

AUXILIARY BYLAWS

Approved 03-2010

ARTICLE I - NAME

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

ARTICLE II

The object and purpose of the AACOFP, as a nonprofit corporation, shall be to promote and support the public health and educational activities of the osteopathic profession, to achieve these objectives by correlating the activities of the Auxiliary to the American College of Osteopathic Family Physicians with the public health and educational activities of the Auxiliary to the American Osteopathic Association and American College of Osteopathic Family Physicians and to render service in national and community health endeavors. Hereafter these organizations will be referred to as ACOFP, AACOFP, AAOA etc.

ARTICLE III - MEMBERS

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

- A. Regular: Shall be granted to the spouse or significant others of a member of the American College of Osteopathic Family Physicians and a member to the American Osteopathic Association. Concurrent membership in the AAOA will be encouraged.
- B. Student spouses/Student partners: Shall be granted membership in the Auxiliary of the American College of Osteopathic Family Physicians.
- C. Intern/resident spouses and intern/resident partners: Shall be granted membership in the Auxiliary to the American College of Osteopathic Family Physicians.
- D. Life: Shall be granted to every president of the Association, upon becoming past president.
- E. Associate: Shall be granted to persons related to the ACOFP not otherwise eligible for regular or life membership. This membership must be approved by the regular membership at the annual general meeting by a two-thirds majority vote.

Section 2. Membership shall be accorded upon payment of prescribed dues. All members may receive copies of the bylaws from the Secretary.

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

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|----|-------------------------------------------------|---------|
| A. | Regular | \$20.00 |
| B. | Student Spouses/Student Partners | Exempt |
| C. | Intern/Resident Spouse, Intern/Resident Partner | Exempt |
| D. | Life | Exempt |
| E. | Associate | \$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 and Life members shall be eligible to participate in all activities of AACOFP.
- B. Associate shall be eligible to participate in all activities of AACOFP except they are not eligible to hold an office.
- C. All members have voting privilege.

Section 6. Termination of Membership

- A. Failure to pay dues for two successive years without formal notice of resignation shall constitute default.
- B. The assets of this organization are to be used for attainment of its purposes as set forth in Article II and said assets shall not insure to the benefit of any person.
- C. Said assets are to be assigned to the ACOFP in the event that the AACOFP is discontinued.

Section 7. Bylaws

- A. These bylaws must not be in conflict with ACOFP or AAOA Bylaws.

Section 8. Reports

- A. Annual reports shall be prepared by the president and treasurer for the annual ACOFP meeting. Copies will be presented to the AACOFP executive secretary and ACOFP executive secretary.
- B. Tax reports for the IRS must be filed annually within the proper tax districts as required by the Federal Government.

ARTICLE IV - OFFICERS

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

Section 2. There may be one additional appointed officer if approved by the Executive Committee.

Section 3. The Parliamentarian shall be appointed by the President with the approval of the Executive Committee.

Section 4. No elected officer shall serve more than two consecutive terms in the same office.

Section 5. The elected officers, the Parliamentarian, the Immediate Past President, and appointed officer 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 two 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, Chairman, 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. Prepare annual written reports to be given at Annual Meeting and copy sent to AAOA office for annual AAOA House of Delegates.
- I. Shall be seated as a delegate from AACOFP to the House of Delegates of AAOA and appoint four members to be seated in the second delegate seat.

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 First 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 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. Be responsible for notifying the AAOA Executive Director and ACOFP Executive Director of new officers with addresses.
- E. To serve on finance committee.

Section 5. The Treasurer shall:

- A. Supervise the maintenance of the financial records of AACOFP.
- B. Disburse funds only upon receipt of a voucher by the authorized officer with approval of the Executive Committee.
- C. Make a financial report to all Executive Board Meetings and Annual Report to general membership in a written report at the Annual Meeting.
- D. File Tax Form #990 with the IRS and send a copy to AAOA Executive Director to be filed with all

affiliate IRS forms.

Section 6. The Parliamentarian shall attend all meetings to advise on parliamentary procedure when requested.

ARTICLE VI - EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall:

- A. Consists of the President, President-Elect, First Vice President, Secretary, Treasurer, Parliamentarian, Immediate Past President and appointed officers.
- B. Transact business for AACOFP in the interim between meetings.
- C. Approve an annual budget as drawn by finance committee to be presented to the general membership at the annual meeting.
- D. The Executive Committee shall meet prior to the annual general meeting.
- E. The Executive committee shall meet during the AOA annual meeting.

Section 2. Three 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 Chairmen 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 Board 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 and AAOA.

ARTICLE VIII - COMMITTEES

Section 1. The Standing Committees shall be appointed by President: Membership, Bylaws, Finance, and Program and Convention and Public Health and Education and AAOA Projects.

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 by assisting the Treasurer with collecting dues and compiling current membership mailing lists.

Section 4. The Bylaws Committee shall be composed of three members and shall promote conformity of the bylaws with AAOA Bylaws. It shall be the responsibility of this committee to make available to all dues-paying member's current bylaws from the Secretary.

Section 5. The Finance Committee shall consist of five members and shall be chaired by the Treasurer. This committee will submit an annual report to the general membership at the annual meeting and will prepare a budget if deemed necessary by the Executive Committee for the coming year. This committee shall meet during AOA annual meeting to prepare a budget.

Section 6. The 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 Committee for future AACOFP activities at the annual meeting.

Section 7. The Public Health and Education Committee shall cooperate with AAOA to promote public health and safety and encourage participation in recognized health projects.

Section 8. The AAOA Project Committee shall stimulate interest in and encourage contributions to the projects adopted by the AAOA.

ARTICLE IX – NOMINATIONS

Section 1. A Nominating Committee shall consist of three members to be elected from the membership to serve until the election of the succeeding committee.

- 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 of votes received.

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. Obtain consent of all nominees in writing.
- C. Prepare ballots or provide materials necessary for the election.
- D. Present the ballot at the annual meeting.

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 general membership shall elect by ballot the President, President-Elect, First 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 meeting of the general membership.

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, the state organization if applicable, and the national Advocates.

ARTICLE X - MEETINGS

Section 1. The general membership meeting shall be held at the same time and place as the annual Convention and clinical assembly of the ACOFP.

Section 2. The Executive Committee shall meet prior to the annual general meeting.

Section 3. The newly discharged and newly appointed members of the Board of Directors shall meet following the annual general 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

These Bylaws may be amended by a two-thirds vote of the membership present at the annual meeting, provided that the proposed amendments have been submitted to the membership thirty days before the meeting of the general membership at which time they are balloted upon.

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