

BYLAWS OF THE BROWN-SEQUARD CHAPTER OF THE ALPHA OMEGA ALPHA MEDICAL HONOR SOCIETY

ARTICLE 1 – NAME

The legal name of the organization shall be known as the Brown-Sequard Chapter of the Alpha Omega Alpha Medical Honor Society and shall herein be referred to as “AOA”

ARTICLE 2 – PURPOSE

The general purposes for which this organization has been established are as follows:

- Recognizing high educational achievement
- Honoring gifted teaching
- Encouraging the development of leaders in academia and the community
- Supporting the ideals of humanism
- Promoting service to others.

ARTICLE 3 – OFFICES

The principal office of the chapter shall be that of the AOA councilor, a faculty member of AOA, appointed by the Dean of the VCU School of Medicine to be the faculty advisor to the group. Thus, for the purpose of these Bylaws, the office shall be deemed to be that of the Dean at 1201 E. Marshall Street, 4th Floor, Richmond, Virginia 23298.

ARTICLE 4 – MEMBERSHIP

Members of the chapter shall include all faculty, fellows, residents and students previously elected to AOA, providing they are still an active member with the National AOA Organization.

New members shall be elected to AOA in the following ways:

- **Medical Students: Classes of 2025 and 2026**
 - The top 40% of the class based on class rank are eligible to be elected to AOA. Class rank is calculated based on M3 core clerkship grades.
 - Round One Medical Student Elections
 - After all initial grades have been certified for students at the end of the M3 academic year, Round One of selection will take place using the following formula:
 - Class rank will be calculated and the top 10% of students will be automatically selected for inclusion.

- In the event that more than 10% of the class is tied, the rank will be further broken down by shelf exam score average.
 - The number of students elected using this formula shall not exceed 50% of the maximum amount of students allowed to be elected by the National Organization.
 - Any student with an Incomplete grade shall have their class rank calculated with a pass in that clerkship for this round of elections.
 - Students still making up M3 clerkships or with pending appeals may not be able to have updated grades considered for this round of calculations.
 - Once medical students have been elected, they must register with the National Organization to be recognized as a member of AOA
- Round Two Medical Student Elections
 - Class rank is calculated again as of August 15 (or the nearest date after which is a business day).
 - The top 40% of students will be invited to submit an application detailing their “additional characteristics” (see below).
 - Medical Students in Round Two are elected at the fall meeting of the chapter. This meeting shall include all those students elected in Round One faculty members and resident members of AOA.
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 - Students will be selected in round two using the following formula:
 - $(\text{class rank}) \times 0.75 + (\text{additional characteristics rank}) \times 0.25$
 - The additional characteristics considered include community service, service to the school, leadership, and scholarly activity. These will be presented to the voters in a de-identified manner.
 - Each voter reviews the applications and assigns each characteristic on a scale of 0-10; scholarly activity is 0-5. These scores will be tallied for each student and the student scores will be ranked.
 - The top 10% of students ranked in this way will be elected in this round.
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 - Once medical students have been elected, they must register with the National Organization to be recognized as a member of AOA.
- A grade of Fail or Competency Not Achieved in any course, clerkship, or elective, or a current or past status of probation, renders the student ineligible for election to AOA in either round.

- **Medical Students: Class of 2027 and beyond**
 - The top 40% of the class based on class rank are eligible to be elected to AOA. Class rank is calculated based on M3 core clerkship grades. Round One Medical Student Elections
 - After all initial grades have been certified for students at the end of the M3 academic year, Round One of selection will take place using the following formula:
 - $(0.75 \times \text{class rank}) + (0.25 \times \text{distinction coefficient})$
 - The distinction coefficient will 1.0 for the highest pre-clinical course average, and drop by 0.1 for each percentage below the highest average including but not below 92%. Students who do not achieve distinction in the pre-clinical curriculum will have no distinction coefficient added.
 - The number of students elected using this formula shall not exceed 50% of the maximum amount of students allowed to be elected by the National Organization.
 - Any student with an Incomplete grade shall have their class rank calculated with a pass in that clerkship for this round of elections.
 - Students still making up M3 clerkships or with pending appeals may not be able to have updated grades considered for this round of calculations.
 - Once medical students have been elected, they must register with the National Organization to be recognized as a member of AOA.
 - Round Two Medical Student Elections
 - Class rank is calculated again as of August 15 (or the nearest date after which is a business day).
 - The top 40% of students will be invited to submit an application detailing their “additional characteristics” (see below).
 - Students will be selected in Round Two using the following formula:
 - $(0.75 \times \text{class rank} + 0.25 \times \text{distinction coefficient}) \times 0.75 + (\text{other characteristics rank}) \times 0.25$
 - The additional characteristics considered include community service, service to the school, leadership, and scholarly activity. These will be presented to the voters in a de-identified manner.
 - Each voter reviews the applications and assigns each characteristic on a scale of 0-10; scholarly activity is 0-5. These scores will be tallied for each student and the student scores will be ranked.
 - The top 10% of students ranked in this way will be elected in this round.

- Once medical students have been elected, they must register with the National Organization to be recognized as members of AOA.

A grade of Fail or Competency Not Achieved in any course, clerkship, or elective, or a current or past status of probation renders the student ineligible for election to AOA in either round.

- **House Staff**

- In the winter/early spring, the President and Vice-President shall request that current AOA members nominate new house staff members for AOA. The chapter may elect up to 25 residents per year to the organization. The nominator should submit a letter stating why they believe this person should be inducted to AOA, along with the CV of the person they are nominating. The house staff must not have been elected to AOA previously.
- At the spring meeting of AOA, all student, faculty and house staff members are invited to participate in elections.
- If there are more than 25 residents nominated, there will be an election based on the four characteristics used in the medical student round two election.
- If there are 25 or fewer house staff nominated, then voting will be to accept or not accept the nomination. There will be no ranking based on characteristics.
- The nomination materials are not de-identified.
- Once elected, they must register with the National Organization to be recognized as members of AOA.

- **Faculty**

- The President and Vice-President shall at the same time call for nominations for faculty members to AOA. The chapter may elect up to 5 faculty to AOA each year. The faculty may be clinical or non-clinical faculty but must be full-time faculty of the VCU School of Medicine. The nominators should submit a letter stating why they think this person should be elected to AOA, along with the nominee's CV. The faculty member must not have been elected to AOA previously.
- If there are 5 or fewer nominations, then voting will be to accept or not accept the nomination.
- If there are more than 5 nominations, then each person voting will be asked to pick 5 faculty members. The 5 nominees receiving the most votes shall be elected to AOA. There will be no ranking based on characteristics.

- Once elected, they must register with the National Organization to be recognized as a member of AOA.
 - **Volunteer Clinical Faculty Award**
 - Each year, the President and Vice-President shall take nominations for the Volunteer Clinical Faculty Award. This award is given to a faculty member who is not a full-time faculty member of Virginia Commonwealth University School of Medicine. The purpose of this award is to recognize community preceptors for their contribution to the clinical education of the VCU medical students. The community preceptor receiving the most votes will receive the award.
 - **Alumni Member**
 - The chapter may annually induct up to two alumni members of the VCU SOM to the Brown-Sequard chapter of AOA. Suggestions for members to nominate are accepted from the Dean, the alumni association and faculty AOA members.
 - These members are elected by ranking of the candidates based on their CVs.
- **Voting:** If there are fewer than 25 voters present at any one meeting, the voting packets and slide set will be sent out to the membership to allow for electronic voting. The members are sworn to secrecy with regard to any of these voting materials. Votes are confidential and the identity of the voter is seen only by the chapter coordinator to ensure they are AOA members and thus eligible to vote.

ARTICLE 5 – OFFICERS

Officers and Duties

The officers of the Brown-Sequard chapter of AOA shall include the Councilor, the President and the Vice-President of the organization.

Councilor

The Councilor is appointed by the Dean and can be removed by the Dean at any time that they desire. The qualifications for the post of councilor is that they are active members of the Alpha Omega Alpha Honor Society. The Councilor has to be presented to the National Organization for approval. Duties of the Councilor shall include (but not limited to):

- Oversee yearly elections
- Record keeping of all members elected to AOA
- Enter elected members into the National Database
- Collect yearly chapter dues from faculty members of the chapter for use by the faculty
- Keep informed of happenings at the national level and communicate with the local chapter
- Send yearly report of chapter activities to the National organization
- Be present at all AOA activities

President

- The student members of the organization have an anonymous election to elect one member as President of the organization by simple majority vote.
- The responsibilities of the President shall include:
 - Call meetings of the chapter to set the agenda for the year in terms of fund raisers, activity priorities for the chapter for the year and deciding whether to have a banquet to celebrate their election.
 - Solicit nominations for alumni, faculty and resident elections and for the community preceptor award.
 - Run all meetings including the Fall election meetings

Vice-President

- The student members of the organization have an anonymous election to elect one member as Vice-President of the organization by simple majority vote.
- The responsibilities of the Vice- President shall include:
 - Assisting the president to prepare for and run meetings and elections
 - Lead certain activities of the chapter as designated by the president
 - Reception planning

ARTICLE 6 – COMMITTEES

The councilor, president and vice-president may call for the creation of a committee for the purpose of revising bylaws, fund raising, service activities or any other purpose related to the Chapter’s activities. Volunteers to these committees shall come first from the membership, however in special circumstances, other members of the medical school may be allowed to sit on these committees or speak before these committees should their input be important.

ARTICLE 7 – BYLAWS

The bylaws will be reviewed every 3 years at a minimum by the Councilor, President, and Vice-President to see if updates or revisions are needed.

Changes to the bylaws may be proposed at any time by the President, Vice-President, Councilor, or Dean. Members desiring changes to the bylaws should bring their concern to one of the above people.

Changes to the bylaws must be voted upon by the chapter, and sent out electronically for a vote, with a simple majority vote for approval.