

**SOUTH CAROLINA SOCIETY OF  
THE AMERICAN COLLEGE OF OSTEOPATHIC FAMILY PHYSICIANS  
BYLAWS**

**ARTICLE 1. NAME AND OFFICES**

- 1.1 Name. The name of this organization is South Carolina Society of the American College of Osteopathic Family Physicians, also referred to hereafter as SCACFP, “The Association”, or “The Chapter”. SCACFP is a non-profit association chartered under the laws of the State of South Carolina, and an affiliate of the American College of Osteopathic Family Physicians, Inc. The duration of this organization shall be perpetual.
- 1.2 Offices. The principal office of the Association shall be co-located with the South Carolina Osteopathic Medical Society. The Association may also establish other offices as the Board may require.

**ARTICLE 2. OBJECTIVES**

- 2.1 Purpose. The purpose of this Association shall be to promote and improve high standards of Osteopathic Family Medicine in South Carolina through education, advocacy, and training. Members will:
  - 2.1.1 Be active participants and partners with the ACOFP, the AOA, SCOMS, and other organizations in South Carolina that advance medicine, medical education, patient care, and patient advocacy.
  - 2.1.2 Advocate for members and the patients they serve at the national, state, and local levels.
  - 2.1.3 Promote better understanding by the public of the services rendered by osteopathic physicians.
  - 2.1.4 Encourage scholarly pursuit by members and the attainment of Fellow status in the ACOFP.
  - 2.1.5 Aid in the growth and development of the ACOFP student chapter(s) in South Carolina.
  - 2.1.6 Act as mentors for osteopathic medical students who are pursuing, or considering pursuing, Family Medicine residency training.

**ARTICLE 3. MEMBERSHIP**

- 3.1 Qualifications. An applicant for membership, except as provided herein, shall be a graduate of a college of osteopathic medicine accredited by the Commission on Osteopathic College Accreditation (COCA) at the time of graduation and shall be licensed to practice osteopathic medicine or who are retired osteopathic physicians. Each applicant shall conform to the ACOFP Code of Ethics. Members must be free of felony conviction or of any crime relating to or arising out of the practice of medicine.
  - 3.1.1 Membership in this Association shall not certify any physician or imply that any member is qualified over any other physician.
  - 3.1.2 Membership in the SCACFP, a nonprofit voluntary organization, shall be considered a privilege and not a right. Final authority concerning membership privileges rests with the Board of Trustees of the SCACFP.
- 3.2 Membership Classifications.

- 3.2.1 Active Member. An active member shall be a South Carolina State licensed osteopathic physician who is engaged in the practice of family medicine, either in active clinical practice or in academic medicine. Only active members may vote, hold office or serve on the Board of Trustees of this Association.
- 3.2.2 Retired Member. A retired membership status may be granted at the discretion of the Board of Trustees to such individuals who have completely disassociated themselves from the regular practice of medicine and surgery as an osteopathic physician. Such an application must be presented to the Board of Trustees, who will at that time, pass upon its merits. The applicant shall pay the retired rate as voted upon and shall have no voice or vote in the Association or any component District but shall receive all other prerogatives as are available to the Active Membership.
- 3.2.3 Associate Member. An associate membership shall be available to health professionals whose professional activities involve cooperation with osteopathic family physicians through their specialty; or persons interested in supporting this organization. These members will be without voice or vote but may serve as advisors on committees at the discretion of the Board of Trustees.
- 3.2.4 Resident Member. Resident members shall be graduates of a COCA accredited college of osteopathic medicine who are currently in an ACGME approved family medicine residency in the state of South Carolina. Resident members shall have voice and vote, may serve on committees, and may be elected to Trustee positions.
- 3.2.5 Student Member. Student members shall be enrolled in a COCA accredited college of osteopathic medicine and have a primary or secondary residence in the state of South Carolina. These members will be without voice or vote but may serve as advisors on committees at the discretion of the Board of Trustees.
- 3.2.6 Honorary Member. Honorary membership may be conferred by the Board of Trustees unto persons of distinction who have rendered outstanding service to the SCACOF and who is retired from active practice. These members shall not pay dues or assessments nor be entitled to voice or vote.
- 3.2.7 Life Member. Life members are conferred by the Board of Trustees to any active member who has reached the age of 70 years and who has been a member of a state chapter of ACOFP in good standing for 20 consecutive years immediately preceding. The membership committee may recommend waiver of these requirements on individual consideration and must be approved by the Board of Trustees. Life members shall not pay dues or assessments and shall be deemed to have the rights and privileges of active members.
- 3.2.8 Allied Member. By specific action of the Board, allied membership may be granted to individuals or corporations who support the goals and objectives of this Association but are not eligible for any other category of membership. An allied member shall enjoy all the rights and privileges of an Active member except the right to vote or hold elective office. Request for membership shall be accompanied by payment of the appropriate dues amount.
- 3.2.9 Military Physician. Osteopathic physicians and/or surgeons who are in a service branch of the United States Military; are stationed in South Carolina or claim South Carolina as their home state; and hold a valid state license shall be eligible for a voting membership.

- 3.3 In Good Standing. The phrase “in good standing” shall describe those members whose dues and assessments are current and who have no negative judgments against them as prescribed in the SCACOFB bylaws.
- 3.4 Membership Application. Electronic applications shall be available on the SCACOFB website. Payment for the appropriate first year’s dues shall accompany the application.
- 3.5 Dues. Membership dues shall be established by the Board of Trustees with concurrence of a majority of the membership present at the Annual Meeting.
- 3.5.1 Dues payable. All dues are payable annually. Dues not paid by the end of the individual’s membership year shall deem a member “not in good standing.” Any member who fails to pay the dues within three calendar months from the renewal date shall be considered delinquent and may be removed from the membership rolls.
- 3.5.2 Waiver of Dues and Assessments. A member may apply for waiver of dues and assessments for cause to the Membership Committee who shall send its recommendations to the Board of Trustees, which, upon majority vote, may waive part or all of the annual dues and assessments of a member.
- 3.6 Assessments. To meet emergencies, the Board of Trustees may levy such assessments as may be necessary, provided that the total of such assessments in any one year shall not exceed the amount of the annual dues. Failure to pay such assessments shall incur the same penalty as failure to pay dues. Those dropped from membership for nonpayment of dues during the fiscal year in which an assessment is levied shall be required to pay the assessment prior to reapplying for membership.
- 3.7 Revocation of Membership. Membership may be revoked after due notice to the member and a hearing before the Board of Trustees. The Board shall have the right to revoke such membership by a two-thirds (2/3) vote of a quorum of the Board of Trustees hearing such complaint.
- 3.7.1 Cause. Membership in this Association may be revoked for one or more of the following reasons:
- Noncompliance with the Constitution and bylaws of SCACOFB,
  - Breach of the American Osteopathic Association Code of Ethics
  - Breach of the American College of Osteopathic Family Physicians Code of Ethics,
  - Revocation of license to practice Osteopathic Medicine,
  - Conviction of a felony,
  - Egregious unprofessional conduct,
  - Found not to be “in good standing”
- 3.7.2 Right of Appeal. Any individual whose membership has been revoked by the Board of Trustees for reasons other than nonpayment of dues shall have the right of appeal to the general membership at the next Annual Meeting. The general membership may, at its discretion, take such action as it deems appropriate. Reinstatement of membership to the SCACOFB shall be by an affirmative vote of two-thirds (2/3) of the total number of qualified members present at that Annual Meeting.
- 3.8 Voting. Each voting member in good standing shall have one vote at any meeting of the members. A majority of the votes cast at a meeting at which a quorum is present or via electronic proxy, to include e-mail and facsimile, where a record can be kept on file as proof, shall constitute the action of the members.
- 3.9 Quorum. A quorum to conduct official business shall consist of a minimum of ten (10) active voting members in good standing.

- 3.10 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 vote of the members present at a general membership meeting.

#### **ARTICLE 4. TRUSTEES**

- 4.1 Qualifications. The officers and trustees shall be elected from the ranks of Active or Life members in “good standing” with the SCACOFPP.
- 4.1.1 A SCACOFPP member must also be a member of the national ACOFP in order to hold office or be a delegate at the annual national ACOFP Congress of Delegates.
- 4.2 Founding Board of Trustees. The Founding Board of Trustees shall be composed of eight (8) members who meet the requirements for voting members and who wish to establish the initial SCACOFPP chapter. This will consist of the Founding President, President Elect, Secretary, Treasurer, Dean of the Carolinas Campus of the Edward Via College of Osteopathic Medicine (VCOM-Carolinas), and three qualifying at-large members.
- 4.2.2 Term of Founding Board members. The President, President Elect, Secretary, Treasurer, and Dean of VCOM-Carolinas will serve a two-year term.
- 4.2.2a The three at-large Founding Trustees will serve a staggered term in order to allow for the continued staggered terms of this position as outlined in Article 4, Section 5 of the SCACOFPP bylaws. One trustee will serve a two-year term, one trustee will serve a three-year term, and one trustee will serve a four-year term. Each aforementioned Trustee will agree at the inception of their term as to their tenure.
- 4.3 After the initial Board term, the Board of Trustees will be comprised of the members as outlined in Article 4, Section 5 of the SCACOFPP bylaws.
- 4.4 Duties of the Officers. Within the first twelve (12) months of operation, the founding Board shall recruit new membership in such numbers as to promote a sustaining ACOFP Chapter (society) and to assure elections that promote statewide involvement of osteopathic family physicians.
- 4.4.1 President. The President shall preside at all meetings of the Board of Trustees, exercise general charge and supervision of the affairs of the Association, be ex officio member of all committees except the Nominating Committee and perform such other duties as may be assigned by the Board of Trustees.
- 4.4.2 President-Elect. The President-Elect assume the duties of the President when the President is absent or unavailable, be prepared to assume the Office of the President of the Association during the succeeding year, preside as chairman of the Annual Meeting Committee, and perform such other duties as may be assigned by the Board of Trustees. The President-Elect shall automatically succeed to the presidency upon expiration of the President’s term of office
- 4.4.3 Secretary. The Secretary shall record and keep on file the minutes of the meetings of the Board of Trustees and of the membership, be custodian of the permanent files of this organization, except those assigned to other offices or committee chairs, notify all candidates of their election to membership, maintain a complete and current file of candidates and members, send out all notices/communications required by the President or the Board of Trustees, attend to the general

correspondence of the organization at the President's direction, and perform such other duties as may be assigned by the Board of Trustees.

- 4.4.4 Treasurer. The Treasurer shall receive and record all monies and other assets and all amounts paid for and incurred for the Association, disburse funds only upon receipt of a request signed by the President or Executive Trustee, have the Treasurer's books audited immediately preceding the annual meeting by a committee of three members appointed by the President, file such reports or forms as may be required by governmental agencies, and perform such other duties as may be assigned by the Board of Trustees. The Treasurer will maintain an account in the name of the SCACOF at a financial institution approved by the Board.
- 4.4.5 Immediate Past President. The Immediate Past President shall automatically remain on the Board of Trustees for three years following the expiration of tenure as President, serve as a mentor to the President, preside as chairman of the Nominating Committee, and perform such duties as assigned by the Board of Trustees.
- 4.4.6 The terminology "Executive Committee" and "Officers" will refer to the following individuals:
- The President,
  - President Elect,
  - Secretary,
  - Treasurer,
  - Immediate Past President.
- 4.5 Composition. The Board of Trustees shall consist of ten (10) members and shall be comprised of:
- The Executive Committee,
  - One resident member,
  - One student member,
  - Three at-large members elected by the voting members of The Association.
- 4.6 Resident and Student Trustees
- 4.6.1 Resident Member. The resident member shall be nominated by the resident membership and appointed by the President with the approval of the President Elect and shall serve as a voting member of the Board of Trustees. They shall serve as the liaison for resident members and serve on the membership committee.
- 4.6.2 Student Member. The student member shall be nominated by the student membership of the South Carolina Student chapter of the ACOFP. The student member will be approved by the Dean of the Carolinas Campus of the Edward Via College of Osteopathic Medicine and appointed by the President to serve in an advisory, non-voting role. The student member shall serve as the liaison for student members and serve on the membership committee.
- 4.7 The Board of Trustees shall be the policymaking body for The Association
- 4.8 Length of Term.
- 4.8.1 Elected Officers will serve a 3-year term.
- 4.8.2 Elected at-large trustees will serve a staggered 3-year term
- 4.8.3 Student and Resident trustees will serve a 1-year term

- 4.9 Board Meeting Requirements. The Board of Trustees shall meet at least two (2) times annually. One meeting may be held in conjunction with the annual meeting of the SCACOFB.
- 4.9.1 Quorum. A majority of those presently elected or appointed to the Board of Trustees shall constitute a quorum at any duly called Board meeting.
- 4.9.2 Trustees may participate in a meeting of the Board or a committee of the Board by means of conference telephone or video conference (i.e. Zoom) and such participation shall constitute attendance at the meeting
- 4.9.3 Special Meetings. A special meeting of the Board of Trustees may be called by the President, by giving each Board member seven (7) calendar days written or email notice
- 4.10 Compensation. Officers shall not receive any stated salary for their services.
- 4.11 Resignation. Any Trustee may resign at any time by giving a fourteen (14) day written notice of resignation to the Board of Trustees.
- 4.12 Vacancies. Should any vacancy in the Board of Trustees occur, the vacancy may be filled by an individual assigned by the current Executive Committee, even if they constitute less than a quorum, by affirmative vote of the majority.
- 4.12.1 Any Trustee so elected shall hold office until the next annual meeting of the Association and until the election and qualification of their respective successor.
- 4.13 Removal from Office. Any Trustee may be removed from office by the affirmative vote of two-thirds of all the Trustees at any regular or special meeting called for that purpose, for nonfeasance, malfeasance, conduct detrimental to the interests of the Association, lack of sympathy with its objectives, refusal to render reasonable assistance in carrying out its purposes, failure to attend two consecutive meetings of the Board without valid excuse, or for revocation of license as an Osteopathic Physician by the state licensing board.
- 4.13.1 Written Notice. No such officer or representative of the Association shall be so removed unless he or she shall have been served by the Secretary with a written notice of the time and place of the meeting at which his or her removal will be considered by the Board, and furnished an opportunity to be heard, in person or via synchronous electronic communication (i.e. Zoom), or by a representative, or both, to answer the charges so made at such meeting.
- 4.13.2 Method of Written Notice. Such notice and copy of the charge or charges shall be served by mailing the same in both regular mail and certified mail with return receipt requested, addressed to his or her last known mailing address as shown by the records of the Association, no less than thirty (30) days prior to the day of said meeting.

## **ARTICLE 5. STANDING COMMITTEES AND THEIR DUTIES**

- 5.1 Membership and Retention. This committee shall stimulate increased membership in this Chapter, receive applications for membership and present them, with credentials, to the Secretary and Board, and perform such other duties as fall under the province of the committee.
- 5.2 Nominating. This committee shall be chaired by the Immediate Past President and shall consist of four (4) members elected by the membership at the annual meeting. It will present a slate of at least one

qualified nominee for each elective office at the annual meeting. The consent of each nominee will be obtained before his or her name is presented.

- 5.3 Bylaws. This committee shall keep the Bylaws under review and submit amendments and revisions to the Board of Trustees when needed, note and correct areas in conflict with State and National Bylaws, receive and duly consider suggested amendments submitted by the membership, and perform such other duties as fall under the province of the committee.
- 5.4 Annual Meeting. This committee shall plan and organize the annual membership meeting and perform such other duties as fall under the province of the committee.

#### **ARTICLE 6. EXECUTIVE DIRECTOR**

- 6.1 Serve on Board of Trustees. The Executive Director shall serve as the executive officer of the Association and shall administer the affairs of the Association in accordance to established administrative practices under the President and the Board. He or she shall be an ex-officio member of the Board, executive committee, and all standing committees.
- 6.2 Appointment and Review. The Executive Director will be selected by and reviewed by the Executive Committee.
- 6.3 Compensation. The Executive Director role may be a compensated position. The amount of compensation will be proposed by the Executive Committee and will be adopted by a majority vote of the general membership present at the annual meeting.
- 6.4 Administration. The Executive Director shall be responsible for the administration of all Association staff and will be allowed the necessary budget for administrative and office staff, postage, office supplies, traveling expenses and other expenses incident to official duties.
- 6.5 Reports. It shall be the responsibility of the Executive Director to see that proper reports to the Internal Revenue Service, the South Carolina Corporation commission, and any other duly qualified agency, are prepared under the supervision of a firm of certified public accountants and forwarded to the proper body. The expense of such reports shall be defrayed by this Association.

#### **ARTICLE 7. ANNUAL GENERAL MEMBERSHIP MEETING**

- 7.1 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 (if applicable), and social events.
- 7.2 The agenda shall be set by the Board of Trustees.
- 7.3 All active members shall comprise the voting body.
- 7.4 A majority of those members in attendance at the annual meeting shall constitute a quorum.
- 7.5 Notice of the annual meeting shall be announced no less than sixty (60) calendar days prior to the meeting date.
- 7.6 A copy of the agenda shall be given to each member in writing (may be in electronic/email form) no less than fifteen (15) calendar days prior to the meeting date.

- 7.7 Elections. 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. The annual meeting will elect, by ballot:
- 7.7.1 President, President-elect, Secretary and Treasurer each to serve a 3-year term as per Article 4, Section 8
- 7.7.1 At-large trustees to serve a three-year staggered term as per Article 4, Section 8
- 7.7.2 An Officer or Trustee will be deemed elected if endorsed by a majority of the members present at the Association Annual Meeting.
- 7.7.3 Term of office will begin immediately following the end of the election.
- 7.8 Unless otherwise provided in the articles of incorporation and bylaws of this Association, the current edition of "Robert's Rules of Order" shall govern the proceedings of all sessions of the Association

#### **ARTICLE 8. AMENDMENTS**

- 8.1 These Bylaws may be amended by this Association at any Annual Meeting, by a two-thirds vote of the accredited voting members in attendance at such meeting, provided that any proposed Amendment has been approved for consideration by the Executive Committee and communicated to all members of the Chapter not less than two (2) months prior to the Annual Meeting at which they are to be acted upon.
- 8.2 Any Amendment must be recorded with the American College of Osteopathic Family Physicians.

**This document was prepared to establish the South Carolina Society of the ACOFP.**