



# Obtaining and Maintaining a National Pre-SOMA Charter

Congrats! You're well on your way to starting your own Pre-SOMA Chapter! While it seems like there is a lot of paperwork to be completed in this application, it really serves a few purposes. The first is to make sure you understand what it means to have a Pre-SOMA chapter on campus and that you are starting off on the right foot. Finally, we need to make sure that your school is behind you in order to ensure you have access to all the right resources to make your chapter successful.

## The Charter Application in Summary (Use as a checklist!):

1. Signed copy of this form (Obtaining and Maintaining a National Pre-SOMA Charter)
  2. Copy of the National Pre-SOMA Constitution, signed by local chapter president and one additional officer.
  3. Completed Chapter Info Sheet
  4. "Verification of Student Organization Status" signed by a student activities representative at your university
- Finally, within 6 months, create and submit a copy of your chapter's constitution if it is different than National.

All of the mentioned documents can either be scanned and e-mailed to [presoma@studentdo.org](mailto:presoma@studentdo.org) or mailed to the National Pre-SOMA Office:

National SOMA  
Attn: Pre-SOMA  
142 E. Ontario St.  
Chicago, IL 60611

## Once the Application is Complete:

1. Maintaining a National Pre-SOMA charter will require that an **1) Officer Update Form and 2) End of Year Report be submitted each summer by June 15<sup>th</sup>** **3) End-of-Fall Reports are due by January 15<sup>th</sup>** for Fall semester, and **4) List of Planned Activities must be submitted by September 25<sup>th</sup>**, for established chapters to [presoma@studentdo.org](mailto:presoma@studentdo.org) (new chapters may submit at time of application). An updated membership list should be included with each of the other required documents in order to track membership growth and decline.
2. Failure to comply by the above requirements will result in the local Pre-SOMA chapter losing its recognition by the American Osteopathic Association, the Student Osteopathic Medical Association, and National Pre-SOMA. If requirements to maintain the charter are not met, the local charter will be revoked for 1 academic year, and the local chapter may reapply for a charter the following academic year. In extenuating circumstances, please contact the National Pre-SOMA Directors and the team will work with the local chapter officers to maintain the charter.

I have read and agree to the above statements and would like to apply for a Pre-SOMA Charter

at \_\_\_\_\_ College/University.

President

Date

Officer

Date



# Pre-SOMA

## Chapter

### Contact Information

**Permanent Contact Person (Advisor or Administrator):** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Advisor Email:** \_\_\_\_\_

**Chapter Email (cannot be personal email):** \_\_\_\_\_

**Mailing Address for Official Pre-SOMA deliveries:**

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#### **Current Officer Team:**

Name	Position	Term	E-mail
Example: John Doe	President	10/2017-10/2018	John.doe@jd.edu

\*Please use the pasted excel fields above to list all current national officers



## Pre-SOMA Membership List

(Submit to National with each required form throughout the year)

All Pre-SOMA Members must register on our national website.

Pre-SOMA Chapter	
Date	

### **Member Name**

Please indicate officers with an asterisk by their name\*

**E-mail**

**Expected Date of Graduation**

(Utilize Additional pages if necessary)



## Pre-SOMA Planned Activities

Year	
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Pre-SOMA Chapter	
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Please include general meetings and all other activities planned for the coming year. Please indicate your budget for each event.

Date (tentative OK)	Activity	Cost (Estimate)

(please utilize additional pages if necessary)

Form Submitted By:	Date:
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## Pre-SOMA

### Verification of Student Organization Status

#### The Charter Application Process for National Pre-SOMA:

1. Print a copy of the National Pre-SOMA Constitution and affix a signature of the local chapter president and one additional officer. Mail it to the National Pre-SOMA Office.
2. Include a current membership list in the mailing. Also include a list of planned activities for the academic year in the mailing.
3. Include a signed copy of the "Obtaining and Maintaining a National Pre-SOMA Charter" document.
4. Include a signed copy of this "Verification of Student Organization Status" document.
5. Draft and submit a chapter constitution to National Pre-SOMA within 6 months of the original request for national recognition.

**The student holding this form is a member of the National Pre-Student Osteopathic Medical Association, and is applying to have his or her local chapter recognized by the National Pre-SOMA Organization.**

**As a representative of this student's college or university office of student organizations or student affairs, I hereby confirm that the student has completed all paperwork necessary to have his or her Pre-SOMA organization recognized as an official organization of this college or university.**

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**Signature**

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**Title**



## Pre-Student Osteopathic Medical Association

### Article I. Name

The name of this organization shall be Pre-Student Osteopathic Medical Association, here forth referred to as Pre-SOMA.

### Article II. Purpose

The purpose of Pre-SOMA is to promote and inform the public about osteopathic medical education, to increase the number of applicants to osteopathic medical schools, and to prepare our members for entrance into colleges of Osteopathic Medicine.

### Article III. Membership

1. National membership to Pre-SOMA shall be open to any person currently in, or has completed, an accredited high school, undergraduate college or university program and/or in the preparation process for applying to osteopathic medical school.

2. It is possible to collect dues as a requirement for National Pre-SOMA membership if Student Osteopathic Medical Association national treasury requires such dues.

3. All Pre-SOMA chapters must complete all necessary forms in order to be recognized by National Pre-SOMA.

4. Requirement for local Pre-SOMA dues will be left to the discretion of the founding and or executive board of individual local chapters.

a. Dues collected by local Pre-SOMA chapters should be kept in a university or college-approved bank account and use of these funds should abide by all university or college rules and regulations.

b. Fund usage for Pre-SOMA monies should be in keeping with the purpose of Pre-SOMA and should be used only for projects or activities which promote the purpose and are deemed to support the members of the local organization in their pursuit to serve the purpose.

c. Requirements for member voting privileges must be stated in the local Pre-SOMA chapter constitution. Voting privilege will be left to the discretion of the local Pre-SOMA chapter. Any membership restrictions must be approved by the student senate or the department of student life at the local Pre-SOMA chapter's school.

1. A quorum must be defined in the constitution. This will clarify and streamline procedures dealing with elections, by-laws, amendments, and ratification. National Pre-SOMA defines quorum to be 2/3, however this number shall be left to the discretion of the local Pre-SOMA chapter.

### Article IV. Organization/Officers

1. The following are recommendations for officer positions in a Pre-SOMA chapter's leadership. A minimum of two officers per chapter is required. Each individual chapter has the right to maintain an executive board consisting of officers as the chapter sees fit, which will be dictated by individual chapter's constitution.



2. The primary duty of the Pre-SOMA president will be to be responsible for the overall success of the organization. The president will also be required when present to: Call to order and preside over meetings, represent the organization outside the group whenever necessary and, fulfill any other duties the group sees fit. It is the president's primary role to see that his or her Pre-SOMA promotes the goals of National Pre-SOMA; that is his or her chapter promotes and informs the public about osteopathic medical education, works to increase the number of applicants to osteopathic medical schools, and works to prepare members for entrance into these schools.

3. The duties of the vice-president will be to perform the duties of the president in the president's absence. Additional duties may include organizing speakers or activities, or overseeing committee groups..

4. The duties of the secretary will be to keep the business records of Pre-SOMA, to conduct its correspondence, and to take minutes at the meetings. Additionally, the secretary is responsible for sending an annual listing of members to National Pre-SOMA, and sending an annual report of activities to National Pre-SOMA.

5. The duties of the Pre-SOMA treasurer will be to administer the financial affairs of the organization. The treasurer, along with the president of the organization under the guidance of a local chapter advisor should open a bank account in an accredited financial institution and utilize this account for financial operation of the local chapter. All collected monies should be deposited into this account and necessary funds should be taken from this account. Local chapters should abide by their college or university's regulations regarding finances of student organizations.

6. The duties of the NLO or national liaison officer will include correspondence with the National Pre-SOMA organization and communication between National and local groups.

7. The local Pre-SOMA chapter may reserve the right to establish officer or committee positions as they see fit. Additionally, officer positions as described above may be altered so long as duties outlined in the above position description are completed by the officer structure of the local organization. Local chapters may reserve the right to conduct elections for officer positions in a manner they see fit, so long as the election process is deemed fair and proper by the participating parties (Please see below clause).

8. The group will choose one or more faculty or staff advisors for the organization and will consult with them on matters of procedure and programs. In the absence of all officers the faculty/staff advisor may function as president pro-tempore. In no circumstances except as stated above, shall the advisor be give voting privileges or direct control of any kind over the disbursement of funds or the direction of the Pre-SOMA chapter.

#### **Article V. Elections**

The local Pre-SOMA chapter shall state in their constitution the manner and timeline in which elections of new officers shall be completed if different than suggested. It is suggested that elections be completed in the spring of a given year, with new officers taking leadership at the beginning of the following school term. The chapter may conduct elections in a manner they see fit, so long as the election process is deemed fair and proper by the participating parties. In no circumstances shall a term of office exceed one calendar year.

#### **Article VI. By-Laws**

By-laws, including rules and procedures used by Pre-SOMA to run its meetings and affairs shall be established at the discretion of the local Pre-SOMA. By -laws need not be approved by National Pre-SOMA, however the procedure by



which they are adopted ( a 2/3 quorum vote) must be specified in the group's constitution. By-laws themselves are not a part of the constitution. By-laws established must not conflict with the previously stated goals of Pre-SOMA.

#### **Article VII. Amendments**

The local Pre-SOMA chapter's constitution may be amended by the procedures outlined in the amendment section of the local constitution. This requires the approval of the school's student senate if required by the local chapter's school and by the Pre-SOMA group itself.

#### **Article VIII. Ratification**

Ratification of the local Pre-SOMA chapter's constitution shall become effective upon a 2/3 quorum vote of the group.

#### **Article IX. Obtaining and Maintaining a National Pre-SOMA Charter**

A. A National Pre-SOMA charter can be obtained by printing a copy of this National Pre-SOMA Constitution, affixing a signature of the local chapter's president and one additional officer, and mailing it to the National Pre-SOMA Office. Additionally, the local Pre-SOMA chapter applying for a charter should include a current membership list and a list of planned activities for the academic year/semester. The mailing should include a signed copy of the "Obtaining and Maintaining a National Pre-SOMA Charter" document and a signed copy of the "Verification of Student Organization Status" document, both available on the Pre-SOMA website. A chapter constitution must be drafted and submitted to National Pre-SOMA within 6 months of the request for recognition as a Pre-SOMA chapter if there are any variations to the National Constitution.

B. Maintaining a National Pre-SOMA charter will require that the local chapter secretary or designee mails an annual Officer Update Form and End of Year Form by June 15<sup>st</sup>, A list of planned activities will be due annually by September 25th, and End-of-Fall Reports are due by January 15<sup>th</sup> for Fall semester to National Pre-SOMA ([presoma@studentdo.org](mailto:presoma@studentdo.org)). An updated membership list should be included with each of the other required documents in order to track membership growth and decline.

C. Each nationally recognized Pre-SOMA member will maintain national membership until matriculation into an osteopathic medical school.

D. Failure to comply by the above requests will result in the local Pre-SOMA chapter not being recognized by the American Osteopathic Association, the Student Osteopathic Medical Association or National Pre-SOMA. If requirements to maintain the charter are not met, the local charter will be revoked for 1 academic year, and the local chapter may reapply for a charter the following academic year. In extenuating circumstances, please contact the National Pre-SOMA Director and this person will work with the local chapter to maintain the charter.

**I agree to run the local Pre-SOMA organization in accordance with the above constitution.**

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President

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Date

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Officer

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Date