

**Bylaws of the
Illinois Society of the American College of Osteopathic Family Physicians**

Article I - Name

This society shall be known as The Illinois Society of the ACOFP, an affiliate of the American College of Osteopathic Family Physicians.

Article II - Membership

Section 1. Membership classification and eligibility requirements are:

- A) An active member shall be a licensed osteopathic physician and surgeon who is engaged in family medicine.
- B) An associate member shall be those osteopathic and allopathic physicians whose professional activities involve cooperation with Family Physicians through their specialty; or who contribute to some phase of the special field of family medicine such as teachers, research /workers in scientific fields; or others interested in supporting this organization. These members are non-voting members and do not hold an elected office within this organization.
- C) A post graduate member is a resident who is participating in an AOA accredited family medicine program. These members are non voting members and do not hold an elected office within this organization.
- D) A student member is a medical student enrolled in an AOA accredited osteopathic college. These members are non voting members and do not hold an elected office within this organization.
- E) Honorary membership may be conferred upon active or associate members or any other person who has, in the judgment of the Board of Trustees, performed distinguished service to this society and its objectives.
 - 1) Election shall be by two-thirds vote of the membership at the next annual meeting.
 - 2) An honorary member will be exempt from payment of dues and assessments of the Illinois Society of the ACOFP.
 - 3) An honorary member may not be elected to office in this society.
- F) Application for membership shall be made upon the prescribed form and endorsed by at least one active member and shall be accompanied by the annual dues as prescribed in these Bylaws. The applicant's office address shall be considered his/her official address by this organization.

Section 2. Each of the foregoing classes of membership shall enjoy the usual privileges of membership unless otherwise designated. Any member of this society may tender his resignation to the Secretary/Treasurer, to be acted upon by the Board of Trustees within sixty (60) day of the receipt thereof.

Section 3. A member whose dues and assessments are unpaid after the sixth month of the fiscal year shall be automatically suspended. A suspended member may be reinstated if, prior to the close of the year of suspension, he pays the current year's dues assessments. Non-payment of dues and assessments for one year or more shall require the suspended member to make formal application for membership.

Article III - Code of Ethics

The code of ethics of this society shall be the same as that of the American Osteopathic Association and the American College of Osteopathic Family Physicians, with additions or revisions as may be adopted by a two-thirds vote of the members present at a general membership meeting.

Article IV - Dues and Assessments

- Section 1. The dues and assessments of this organization shall be paid annually to the Treasurer before the end of the sixth month of the fiscal year. The dues and assessments will be determined by the Board of Trustees.
- Section 2. The fiscal year shall coincide with that of the American College of Osteopathic Family Physicians.
- Section 3. Annual dues shall accompany application for membership.
- Section 4. The Board of Trustees shall levy assessments as deemed necessary provided that the total assessments in one year shall not exceed the annual dues.
- Section 5. Dues are payable on the first day of the fiscal year.
- Section 6. Waiver of dues and assessments:
A member may apply for waiver of dues for cause to the Board of Trustees who, upon majority vote, reviewing the request, may waive a part or all of the annual dues and assessments of a member.

Article V - Officers and Their Duties

- Section 1. The elected officers shall be the President, President-elect and Secretary/Treasurer, and shall be elected as hereinafter provided for a term of two years or until their successors are elected and qualify.
- Section 2. The officers of this organization shall be the officers of the Board of Trustees.
- Section 3. Duties of the President;
The President shall:
A) Preside at all meetings of the Board of Trustees and of the membership meeting as a body.
B) Execute contracts and documents on behalf of the State Society subject to the approval of the Board of Trustees.
C) Exercise supervision over the business of the organization.
D) Sign all warrants for disbursement of the organization's funds.
E) Procure legal counsel upon advice of the Board of Trustees.
F) Be ex officio member of all committees except the Nominating Committee
G) Discharge such other duties as may be required of him by the Board of Trustees, the membership and these Bylaws
- Section 4. Duties of the President-elect;
The President-elect shall:
A) Automatically succeed to the presidency upon expiration of the President's term of office.
B) Perform the duties of the President at such times as the President shall be unable to act.
C) Preside as chairman of the CME Committee

D) Perform such duties as assigned him by the President of the Board of Trustees

Section 5. Duties of the Immediate Past President;

The Immediate Past President shall:

- A) Automatically remain on the Board of Trustees for two years following the expiration of his tenure as President.
- B) Preside as chairman of the Nominating Committee
- C) Perform such duties as assigned him by the President of the Board of Trustees.

Section 6. Duties of the Secretary/Treasurer;

The Secretary Treasurer shall:

- A) Record and keep on file the minutes of the meetings of the Board of Trustees and of the membership.
- B) Be custodian of the permanent files of this organization, except those assigned to other offices or committee chairmen.
- C) Notify all candidates of their election to membership.
- D) Maintain a complete and current file of candidates and members.
- E) Send out all notices required by the President or the Board of Trustees.
- F) Attend to the general correspondence of the organization at the President's direction
- G) Receive and record all monies and other assets and all amounts paid for and incurred for this organization.
- H) Disburse funds only upon receipt of a warrant signed by the President
- I) Have the Treasurer's books audited immediately preceding the annual meeting by a committee of three members appointed by the President.
- J) File such reports or forms as may be required by governmental agencies.

Article VI - Board of Trustees

Section 1. The Board of Trustees shall be the elected officers, the Immediate Past President, the six trustees in staggered terms of three years, a student representative and a post graduate representative each for a term of 1 year.

- A) The majority of the Board of Trustees shall be a quorum.
- B) The Board of Trustees shall be the governing body of this organization and shall manage the affairs of the organization in accordance with the Constitution and Bylaws.

Section 2. Duties of the Board of Trustees;

The Board of Trustees shall:

- A) Meet at the same place as the annual meeting and at such other times and places as may be called by the President.
- B) Carry out rules and regulations passed at the annual meeting.
- C) Require the Secretary to submit a written report at the annual meeting of the business transacted by the Board.
- D) Act upon the recommendation of all committees and of the annual meeting.
- E) Fill by majority vote any vacancies occurring among the officers or other Board members. Such appointees shall serve until a successor is elected at the annual meeting. In case of a vacancy in the office of President-elect, Article VIII, Section 2 shall apply.
- F) Approve by a two-thirds vote applications of membership in the various classes of membership of this organization.
- G) Act as a liaison between this society and the Illinois Osteopathic Medical Society and other specialty groups within the state.

Article VII - Standing Committees and their Duties

- Section 1. The Standing Committees shall be, but not limited to, Membership, Continuing Medical Education, Bylaws, Nominating and Ethics.
- Section 2. Duties of the Membership Committee
The Membership Committee shall:
- A) Stimulate increased membership in this society.
 - B) Receive applications for membership and present same, with credentials to the Secretary. Application shall be made on standard forms supplied by this society.
 - C) Perform such other duties as fall under the province of the committee.
- Section 3. Duties of the Bylaws Committee
The Bylaws Committee Shall:
- A) Keep the Bylaws under review and submit amendments and revisions to the annual meeting when deemed advisable.
 - B) Note and correct areas in conflict with State and National Bylaws.
 - C) Receive and duly consider suggested amendments submitted by the membership.
- Section 4. Duties of the Continuing Medical Education Committee
The Continuing Medical Education Committee shall:
- A) Arrange AOA accredited CME for the Membership
 - B) Plan and supervise the program for the annual meeting
 - C) Perform such other duties as directed by the Board of Trustees.
- Section 5. Duties of the Nominating Committee
The Nominating Committee shall:
- A) Shall be chaired by the Immediate Past President and shall consist of 4 members elected by the membership at the annual meeting.
 - B) Present to the annual meeting a slate of at least one qualified nominee for each elective office.
 - C) Obtain the consent of each nominee before presenting his/her name.

Article VIII - Elections

- Section 1. Immediately following the report of the Nominating Committee, nominations shall be open from the floor. Consent of the nominee must be obtained before his/her name is presented and a list of his/her qualifications must be given.
- Section 2. In the event of a vacancy in the office of President-elect, the Nominating Committee shall present a nominee for that office. The President-elect shall be elected according to the rules of election stated in these Bylaws before the nominations of officers for the ensuing year are in order.
- Section 3. The annual meeting shall elect by ballot;
- A) President, President-elect, and Secretary/Treasurer in each even numbered year.
 - B) Trustees to serve a three year staggered term.
- Section 4. Delegates and alternate delegates to the Congress of Delegates of the American College of Osteopathic Family Physicians will be appointed by the Board of Trustees and presented to the membership.

Section 5. Officers and Trustees shall assume their duties immediately following the final session of the annual meeting at which they were elected.

Article IX - Annual Meeting

Section 1. The annual meeting shall be at a time and a place designated by the Board of Trustees. It shall include the business sessions, educational programs and social events.

Section 2. All active members shall comprise the voting body.
A) A majority of those members present attending the annual meeting shall constitute a quorum.

Section 3. Notice of the annual meeting and a copy of the agenda shall be given to each member in writing fifteen days prior to the meeting date.

Article X - Parliamentary Authority

Robert's Rules of Order, newly revised, shall govern all proceedings of this organization not provided for in these Bylaws

Article XI - Method of Amendments

Section 1. These Bylaws may be amended by a two-thirds vote of the members present at the annual meeting, provided that all members have been notified of the amendments at least thirty (30) days prior to the meeting at which they are voted upon.

Section 2. All amendments to and revisions of the Bylaws of this organization shall be subject to the approval of the Board of Governors and the Congress of Delegates of the ACOFP.