

2020

**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 ACOFP 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 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 ACOFP 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 AAOCFP 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.
- C. 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.

## ARTICLE VIII - COMMITTEES

- Section 1. The Standing Committees shall be appointed by President and include: Membership, Bylaws, Finance, convention and program, convention service project, communication, and awards.
- Section 2. Special Committees may be appointed by the President as deemed necessary.
- Section 3. The Membership Committee shall be composed of four members and chaired by the Secretary. It shall be the duty of this Committee to promote increased membership at the annual meeting and throughout the year.

- Section 4. The Bylaws Committee shall be composed of three members and a copy of the bylaws shall be made available on the AACOFP website page.
- Section 5. The Finance Committee shall consist of five members and shall be chaired by the Treasurer. This committee shall prepare a budget.
- Section 6. The Convention and Program Committee shall be composed of two members and the President and will work to coordinate the membership's ideas with the ACOFP Convention Planning and Committee for future AACOFP activities at the annual meeting.
- Section 7. The Convention Service Project Committee shall explore options for a service project to be presented, promoted, and completed at the annual ACOFP convention to promote public health, welfare, and encourage participation in recognized health projects.
- Section 8. The Communication Committee shall maintain an online presence and promote the AACOFP. The AACOFP shall collaborate with the ACOFP communications department to evaluate the online content.
- Section 9. There shall be a Scholarship Committee and Scholarship Judging Committee.
- A. The Scholarship Committee shall:
1. Be appointed by the President
  2. Establish criteria, guidelines, and deadlines for the applications to be approved by the Board.
- B. The Scholarship Judging Committee shall:
1. President would be Chair and appoint members within the guidelines of the Policy Manual with the approval of the Board.
  2. Evaluate and present scholarships as provided by the budget.

## ARTICLE IX - NOMINATIONS

- Section 1. A Nominating Committee shall consist of three members to be elected from the membership.
- A. The three nominees in the election receiving the highest number of votes shall be declared elected to the Nominating Committee.
- B. Should any vacancies occur in the committee, the Executive Committee is authorized to fill vacancies with the remaining nominees in the order that the votes are received.
- C. No member shall serve two consecutive terms with the exclusion of the immediate past president.
- Section 2. Duties of the Nominating Committee:
- A. Correspond by telephone, mail, e-mail, or fax during the year to prepare a slate of officers to be balloted upon at the annual meeting.
- B. Prepare ballots or provide materials necessary for the election.

- Section 3. Immediately following the report of the Nominating Committee, nominations will be opened from the floor. Consent of the nominee is required. A motion for acceptance of the slate of officers by acclamation is appropriate if there are no nominations from the floor.
- Section 4. The membership shall elect, by ballot, President-Elect, Vice President, Secretary, and Treasurer to serve until their successors are elected.
- Section 5. Officers shall be elected by a majority vote.
- Section 6. New officers and committee chairman shall assume their positions immediately upon adjournment of the annual membership meeting.
- Section 7. In order for a member to be eligible to hold office in the AACOFP, that person must be an active member in good standing of AACOFP.

#### ARTICLE X - MEETINGS

- Section 1. The annual membership meeting shall be held at the same time and place as the Annual Convention and Scientific Seminars of the ACOFP.
- Section 2. The Executive Committee shall meet prior to the annual membership meeting.
- Section 3. The newly elected members of the Board of Directors shall meet following the annual membership meeting.
- Section 4. Special meetings of the Executive Committee shall be called upon request of a majority of the committee.
- Section 5. In all formal meetings of the AACOFP, parliamentary procedures shall be governed by Robert's Rules of Order, Newly Revised, unless specifically altered by the organization's bylaws.

#### ARTICLE XI - AMENDMENTS

The AACOFP Bylaws may be amended by a two-thirds vote of the membership present at the annual membership meeting, provided that the proposed amendments have been published to the membership thirty days before membership meeting at which time they are voted upon. If there are bylaws that need to be amended, they can be presented at the second annual membership meeting and must have a three fourths vote.

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