

**Alpha Omega Alpha  
Delta Chapter of the University of Missouri - Kansas City  
Revised March 31, 2009**

Article I - ORGANIZATION

The chapter of the Alpha Omega Alpha Honor Medical Society at the University of Missouri - Kansas City shall be called the Delta Chapter of Missouri (AOA).

Article II - GOVERNANCE

All articles and bylaws of the constitution of the Alpha Omega Alpha Honor Medical Society shall be enforced. No local chapter bylaws shall contradict nor change any of the existing rules or purposes set forth by the constitution. The AOA administrative assistant will report to the School of Medicine Office of Student Affairs. This office will also track the appointment dates of the faculty officers and other administrative matters.

Article III - MEMBERSHIP & SELECTION

Section 1: medical students

As set forth in the national constitution, the total number of student members elected for a given year shall not exceed one-sixth of the total number of students expected to graduate in the class (less than 1/6 may be selected if that is felt to be appropriate by voting members).

By approximately the middle of February of any given year, the Medical School Council on Evaluation Office shall have sent the Delta Chapter a list of the top 25% of students in the year 5 class. The chapter will subsequently notify these students and invite them to submit a CV and other requested material. This qualifies those students so named of their *qualification* to be *considered* for AOA membership (qualification does not ensure selection). For purposes of the Delta chapter, a year 5 student is defined as a student member of the class expected to graduate between June 1 of a given year, and May 31 of the following year (e.g., June 1, 2007 and May 31, 2008). The Council on Evaluation will use the criteria for Latin honors qualification to the extent that they apply to a 5<sup>th</sup> year student, and the list of the top 25% of students will be prepared by them and forwarded to AOA officials in the Delta Chapter. Students will not be penalized for not having had a clinical rotation. At a maximum, a student shall be assessed only once as a

junior student for junior AOA, and possibly twice as a senior student for senior AOA (once in the fall, and if not elected yet remaining in the top 25%, again in the spring, when two additional seniors may be selected).

The Associate Dean for Student Affairs shall oversee objective identification of potential applicants based on the criteria for the Latin honors awards, and will approve the final list. When a student believes he or she is within the top 25% on the basis of GPA, but was excluded by Council of Evaluation because of a professionalism problem or any other issue, the student must direct any questions or appeals directly to the Council on Evaluation, not to AOA. Appeals regarding AOA selection will be heard by the AOA faculty officers: no appeal to the Dean is permitted. Appeals regarding the top 25% identification process may be heard by the Associate Dean for Student Affairs. The Associate Dean for Student Affairs will decide whether an appeal is appropriate on a case by case basis.

For the Delta Chapter, no more than four students shall be elected by March 31. These four students shall be called the junior AOA members, and shall be the group from which the student officers shall be drawn.

The remainder of AOA members (remainder equals 1/6 of the class minus 4) shall be selected and notified as soon as possible after the chapter receives the late summer assessment listing the current top 25% of students (the process of identifying students classified as residing within the top 25% of the class will be repeated at this time). This second pass should include names of the junior students already selected so that the Delta chapter will remain within the boundaries of no more than 25% of the class being identified.

Within the letter to potential medical student candidates shall be described guidelines for potential membership. Objective criteria include: 1) rank within the class by cumulative GPA, 2) rank within the class by number of honors received, for Clinical Skills, Preceptorship, Behavioral Science, Years 4, 5 and 6 (if available) Docent Rotation, Years 4, 5, and 6 (if available) clinic, Psychiatry, Obstetrics and Gynecology, Surgery, Year V Pediatrics, Community and Family Medicine, Emergency Medicine, CUES course, and finally 3) a combination ranking of GPA rank and number of honors rank. In accordance with the national constitution, scholastic achievement should be the primary but not sole basis for election of a student. Leadership capabilities, ethical standards, fairness in dealing with colleagues, potential for achievement in medicine, integrity, compassion, professionalism, conscientiousness, and a record of service to the school and

community at large should be criteria considered in addition to the academic record.

It shall also be a requirement for the candidate to submit a curriculum vitae documenting accomplishments and awards. The curriculum vitae should not include USMLE or class scores, or *GPA*. Along with the curriculum vitae and a release form allowing access to their school records, candidates should submit to the AOA office the name of a faculty member willing to write a letter of recommendation for the candidate. This faculty member need not be an AOA member. The AOA office shall directly contact this faculty member directly with instructions for the suggested content of the letter of recommendation (e.g., omission of *GPA*, Step 1 scores).

The curriculum vitae, release of records form, and name of faculty sponsor (who will write the letter of recommendation) shall be submitted to the Alpha Omega Alpha office by the date specified in the invitation letter.

AOA members shall have access to applicants' curriculum vitae and letters of recommendation but not USMLE scores, *GPA's* or rotation grades (with the exception of the faculty AOA officers, who shall have access to this information, the confidentiality of which will be protected). These files shall be made available in a central location for viewing no less than two weeks (14 days) prior to the selection meeting. The place and time of viewing shall be made known to all AOA members. The availability of this information ensures all voting members will have time to make thoughtful decisions. Members shall be required to sign acknowledging that they have viewed the student files. Any discussion or ranking of the candidates shall occur at the selection meetings. However, in keeping with applicant confidentiality, at no time shall a specific candidate be linked with USMLE scores, *GPA's* or rotation grades during these meetings.

Each nominee shall be discussed individually among the members with the comments limited to the individual's academic excellence, fairness in dealing with others, leadership potential, compassion, integrity and the other factors listed above. After full review, each voting member present at the meeting shall submit a list of their choices for membership which must not exceed the number of available slots. This list shall not be considered ranked. The students receiving the highest number of votes shall be selected as new members and must be notified in writing by the deadlines previously described. In case of a tie, or unusual circumstances, the Chapter can open further records by popular vote. If

individuals are tied, they shall be voted upon until a decision is made. Any discussion either positive or negative pertaining to nominees must be considered highly confidential and private and shall not be repeated, discussed or quoted outside the AOA meeting. Transmission of any comment or comments made in an AOA meeting about a candidate shall constitute justification to send the violator or violators to the School of Medicine Honor council for their consideration and action.

### Section 2: Faculty

Nominees for the faculty membership positions shall be solicited from present members of the AOA chapter by letter and e-mail sent by November 1. For nomination, a current curriculum vitae and letter of support written by the member instituting the nomination must be submitted. To be eligible, the faculty member must have been associated with the institution as a faculty member for no less than ten years, hold an earned doctoral degree (MD, PhD, or equivalent), and have demonstrated a strong commitment to scholarly excellence, medical education, service, and leadership. The nominee should be an excellent, unique, and archetypical faculty member according to the highest standards. The curriculum vitae and letters of recommendation shall be discussed at the meeting occurring no later than March 31 with the members deciding by majority vote. The Chapter may elect a maximum of one faculty to membership per year.

### Section 3: Alumni

Nominations for alumni membership to the AOA chapter shall be discussed at the meeting occurring no later than March 31. To be considered, the alumni recipient must have graduated no less than ten years previously. An invitation to consent for AOA consideration shall be sent by November 1<sup>st</sup> to all eligible alumni. Interested alumni should submit a current curriculum vitae and a letter of self-nomination, or they may nominate a qualified colleague. This information shall be sent to a nominating committee consisting of at least two faculty members and three student members, one of whom must be an AOA officer. The nominating committee shall select a maximum of 4 individuals from this pool of respondents and place their names in nomination for consideration at the meeting occurring no later than March 31. The materials gathered on these nominees shall be reviewed at the meeting occurring no later than March 31 with the members present choosing up to two new alumni members per year by majority vote.

#### Section 4: Housestaff and fellows

A letter shall be sent to the Graduate Medical Education Office each year no later than November 1. The GME office shall then notify the department heads of Obstetrics /Gynecology, Medicine, Emergency Medicine, Orthopedics, Ophthalmology, Radiology, Pathology, Surgery, Psychiatry, Family Medicine, Pediatrics, and Anesthesiology soliciting housestaff AOA nominations. Fellowship directors shall be notified as well. Nomination considerations should include academic and service performance during residency or fellowship, commitment and dedication toward teaching students and peers, quality research productivity, volunteerism, and a high degree of professional performance. The nominee should be an excellent and unique representative of the profession according to the highest standards. The nominees need not be United States graduates, and qualified osteopathic physicians are eligible as well as allopathic physicians. The nominee must have completed at least one year in our program. The resultant letters of recommendation and current curriculum vitas shall be reviewed prior to the meeting occurring no later than March 31 with the members electing a maximum of three housestaff or fellows combined on that date. In accordance with ACGME, chief residents who have completed all their required training will no longer be considered residents, but instead be in the alumni category. Chief residents such as those in Emergency Medicine and General Surgery who have not yet completed their training requirements will still be considered residents.

#### Article IV - ANNUAL BANQUET

At the annual AOA banquet, which shall be held in April or May, the new junior AOA members, housestaff, alumni, and faculty are to be recognized along with the graduating Year VI members. This banquet shall be the setting for the annual AOA noon conference speaker provided for by the Society Constitution.

#### Article V - MEETINGS

Section 1: The Delta Chapter shall hold a minimum of two general meetings per year, one no later than March 31 for election of Junior AOA, housestaff, alumni, and faculty members, and another meeting for senior student AOA selection to occur as soon as possible after the chapter receives the late summer assessment listing the current top 25% of students. Additional meetings may be called as needed by the student President or faculty Councilor.

Section 2: Notification by letter and e-mail of every general meeting shall be sent to the following people: all student members, all housestaff members, all members who are University of Missouri-Kansas City School of Medicine full-time faculty, including active faculty of Truman Medical Centers, Children's Mercy Hospital, Saint Luke's Hospital and Western Missouri Mental Health Center. All members associated with the Delta Chapter shall be sent notifications of the annual banquet. A Delta Chapter AOA listserv shall be created and maintained by the AOA faculty officers.

#### Article VI - STUDENT OFFICERS

The four Junior AOA members elected during Year V at the meeting occurring no later than March 31 shall serve as AOA officers. They shall designate themselves to one of the following four offices: President, Vice-President, Secretary, and Treasurer/MSAC Representative. This MSAC Representative shall be responsible for attending monthly MSAC meeting and reporting on AOA activities.

#### Article VII - CERTIFICATES

In accordance with the directive from the National office (dated January 2, 2008) each newly elected nominee must register and pay his or her own dues for the first year online at [www.alphaomegalpha.org](http://www.alphaomegalpha.org). Should a nominee opt not to register, he or she will lose their opportunity, and their place may be awarded to another deserving person.

#### Article VIII - PROJECTS

There are no specific projects outside of the annual banquet that the chapter is obligated to perform. However, projects designed to educate and/or perform a service for the entire student body or community are strongly encouraged.

#### Article IX - VOTING

A quorum of members for general meetings and amending the bylaws shall consist of members present. A majority vote (at least one more vote than half of the members voting) is required to pass a motion. Absentee voting will be supported via telephone, e-mail, or in writing, but such votes must be received by the starting time of the relevant meeting so that a count can be made and the result announced at the meeting. Senior students elected but not yet inducted shall be considered voting members.

## Article X - BYLAW CHANGES

Ratification of bylaws shall require a two-thirds vote in support of members present.

## Article XI - BYLAW AMENDMENTS

Amendments to the bylaws may be made at any time. This shall require a statement written to the President proposing the amendment. The amendment must be passed by a two-thirds majority of a quorum, which consists of members present.

## Article XII - FACULTY OFFICERS AND LEADERSHIP

The Faculty officers include the Chapter Councilor and the Secretary-Treasurer, each of whom must be a member of the Faculty and of the Society. These members shall be appointed by the Dean of the School of Medicine on the recommendation of the Chapter to serve for three-year terms. They may be reappointed to successive three-year terms. They will each be responsible to the Faculty and to the officers of the Society for the operation and well-being of the Delta chapter.

## Article XII - AGREEMENT OF COMPLIANCE WITH THE FOLLOWING MANDATORY STATEMENTS OF THE UNIVERSITY OF MISSOURI SYSTEM (DATED FEBRUARY, 2007).

Section 1: Membership decisions shall not be made on the basis of race, color, creed, sex, sexual orientation, age, national origin, disability, or Vietnam era veteran's status.

Section 2: Officers of this organization must be chosen in an election format open to all current members. Every effort will be made to notify all members of said election and, further, to reasonably accommodate the needs of all members desiring to participate.

Section 3: Officers must meet minimum eligibility requirements, including a cumulative GPA of 2.5 and six credit hours of current enrollment, and must not be on student conduct disciplinary or honor code probation. The requirement to be enrolled in six credit hours will be waived for Doctoral students who have completed their formal degree course work, have passed their comprehensive or

matriculation examination, and are continuously enrolled in at least one hour of research in the Fall and Winter semesters.

Section 4: A qualified UMKC faculty or staff member must be selected by the membership as an advisor.

Section 5: The books of account shall be kept up-to-date and open to the inspection of the University auditor.

Section 6: Hazing is strictly prohibited in the State of Missouri and by the University. Hazing is defined as any willful act, occurring on or off the campus of an educational institution, directed against a student or a prospective member of an organization operating under the sanction of an educational institution, that recklessly endangers the mental or physical health or safety of a student or prospective member for the purpose of initiation or admission into or continued membership in any such organization. Acts of hazing include, but are not limited to:

- Any activity that recklessly endangers the physical health or safety of the student or prospective member, including but not limited to physical brutality, whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance
- Any activity that endangers the mental health of the student or prospective member, including but not limited to sleep deprivation, physical confinement, or other extreme stress inducing activity.
- Any activity that requires the student or prospective member to perform a duty or task which involves a violation of the criminal laws of this state or any political subdivision in this state.
- Hazing is a class C Felony.

Section 6: It is further understood that if this organization desires at any time in the future to change in any way the provisions of this constitution, that before such action is taken, the organization will submit for approval to the Student Government Association and the Student Life Office every detail of the desired changes to be made.

There are no local dues, but membership requires dues to be paid to the national office. Article XII compiled 1/28/10 by John Foxworth, PharmD, Professor, School of Medicine, and councilor, Delta Chapter of AOA.

Reference:

<http://www.alphaomegaalpha.org/AOAmain.htm> (last accessed 6/28/06)

passed by unanimous vote of the Delta Chapter 7-26-06. Bylaws amended by unanimous vote 9-25-07, and 3-24-09.

John Foxworth, PharmD

Appendix I.

*Statement of agreement with fairness and confidentiality policies of the Delta Chapter, AOA, UMKC School of Medicine*

From Delta Chapter Bylaws, Section I, Article III.

***Selection criteria***

"In accordance with the national constitution, scholastic achievement should be the primary but not sole basis for election of a student. Leadership capabilities, ethical standards, fairness in dealing with colleagues, potential for achievement in medicine, integrity, compassion, professionalism, conscientiousness, and a record of service to the school and community at large should be criteria considered in addition to the academic record."

"Each nominee shall be discussed individually among the members with the comments limited to the individual's academic excellence, fairness in dealing with others, leadership potential, compassion, integrity and the other factors listed above."

***Confidentiality***

Any discussion either positive or negative pertaining to nominees must be considered highly confidential and private and shall not be repeated, discussed or quoted outside the AOA meeting except when appropriate, necessary, and secure discussion takes place between members (such as between the faculty officers). Transmission of any comment or comments made in an AOA meeting about a candidate shall constitute justification to send the violator or violators to the School of Medicine Honor council for their consideration and action (if student) or through the Faculty Professionalism Policy (if faculty).

I, \_\_\_\_\_ (please print name) have read and agree with the above and by my signature below, certify that I will act in accordance with these principles and concepts.

Signature \_\_\_\_\_



