **imperative**. Active participation by local members leads to growth and development of the national AOAAM-SC and brings a plethora of ideas, leadership styles and depth to it. We can't do this alone, and your participation and interest will assist in a way that is far greater than any one chapter or individual can achieve.

Documentation of local chapter activities must be presented to the Board of the National Student Chapter of AOAAM annually by an elected representative of the local Student Chapter.

## Chapter Worksheet

Each task must be properly documented and submitted to the national AOAAM office by **May 31<sup>st</sup> annually**.

**To maintain a charter of the AOAAM each individual chapter must complete the follow REQUIRED tasks per year:**

1. Attend the 4<sup>th</sup> quarter president's conference call
2. Host at least three (3) conference call, Skyped® or in-person visit from an AOAAM Board Member
3. Conduct one (1) community service or outreach activity
4. Hold a minimum of four (4) AOAAM Club meetings (this includes labs, lectures, and gatherings)
5. Submit the names and contact information of all club members at the beginning of the academic year (September)

**The following activities are ENCOURAGED:**

1. Attending the 4<sup>th</sup> quarter presidents conference call
2. Additional Board Member conference calls or visits
3. Additional labs, lectures, or gatherings
4. Fundraising activity for local AOAAM Club funds
5. Participation in Forum posts and video competitions
6. Attendance at OMED conference (AOAAM sessions) by at least one (1) representative elected or named by the student chapter membership
7. Additional events that may not be listed for points that you would like to be considered. Events and activities that fall into this category will be submitted to the AOAAM-SC Board and voted upon.