

SOCIETY OF MILITARY FAMILY MEDICINE CHAPTER OF THE AMERICAN COLLEGE OF
OSTEOPATHIC FAMILY PHYSICIANS BYLAWS

Date: ???

ARTICLE I - GENERAL PROVISIONS

Section 1. The name of this organization shall be the Society of Military Family Medicine chapter of the American College of Osteopathic Family Physicians, also referred to as Military-ACOF. The duration of the Military-ACOF shall be perpetual.

Section 2. The purposes of the Military-ACOF shall be those set forth in the Constitution.

Section 3. The Military-ACOF shall function as a divisional society of the American College of Osteopathic Family Physicians and shall be subject to the Constitution, Bylaws and Code of Ethics of the American College of Osteopathic Family Physicians.

ARTICLE II – MEMBERSHIP AND DUES

Section 1. Qualifications

- A. An applicant for membership, except as provided herein, shall be:
- a. A current student or graduate of a college of osteopathic medicine approved by the American Osteopathic Association.
 - b. Licensed to practice family medicine or retired from osteopathic family medicine, unless the applicant is a current student of a college of osteopathic medicine approved by the American Osteopathic Association or resident training in an ACGME or AOA approved residency.
 - c. Subject to membership dues unless otherwise noted.
 - d. Subject to approval by the Military-ACOF Board of Directors.
 - e. Free of felony conviction or of any crime relating to or arising out of the practice of medicine.
 - f. Must be serving, or have served with honor in the Army, Navy, Air Force, Marines, Space Force, or Coast Guard. This service can be in any component including active, reserve, or guard.

B. Section 2. Dues

- a. The Board of Directors shall establish the dues for membership in the Military-ACOF. Any change in dues shall be reported to the membership at the annual meeting preceding the proposed change.
- b. The Board of Directors, at its discretion, may reduce the amount of dues charged to an individual member of the Military-ACOF.
- c. Delinquency-A member shall be declared delinquent if dues for the current year are not received before June 1st. Reinstatement shall be automatic if dues are received by August 1st.
- d. To meet emergencies, the Board of Directors may levy such assessments as are considered necessary. Failure to pay such assessments shall incur the same penalty as failure to pay dues.

Section 3. Membership Classifications

- A. Active Membership in the Military-ACOF may be granted to any individual who is a graduate of an osteopathic college recognized by the American Osteopathic Association, or a medical college recognized by the Liaison Committee on Medical Education, and can or has legally and ethically §
practiced as a family physician, either in the civilian or a military role,

- C. Student Membership may be granted to any individual current or passed Military Service who is a student in good standing of a college recognized by the American Osteopathic Association and is a member of their student ACOFP Chapter. Such members shall have all the privileges and duties of regular members but shall not be required to pay dues or assessments.
- D. Resident Membership may be granted to any individual who is a graduate of a college recognized by the American Osteopathic Association and is currently in post-graduate medical training as directed by their branch of the Military. Such members shall have all the privileges and duties of regular members but shall not be required to pay dues or assessments.
- E. Honorary/Life Membership may be conferred on any person who has been a member in good standing for 25 years and has rendered outstanding service to the profession at either the State or National level; or, is recommended for such membership by official action of the Military-ACOFB Board of Directors. Such members shall enjoy all the privileges and duties of membership but shall not be required to pay dues or assessments.
- F. Allied Membership may be granted to individuals or corporations, not eligible for any other category of membership, who support the goals and objectives of the Military-ACOFB. Such members shall have all the privileges and duties of regular members except the right to vote or hold elective office.

Section 4. Application Process.

- A. Upon receipt of the completed application for membership and dues from an eligible individual, the application shall be processed in accordance with policy and procedure established by the Military-ACOFB Board of Directors.

Section 5. Membership renewal in the Military-ACOFB shall be automatic providing dues for the current year are received before the established deadline. Failure to renew membership for a period of five years shall require the application procedure provided for new members.

ARTICLE IV - MEETINGS

Section 1. Meetings and Voting

- A. The Annual Meeting of the members shall be at the time and place designated by the Board of Directors.
- B. Special meetings of the members may be called by the Board of Directors and/or a minimum of fifteen members of the Military-ACOFB.
 - a. Special meetings requested by members of the Military-ACFOP must be made in writing to the Military-ACOFB Secretary/Treasurer and with at least 60 days prior to the requested meeting date.
- C. All members of the Military-ACOFB shall be entitled to one vote at the annual meeting and any special meeting of the members. No member shall be entitled to vote by proxy.
- D. The Board of Directors shall hold regular meetings four times annually. Special meetings of the Board shall be held at the call of the President or any three members of the Board.

- E. All Board Members shall be entitled to one vote at regular and special meetings of the Board. Electronic or other voting mechanisms are allowed so long as the identity of the voting Board member can be reasonably verified.
- F. The Secretary-Treasurer or Executive Director shall provide notification for all meetings. Notification shall be delivered in writing to the members of the respective bodies not less than twenty days prior to the date of the meetings. The notification shall include the date, time, and place of the meetings.
- G. Those members present at any annual or special meeting of the members shall constitute a quorum. Four or more members of the Board shall constitute a quorum for meetings of the Board of Directors. A majority of votes entitled to be cast by the members present shall be necessary for the adoption of any motion unless a greater proportion is required.

ARTICLE V - LEGISLATIVE AUTHORITY

Section 1. The legislative authority of the Military-ACOFP shall reside with the members of the Military-ACOFP.

ARTICLE VI - BOARD OF DIRECTORS

Section 1. The affairs of the Military-ACOFP shall be managed by a Board of Directors.

Section 2. The Board of Directors shall consist of the President, President-Elect/Secretary-Treasurer, two Directors at-large, one Director who is an osteopathic medical student in good standing at an AOA-COCA accredited osteopathic medical school (REFERRED TO HEREFTER AS THE "MEDICAL STUDENT DIRECTOR"), and one Director who is an osteopathic medical school graduate enrolled in a graduate Military medical education program (REFERRED TO HEREFTER AS THE "RESIDENT DIRECTOR"). All Board members shall be members of the Military-ACOFP.

Section 3. The Board of Directors shall supervise the funds of the Military-ACOFP and shall provide for a yearly audit of the financial records.

Section 4. The Board of Directors shall be the sole source of recommendations from the Military-ACOFP for appointments to statutory committees or Board which call for participation by the profession and for any other appointments to private or governmental agencies.

ARTICLE VII - OFFICERS

Section 1. The officers of the Military-ACOFP shall be: President, President-Elect/ Secretary-Treasurer. The duties of the officers shall be such as may be specified in these bylaws and in parliamentary authority of the Oregon-ACOFP. The bylaws, if applicable, take precedence.

ARTICLE VIII - DUTIES, TERMS, AND ELECTION OF OFFICERS

Section 1. Duties of the President

A. The President Shall:

- a. Preside at all meetings of the Board of Directors and official membership meeting(s).
- b. Execute contracts and documents on behalf of the Military-ACOFP, subject to the approval of the Board of Directors.
- c. Oversee the business of the Military-ACOFP.

- d. Obtain legal counsel, upon approval of the Board of Governors, as may be indicated for the welfare of the Military-ACOFP.
- e. Assume additional duties as directed by the Board of Governors.

Section 2. Duties of the President-Elect/ Secretary-Treasurer

- A. The President-Elect/ Secretary- Treasurer shall:
 - a. Succeed to the presidency upon expiration of the President's term of office.
 - b. Assume the duties of the President if the President is unable to complete the term or is unavailable.
 - c. Serve in other capacities as directed by the President and Board of Directors
 - d. Be responsible for administrative staff's record-keeping for the Military-ACOFP, including but not limited to, Military-ACOFP Bylaws and minutes of all Military-ACOFP meetings.
 - e. Oversee the maintenance of the database for the Military-ACOFP membership.
 - f. Oversee notification of the Military-ACOFP Board of Governors, committees and the membership of pertinent meetings.
 - g. Oversee all financial matters of the Military-ACOFP, including the annual audit and report to the Board of Directors on the financial matters of the Military-ACOFP.
 - h. Present to the Board of Governors the annual budget as developed by the Finance Committee
 - i. Other duties as assigned by the Board of Directors.

Section 4. All election of Officers and Directors shall take place at the Annual Meeting of the Members per the process described in Section 10 of this Article. All persons selected to hold office in the Military-ACOFP must be Members in good standing of the ACOFP.

Section 5. The term of office for the officers of the Military-ACOFP and Director at-large shall be for two years.

Section 6. The term of office for the Medical Student Director and the Resident Director shall be one year.

Section 7. Under normal circumstances, the President-Elect will be automatically elected to the position of President.

Section 8. Vacancies occurring in any position on the Board of Directors shall be filled by the Board at the next regular or special meeting. The person selected to fill the vacancy shall serve for the unexpired term. Should a vacancy occur in the position of Past-President, the Board shall select a past president to serve in that position.

Section 9. If any officer or director fails to perform the duties required of his office, the Board of Directors shall declare the office vacant.

Section 10. The election of Directors shall be held immediately following the report from the Nominating Committee. Nominations shall be open from the floor at the annual membership meeting. Consent of the nominee nominated from the floor must be obtained before the name is formally presented, and a list of the nominee's qualifications shall be available to the membership. Those persons elected shall take office at the close of the Annual Meeting.

Section 1. The Nominating Committee shall be the standing Military-ACOFP committee. Other committees may be charted at the direction of the Oregon-ACOFP President with approval from the Board of Directors.

Section 2. The Past-President shall chair the Nominating Committee. Additional committee members may be appointed by the President with approval by the Board of Directors.

Section 3. The Board may establish other committees as necessary.

Section 4. The President shall appoint all committees annually from the membership of the Military-ACOFP.

Section 5. The Board shall establish the duties of all committees and shall require that each committee report its activities to the members at the Annual Meeting.

ARTICLE X - FISCAL YEAR

Section 1. The fiscal year of the Military-ACOFP shall be from January 1 to December 31 of each year.

ARTICLE XI - PARLIAMENTARY GOVERNMENT

Section 1. The rules contained in Roberts Rules of Order, Revised, shall govern the Military-ACOFP in all cases in which they are applicable and in which they are not inconsistent with the Constitution and Bylaws of the Military-ACOFP.

ARTICLE XIII - ETHICS

Section 1. The Code of Ethics of the Military-ACOFP shall be the Code of Ethics of the American Osteopathic Association and the American College of Osteopathic Family Physicians.

Section 2. The Military-ACOFP shall have the affirmative duty to insure that each of its members is practicing in an ethical, legal, and moral manner. In any instance where a member of the Military-ACOFP is reported to be conducting his practice in any other way, the Military-ACOFP shall take immediate action to determine the validity of the report and to take such disciplinary action as may be warranted.

Section 3. Charges of unethical, disreputable practice, misconduct, or violation of the rules of the Military-ACOFP or conduct tending to bring the profession into disrepute or conduct against the general well-being of the profession shall be presented to the Board of Directors in writing.

Section 4. Upon receipt of a written report against a member of the Military-ACOFP, the Board shall appoint an ad hoc Ethics Committee to investigate and report its findings and recommendations to the Board.

Section 5. Any member charged with violation of the bylaws, rules and regulations or Code of Ethics of the Military-ACOFP or of improper or unprofessional conduct may be cited to appear before the Board for consideration of charges against him. If, in the judgment of the Board, the charge is sustained, a member may be reprimanded, suspended, or expelled as the Board may determine. If deemed necessary, the Board shall report the complaint and subsequent disciplinary action to the appropriate Medical Board.

Section 6. Any member who has been suspended or expelled may be reinstated full membership in accordance with the regular membership procedure by a three-fifths vote of the Board of Directors.

Section 7. Decisions by the Board of Directors regarding discipline and/or expulsion of members shall be final.

ARTICLE XIV - AMENDMENTS

These bylaws may be amended at any Annual Meeting of the members by two-thirds vote of the voting members in attendance at such session, provided that such amendments shall have been presented to the Board of Trustees and filed with the Secretary-Treasurer, and that the Secretary-Treasurer shall have them reproduced and mailed to each member of the Military-ACOFP not less than 30 days prior to the Annual Meeting.