

Colorado Chapter of the ACOFP

BYLAWS

ARTICLE

NAME

This organization shall be known as The COLORADO CHAPTER of the ACOFP, an affiliate chapter of the AMERICAN COLLEGE of OSTEOPATHIC FAMILY PHYSICIANS. It can be referred to as the Chapter in this document.

Article II

Mission and Objectives

The mission of the American College of Osteopathic Family Physicians Colorado Chapter is to promote excellence in the practice of osteopathic family medicine in Colorado. The Chapter will act as a conduit for information, advocacy and fellowship among osteopathic family physicians, students and residents to help achieve this goal.

ARTICLE II

MEMBERSHIP

Section 1. Membership classification and eligibility requirements are:

- A) An active member shall be a duly licensed osteopathic or allopathic physician who is engaged in Family Practice, in the Continental U.S.
- B) Associate members 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 and research workers in scientific fields; or others interested in supporting this organization.
- C) Honorary membership may be conferred upon an active or associate member who has, in the judgment of the Board of Trustees, performed distinguished service to this organization and its objectives.
 - 1. The Honoree shall be nominated by an active member and all credentials will be presented at the next annual meeting.
 - 2. Following credentials review, election to honorary membership shall be by two-thirds vote of the membership at the annual meeting.
 - 3. An honorary member shall be exempt from payment of dues and assessments of the Colorado Chapter of the ACOFP.

4. An honorary member shall not be elected to office in this organization.

D) Membership in this organization can be accomplished by the following:

1. Qualified ACOFP members whose Colorado Chapter dues have been billed and paid via the national ACOFP billing process.
2. Non-ACOF members may apply on a prescribed form, endorsed by at least one active member, accompanied by an annual dues check, and approved by a majority of the Board of Trustees.

E) Resignation of membership can be done with written or email notification to the President. There will be no dues refund with resignation.

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

Section 3. National ACOFP application will be accepted for new or renewal of Chapter membership.

Section 4. Email will be used as the official method of communication and notice to members. This may include voting needs between annual meeting(s). Email submitted on the ACOFP or Chapter application will be considered current and official contact email. Current member email address notification is the responsibility of the member.

ARTICLE III

CODE OF ETHICS

The code of ethics of this chapter 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 majority 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 as follows:

Active members \$100.00

Associate members \$0

Honorary members \$0

Section 2. The fiscal year shall coincide with that of the ACOFP.

Section 3. Annual dues shall accompany application for membership.

Section 4. The Board of Trustees may levy assessments as deemed necessary provided that the total assessment in any one year shall not exceed the annual dues.

- Section 5. A member is considered “active” for a period of 12 months after dues are paid.
- Section 6. Waiver of dues and assessments:
A member may apply for waiver of dues and assessments for a just cause. The Board of trustees, after reviewing the request and causal circumstances, may waive part or all of the annual dues and assessments of a member.
- Section 7. In the event the Chapter should be dissolved the total assets will be transferred to the national ACOFP.

ARTICLE V

OFFICERS AND THEIR DUTIES

- Section 1. The elected officers shall be the President, President-Elect, Vice-President, and Secretary/Treasurer, and shall be elected as hereinafter provided for a term of two years or until their successors qualify and are elected or appointed.
- Section 2. The officers appointed by the President with the approval of the Board of Trustees shall be the Parliamentarian, Editor, Historian and Standing, as well as Special, Committee chairmen.
- Section Successive terms beyond 2 years without specific re-election or re-appointment shall be allowed if no other member wishes to participate in a particular leadership role.
- Section 3. The officers of this organization shall be the Board of Trustees. All elected officers and appointed positions are voluntary, uncompensated leadership positions.
- Section The President will appoint a willing member to a vacancy of any resigned officer position that may occur between terms. Vacancies will be announced to membership with an invitation for participation. Election(s) for appointed officer positions will occur during the Annual meeting.

Section 4. 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 Chapter subject to the approval of the Board of Trustees.
- C) Exercise supervision over the business of the chapter.
- D) Supervise all transactions for disbursement of the chapter’s funds.
- E) Procure legal council upon advice of the Board of Trustees.
- F) Automatically remain on the Board of Trustees for two years following the expiration of his/her tenure as president.
- G) Be an ex-officio member of all committees except the Nomination Committee.

- H) Assist in other duties that may be requested by the Board of trustees, the membership, and these Bylaws.

Section 5. DUTIES OF THE PRESIDENT-ELECT

The President-Elect shall:

- A) Automatically succeed to the presidency upon expiration of the President's term of office or if the President position is vacated before the term expires.
- B) Conduct the duties of the President when the President is absent at Board, membership meetings, or other chapter functions.
- C) Assist the President in all chapter functions when requested.

Section 6. DUTIES OF THE VICE-PRESIDENT

The Vice-President shall:

- A) Be elected.
- B) Perform such duties as assigned him/her by the President or the Board of trustees.
- C) Perform the duties of the President-Elect at such times the President-Elect is absent or unable to act.

Section 7. 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 meetings.
- B) Be custodian of the permanent files of this chapter, except those assigned to other officers or committees.
- C) Notify all candidates of their election to membership.
- D) Maintain a complete and current file of candidates and members.
- E) Send out notices as requested by the President or Board of Trustees.
- F) Attend to the general correspondence of the chapter at the President's direction.
- G) Receive and record all monies and other assets and all amounts paid for and incurred for this chapter.
- H) Disburse funds upon receipt of documented invoices, or receipt of a warrant signed by the President.
- I) If the President or Board of Trustees so request, have the Treasurer's books audited annually by a committee of three members appointed by the President.
- J) File such reports or forms as may be required by governmental agencies.

Section 8. DUTIES OF THE PARLIAMENTARIAN (if and when elected)

The Parliamentarian shall:

- A) Attend all meetings of the Board of Trustees and the annual meeting.
- B) Assist officers and committee chairmen as requested.
- C) Be a member of the Bylaws Committee.

Section 9. DUTIES OF THE EDITOR AND THE HISTORIAN (if and when elected)

The Editor and Historian shall:

- A) Perform duties as directed by the Board of Trustees.

Section 10. An executive director may be a compensated position hired by the Board of Trustees to assist with administrative activities of the Chapter. Supervision and management will be provided by the Board of Trustees. Membership will be notified of any considered changes from the current status with an executive director at least 14 days prior to enacting the change to offer comments or questions about the action.

ARTICLE VI

BOARD OF TRUSTEES

Section 1. The Board of trustees shall:

- A) Determine meeting times and notify membership. There will be a minimum of one meeting yearly that will be the Annual Meeting. Meetings may be held in-person, on a virtual platform or as a hybrid of both.
- 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 over the past year.
- D) Act upon the recommendations of all committees as well as business conducted at the meeting(s).
- E) Fill by majority vote any vacancies occurring among the officers or other Board of Trustee members. Such appointees shall serve until the next annual meeting at which time they, or a successor, will be elected. In case of a vacancy in the office of President-Elect, Article VIII, Section 2, shall apply.
- F) Approve by a two-thirds vote, applicants for Honorary Status in this chapter.
- G) Act as liaison between this chapter and CSOM, ACOFP, and/or 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, Hospital and Education, Bylaws, Nominating, and Ethics.

Section 2. DUTIES OF THE MEMBERSHIP COMMITTEE

The Membership Committee shall:

- A) Stimulate increased membership in this chapter.
- B) Receive applications for membership and present same, with credentials, to the Board of Trustees along with their recommendations.
- 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 membership 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 membership.

Section 4. DUTIES OF THE HOSPITAL AND EDUCATION COMMITTEE

The Hospital and Education Committee shall:

- A) Arrange and stimulate interest in the course of postgraduate education programs and seminars in conjunction with hospitals, Colorado Society of Osteopathic Medicine, Denver Osteopathic Foundation, Colorado Springs Osteopathic Foundation, ACOFP, and Rocky Vista University College of Osteopathic Medicine and Rocky Mountain American Academy of Osteopathy.
- B) Assist in the formation of, and the participation in, departments of Family Practice within various hospitals where Osteopathic Family Physicians practice within our state.
- C) Aid in placing graduate students in Family Practice Residencies and with practicing Family Physicians within Colorado.
- D) Plan and supervise programs for the Annual meeting, for the Winter meeting and for any special meetings as may be requested by the President or Board of Trustees.
- E) Perform such other duties as directed by the Board of Trustees.

Section 5. DUTIES OF THE NOMINATING COMMITTEE

The Nominating Committee shall:

- A) Be appointed by the President at the Annual meeting and shall consist of three members.
- B) Present to the Annual membership 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 the 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. Full membership rights are extended to any member attending a meeting on a virtual platform if it is offered.

Section 4. Election and voting needs that may be necessary between annual meeting(s) can be carried out using an electronic format at the discretion of the Board of Trustees.

Section 3. THE ANNUAL MEETING SHALL ELECT BY WRITTEN AND/OR ELECTRONIC BALLOT:

- A) In each even-numbered year (e.g. 1996, 1998, 2000, etc) President-Elect, Vice-President, and Secretary/Treasurer. This will give each officer a two-year term before the next election.
- B) One or more Trustees for three year staggered terms.
- C) Delegates and Alternate Delegates nominated from the floor to the Congress of Delegates of our ACOFP. The Past President, President, President-Elect, Vice-President, and Secretary/Treasurer should automatically be candidates while others, should be nominated from the floor. The number elected shall be determined by the total number of Colorado ACOFP members. A corresponding number of Alternate Delegates should also be nominated, elected and encouraged to attend out National ACOFP Convention.
- D) Should vacancies exist in the Board of Trustees, election or appointments may be made at any time a member agrees to be considered.

Section 4. Officers and Trustees shall assume their duties following the election at the Annual meeting or at such time an interim appointment is made.

ARTICLE IX

ANNUAL MEETING

Section 1. The Annual meeting shall:

- A) Follow a prescribed agenda which is outlined in Section 5 of this Article.
- B) Receive reports and make recommendations.
- C) Develop policies and programs to promote and strengthen the objectives of this chapter.

Section 2. All attending active members shall comprise the voting body and represent a quorum. A vote over 50% will pass any measure being voted upon.

Section 3. Notice of the Annual meeting and a copy of the agenda shall be emailed to each member at least fifteen (15) days prior to the meeting date.

Section 4. ORDER OF BUSINESS

At each Annual meeting, the order of business shall be, but not limited to:

- A) Call to order.
- B) Establish a quorum.
- C) Vote to accept minutes of previous meeting.
- D) Welcome new members and guests.
- E) Communications.
- F) Reports of officers.
- G) Report of committees.
- H) Unfinished business.
- I) New business.
- J) Appoint new committees.
- K) Nomination, election and installation of officers.
- L) Set next meeting date.
- M) Adjourn.

ARTICLE X

PARLIAMENTARY AUTHORITY

ROBERT'S RULES OF ORDER, newly revised, shall govern all proceedings of this chapter not provided for in these Bylaws.

ARTICLE XI

METHOD OF AMENDMENT

These Bylaws may be amended by a two-thirds vote of the active 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 said Bylaws are to be voted upon.

(Date of Last Revision - October 2021)