



Operating Policy Manual

1. Mission

The mission of the Auxiliary to the American College of Osteopathic Family Physicians (AACOFP) is to promote and support the ACOFP by enhancing family, student and resident engagement. Through these efforts we hope to foster a sense of belonging within the Osteopathic Family Medicine Community.

2. Goals

- ☐ Engage with, connect and support the families of ACOFP members.
- ☐ Support the future leaders of osteopathic family medicine.
- ☐ Recognize and support the professional development of students and residents.
- ☐ Collaborate with the ACOFP to explore additional partnership opportunities that meet the mission of both the ACOFP and the AACOFP.

3. Relationship to ACOFP & Financial Procedures

The AACOFP serves as a working group and community within the ACOFP. No ACOFP or AACOFP member can gain funds from the Auxiliary. Said assets are to be assigned to the ACOFP in the dissolution of the AACOFP.

ACOFP will maintain a separate AACOFP investment account and provide quarterly reports on the balance and performance of funds. The interest and dividends will be recognized as income for the AACOFP.

As part of the annual budgeting process ACOFP leadership needs to communicate anticipated withdrawals from reserves as part of its' proposed budget package to the ACOFP Congress of Delegates. Since the AACOFP budget is a part of the larger ACOFP budget proposal, it is important for the AACOFP to also budget for planned withdrawals from reserves and include with their proposed budget being submitted to the ACOFP Finance Committee by July 31 each year. Written instructions from the AACOFP (i.e., minutes, budget, correspondence) will suffice to authorize disbursements from the ACOFP financial accounts. Any changes from approved funds require the approval of the AACOFP Secretary/Treasurer and/or President. The ACOFP will report the balance of the AACOFP accounts to the AACOFP upon request, but no more often than quarterly.

Related tax reports for the IRS will be considered part of ACOFP and filed accordingly by the ACOFP.

4. Relationship to the ACOFP Foundation & Financial Procedures

The ACOFP Foundation serves as the fundraising and collection arm for efforts related to charitable giving to the AACOFP (e.g., sponsorships and donations, not including membership dues). No ACOFP or AACOFP member can gain funds from the Auxiliary. Assets raised for the purposes of charitable giving to the AACOFP are to be assigned to the ACOFP Foundation in the dissolution of the AACOFP.

The Foundation will create and maintain a separate, restricted fund and investment account for charitable giving to the AACOFP. These funds will be used for the awards and grants that the AACOFP Board wishes to fund.

A. Restricted Fund

The ACOFP Foundation agrees to establish and maintain a restricted fund known as the AACOFP Fund to receive and invest donations. The ACOFP Foundation will invest the amounts in the funds generally in the same manner as its other investments, and credit earnings to the AACOFP Fund on a yearly basis. Donations to the AACOFP Fund need not be identified by specialized wording. Contributions will be added to the AACOFP Fund if the intent of the donor is to contribute the funds to the ACOFP Foundation for uses directed by the AACOFP.

B. Disbursements from the AACOFP Restricted Fund

The ACOFP Foundation will make disbursements from the Auxiliary Fund as directed by the Auxiliary, but only for charitable, scientific and educational purposes within the meaning of Section 501 of the Internal Revenue Code. The AACOFP may direct the ACOFP Foundation to make disbursements from both principal and earnings accrued to the AACOFP Fund. Written instructions from the AACOFP (i.e., minutes, budget, correspondence) will suffice to authorize disbursements from the Auxiliary Fund. The ACOFP Foundation will report the balance in the AACOFP Fund to the AACOFP upon request, but no more often than quarterly.

Disbursements will be made directly from the ACOFP Foundation to recipients or vendors wherever possible, for tax documentation purposes. If it is necessary to disburse funds directly to the AACOFP, the AACOFP will provide documentation to the ACOFP Foundation of the use of the funds.

C. Timing of Requests

The AACOFP will submit written requests to the ACOFP Foundation by July 31 of each year during budget preparations. Changes to requests may be accepted at the discretion of the ACOFP Foundation throughout the year.

D. Oversight of Recipients

The AACOFP will provide oversight of grant and other recipients and will provide any written reports reasonably requested by the ACOFP Foundation.

Related tax reports for the IRS will be considered part of the ACOFP Foundation and filed accordingly.

5. Membership

There shall be the following classes of members:

- A. Regular Membership: Shall be granted to the spouse/significant other, and family members of members of the American College of Osteopathic Family Physicians.
- B. Life Membership: Shall be granted to every president of the AACOFP, upon becoming past president.

6. Dues and Assessment

The annual dues of the AACOFP shall be due and payable on January 1, based upon the following rates:

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|-----------------------|---------|
| A. Regular Membership | \$25.00 |
| B. Life Membership | Exempt |

7. Rights of Membership

Only active, Regular Members and Life members have voting privilege and can serve in a leadership capacity.

8. Termination of Membership

Individuals failing to pay dues by April 1 of each year, will be designated as in-active, non-members.

9. Executive/Finance Committee and Officers

The combined Executive/Finance Committee shall:

- A. Consist of four officer positions including the President, President-Elect, Secretary/Treasurer, and Immediate Past President.
- B. Transact business for AACOFP in the interim between the Board of Directors meetings.
- C. Approve an annual budget to be presented to the AACOFP Board of Directors.
- D. Meet at a minimum three times per year, including an in-person meeting at the AOA House of Delegates.

A simple majority shall constitute a quorum.

Special meetings of the Executive/Finance Committee shall be called upon request of the President or a majority of the Executive/Finance Committee.

10. Duties of Officers

The President shall:

- A. Preside at all meetings of the organization, the Executive/Finance Committee and the Board of Directors.
- B. Serve as ex-officio member of all committees except the Nominating Committee.
- C. Work to support the mission of the AACOFP.
- D. Appoint leaders of committees and ad hoc workgroups subject to the approval of the Executive/Finance Committee.
- E. Shall be available to address the ACOFP Congress of Delegates.

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. Automatically ascend to the role of AACOFP president as the President role becomes vacant.

The Secretary/Treasurer shall:

- A. Record the proceedings of the Executive/Finance Committee, Board of Directors Meetings, and the Annual Meeting of the general membership in partnership with ACOFP staff.
- B. Supervise the maintenance of AACOFP's financial records and quarterly reports in partnership with ACOFP's Director of Finance & Administration.
- C. Present regular financial reports at AACOFP Meetings.
- D. Prepare the annual budget in partnership with ACOFP staff.

The Immediate Past President shall:

- A. Preside in the absence of the President and the President-Elect.
- B. Support other projects of the AACOFP, as assigned.
- C. Automatically assume this role at the end of the term as AACOFP President.

11. Board of Directors

The Board of Directors shall:

- A. Consist of the:
 - ☐ 4 officers
 - ☐ Up to 7 directors – these will lead assigned/ad hoc work groups of the AACOFP
 - ☐ One AACOFP Board member will also serve as an ACOFP Foundation representative
 - ☐ ACOFP Department Chair – liaison to the ACOFP Board of Directors (ex-officio; non-voting)
- B. Administer the affairs of the AACOFP and carry out policies and programs in the interim between annual membership meetings.
- C. Approve an annual budget to be presented to the AACOFP members for information only.
- D. Meet at a minimum three times per year, including an in-person meeting.

A simple majority shall constitute a quorum.

12. Committees

Standing Committees of the AACOFP shall consist of:

- ☐ Executive/Finance Committee
- ☐ Nominating Committee (NomCom)

Additional AACOFP Committees and ad hoc work groups may be appointed by the President and approved by the Executive/Finance Committee as deemed necessary.

13. Nominations

In order for a member to be eligible to hold office in the AACOFP, that individual must be an active member in good standing of AACOFP.

The Nominating Committee shall:

- A. Consist of three members of the AACOFP Board to be elected by the Executive/Finance Committee. Should any vacancies occur in the committee, the President is authorized to fill vacancies.
- B. Identify candidates for upcoming vacancies in the Director, Secretary/Treasurer and/or President-Elect positions.
- C. Make one recommendation for each position becoming available for approval by the full AACOFP Board.
- D. Directors of the AACOFP and Officers shall be elected by a majority vote of the AACOFP Board present.

14. Terms

Directors of the AACOFP shall serve a maximum of six (6) consecutive one-year terms. Years served as an AACOFP officer do not count against the years serving as a board member.

AACOFP officers may serve a one-year term, renewable one time (2 years total).

New officers and directors shall assume their positions immediately upon adjournment of the Spring annual membership meeting.

Members may serve on the AACOFP Board and Executive/Finance Committee after two years have passed from their time of service.

15. Vacancy

Vacancies occurring in the Board of Directors not defined in this Operating Policy Manual shall be filled by appointment of the President of the unexpired term except in the office of President-Elect, which shall remain vacant until it can be filled by vote at next AACOFP Board of Directors meeting.

16. Staff

AACOFP will provide in-kind staff support at their discretion. The ACOFP staff shall support the AACOFP by:

- A. Maintaining the master copy of the financial and membership records and operating policies.
- B. Working with the AACOFP President to call and set up all meetings.
- C. Communicating regularly with the AACOFP Board and membership.
- D. Facilitating the process of recruiting and maintaining AACOFP membership.
- E. Preparing ideas for fundraising and AACOFP activities.
- F. Drafting AACOFP's annual budget based upon the set priorities of the AACOFP Board.
- G. Managing the logistical planning of fundraising and activities.
- H. Maintaining AACOFP's investment account and providing quarterly reports.
- I. Monitoring investment accounts and making recommendations to achieve optimal financial results.

17. Member Meetings

An annual membership meeting shall be held yearly in the Spring either virtually in advance of or at the ACOFP Annual Convention and Scientific Seminars. Other meetings may be called by the President as deemed necessary.

18. Amendments

The AACOFP Operating Policy Manual may be amended by a simple majority vote of the AACOFP Board.