

2016

AACOFP | Auxiliary to the American College of
Osteopathic Family Physicians



Bylaws



ARTICLE I - NAME

The name of this organization shall be the Auxiliary to the American College of Osteopathic Family Physicians, hereafter referred to as AACOFB.

ARTICLE II

The object and purpose of the Auxiliary to the American College of Osteopathic Family Physicians, as a non-profit organization, shall be to promote, support public health and educational activities in national and community health endeavors. The organization will be referred to as AACOFB.

The assets of this organization are to be used for attainment of its purposes and said assets shall not benefit any member. No member can gain funds from the Auxiliary. Said assets are to be assigned to the AACOFB in the dissolution of the AACOFB.

ARTICLE III - MEMBERS

Section 1. There shall be the following classes of members:

- A.** Regular Membership: Shall be granted to the spouse/ significant other, and family of a members of a dues paying member of the American College of Osteopathic Family Physicians.
- B.** Osteopathic student spouses/significant others: Shall be granted membership in the Auxiliary of the American College of Osteopathic Family Physicians.
- C.** Osteopathic family medicine resident spouses/significant others: Shall be granted membership in the Auxiliary to the American College of Osteopathic Family Physicians.
- D.** Life Membership: Shall be granted to every president of the Association, upon becoming past president.
- E.** Associate Membership: Shall be granted to persons affiliated with the AACOFB not otherwise eligible for regular membership or life membership.

Section 2. Membership shall be accorded upon payment of prescribed dues.

Section 3. Dues and Assessment - The annual dues OF THE AACOFB shall be:

A.	Regular Membership	\$25.00
B.	Osteopathic Family Medicine Student Spouses/Significant Others	Exempt
C.	Osteopathic Family Medicine Resident Spouses/Significant Others	Exempt
D.	Life Membership	Exempt
E.	Associate Membership	\$10.00

Section 4. Dues of Regular and Associate members shall be due and payable on January 1.

Section 5. Rights of Membership

- A.** Regular Members, Life members, osteopathic student spouses/ significant others, osteopathic family medicine resident spouses/significant others shall be eligible to participate in all activities of AACOFP.
- B.** Associate Members shall be eligible to participate in all activities of AACOFP with the exception of holding an elected office.
- C.** All members have voting privilege.

Section 6. Termination of Membership

- A.** Failure to pay dues for one year without formal notice of resignation shall constitute default.

Section 7. Bylaws

- A.** These bylaws must not be in conflict with ACOFP bylaws.

Section 8. Reports

- A.** Annual reports shall be prepared by the president for the annual ACOFP meeting. Copies will be presented to the AACOFP Executive Secretary and ACOFP Board of Governors.
- D.** Tax reports for the IRS will be considered part of ACOFP and filed accordingly.

ARTICLE IV - OFFICERS

Section 1. The elected officers of AACOFP shall be President, President-Elect, Vice President, Secretary, and Treasurer.

Section 2. There may be appointed officers with approval of the Executive Committee.

Section 3. The Parliamentarian shall be appointed for a one year term by the President with the approval of the Executive Committee.

Section 4. The President or President elect shall not serve more than two consecutive terms in the same office.

Section 5. The elected officers, the Parliamentarian, the Immediate Past President, and appointed officers shall constitute the Executive Committee.

ARTICLE V - DUTIES OF OFFICERS

Section 1. The President shall:

- A.** Have served on Board of Directors for at least three years.
- B.** Preside at all meetings of the organization, the Executive Committee and the Board of Directors.
- B.** Serve as ex-officio member of all committees except the Nominating Committee.

- D. Work for the accomplishments of the objectives of this organization.
- E. Appoint the Parliamentarian, Chairpersons, and members of standing committees subject to the approval of the elected officers.
- F. Have the authority to approve checks in the absence or inability of the Treasurer.
- G. Remain on the Board for two years after the term of the office has expired.
- H. Shall be available to address the ACOFP board of delegates.

Section 2. The President-Elect shall:

- A. Preside in the absence of the President
- B. Succeed to the office of President in the event of a vacancy
- C. Serve as a member of the Finance Committee

Section 3. The Vice President shall:

- A. Preside in the absence of the President or the President-Elect.
- B. Succeed to the office of President-Elect in the event of a vacancy.
- C. Serve as a member of the Finance Committee.

Section 4. The Secretary shall:

- A. Record the proceedings of the Executive Committee, Board of Directors Meetings, and the Annual Meeting of the general membership.
- B. Maintain the master copy of the bylaws and standing rules.
- C. Conduct correspondence as directed by the President.
- D. Serve on the Finance Committee.

Section 5. The Treasurer shall:

- A. Supervise the maintenance of the financial records of AACOFP.
- B. Make a financial report at all Executive Board-Meetings
- C. Receive and review the bi-monthly financials from ACOFP.
- D. Present a written annual financial report at the membership meeting.
- E. Chair the finance committee.
- F. Prepare the annual budget.

Section 6. The Parliamentarian shall:

- A. Attend all meetings to advise on parliamentary procedure when requested.
- B. Serve as the ex officio at bylaws committee meetings.

ARTICLE VI - EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall:

- A.** Consists of the President, President-Elect, Vice President, Secretary, Treasurer, Parliamentarian, Immediate Past President and appointed officers.
- B.** Transact business for AACOFP in the interim between the board of director meetings.
- C.** Approve an annual budget to be presented to the general membership at the annual meeting.
- D.** Meet prior to the annual general meeting and after the annual general meeting.
- E.** May meet during the AOA House of Delegates annual meeting and OMED if deemed necessary.

Section 2. Five members of the Executive Committee shall constitute a quorum.

ARTICLE VII - BOARD OF DIRECTORS

Section 1. The Board of Directors shall:

- A.** Consist of the elected and appointed officers, the Immediate Past President, and Chairpersons of Standing Committees.
- B.** Administer the affairs of the organization and carry out policies and programs in the interim between annual meetings.
- C.** Meet following the annual general membership meeting.

Section 2. Vacancies occurring in the Board of Directors not defined in the bylaws shall be filled by appointment of the President of the unexpired term except in the office of Vice President, which shall remain vacant until it can be filled by vote at the annual general meeting.

Section 3. Five members shall constitute a quorum.

Section 4. If necessary in the future, the Board of Directors shall adopt standing rules and detailed procedures necessary for implementing the policies and programs of AACOFP.

#