

# Missouri Society of the American College of Osteopathic Family Physicians

## BYLAWS

### ARTICLE I

#### Name

This Society shall be known as the Missouri Society of the American College of Osteopathic Family Physicians, an affiliate society of the American College of Osteopathic Family Physicians.

### ARTICLE II

#### Membership

##### Section 1. Qualifications

An applicant for membership, except as provided herein, shall be a graduate of a college of osteopathic medicine approved by the Commission on Osteopathic College Accreditation (COCA) or a graduate of a college of allopathic medicine approved by the Liaison Committee on Medical Education at the time of graduation and shall be licensed to practice medicine. Each applicant shall be of good moral character and shall conform to the ACOFP or the AMA Code of Ethics.

##### Section 2. Membership Classifications

The membership of this Society shall consist of the following classes: Active, Academic, Associate and Assistant Physician/Transitional Physician.

- A. **Active members** shall be a licensed physicians who have completed AOA-approved post-doctoral training in family medicine or another specialty considered to be primary care, or an Accreditation Council of Graduate Medical Education (ACGME) approved post-doctoral training in family medicine, or another specialty considered to be primary care. The Committee on Membership may recommend to the Board of Governors a waiver of these requirements based on individual considerations. Active members are entitled to serve as delegates to the ACOFP Congress of Delegates, hold office, hold committee appointments except for Honorary Members. Active Members may be included in the following categories:

##### (1) Life Membership

Life Membership may be conferred upon active members of the Missouri Society of the American College of Osteopathic Family Physicians by the Board of Governors.

##### a. Qualifications:

- i. Shall have been a member of the Missouri Society of the American College of Osteopathic Family Physicians for at least the preceding 10 consecutive years, and

- ii. Shall have reached the age of seventy years or has completed forty years as a practicing physician (as determined from date of graduation from medical school), whichever is lowest.
- b. At the discretion of the Board of Governors, Life Membership may also be conferred upon a life member of another state society of the American College of Osteopathic Family Physicians (applicant must provide written verification) who has maintained membership in the Missouri Society of the American College of Osteopathic Family Physicians for the preceding five consecutive years.

Life members shall be eligible to receive all benefits and services of active membership and shall be exempt from payment of dues.

## (2) Honorary Membership

Honorary Membership may be conferred upon an active or associate member who has, in the judgment of the Board of Governors, performed distinguished service to the Society and its objectives.

- c. Approval of a nominee shall be by two-thirds vote of the membership at the annual meeting.
- d. An honorary member will be exempt from payment of dues and assessments of the Missouri Society of the American College of Osteopathic Family Physicians.
- e. An honorary member may not be elected to an office in the Society.

## (3) Non-Practicing Physician

A non-practicing physician is one who meets the Active Member criteria but is currently not deriving income from the practice of medicine in any form. This category may include retired physicians, missionaries, volunteers, etc. This category of membership must be specifically requested by the active member and the physician shall have been a member of the Missouri Society of the American College of Osteopathic Family Physicians for at least the previous five consecutive years and be approved by the Board of Governors for this category. The Board reserves the right to request evidence that the physician is not practicing medicine. If approved, dues will be reduced 50% from the "Active" category. Membership years as a non-practicing physician cannot be applied to the requirements for Life Membership status.

- B. **Academic Members** shall be students in colleges of osteopathic medicine accredited by the Commission on Osteopathic College Accreditation who are also members of their local undergraduate chapter located within the geographic boundary served by the ACOFP affiliate society or students in colleges of medicine accredited by The Liaison Committee on Medical Education interested in family medicine.

In addition, Academic Members include interns or residents in post-doctoral programs accredited by AOA or ACGME.

Academic members shall be eligible to receive all benefits and services of active membership and shall be exempt from payment of dues. All academic members shall be entitled to serve as committee members and have voting privileges on the committee where they serve.

Academic members who are interns or residents may serve as board members . Academic

members who serve as their Chapter President of the Student Association of the American College of Osteopathic Medicine (SAACOF) or person serving in the similar capacity in the primary care club in Missouri are automatically designated as board members for one year. All Academic members who serve on the Board of Governors have full voting privileges.

The Academic members may serve as delegates to the ACOFP Congress of Delegates as allowed by the ACOFP and approved by the Board of Governors. Academic members shall have voting privileges as an active member.

- C. **Associate Members** shall be those persons whose professional activities involve cooperation with member family physicians through their specialty; or who contribute to some phase of the special field of family medicine, such as education and research in scientific fields; or others interested in supporting this Society. Associate members are entitled to serve on committees and vote on committees but may not hold office or vote as an active member. Associate member applications must be approved by the Board of Governors, have a recommendation from an active member and be accompanied by the designated annual dues payment.
- D. **Assistant Physicians/Transitional Physicians** shall be medical students who have graduated from an accredited medical college (as described in section A) who wish to pursue family medicine but did not match into an accredited residency program. This is a two-year limited membership and must be approved by the Board of Governors. Eligibility for assistant physician/transitional membership will terminate on June 30 of the second full calendar year following the year in which the member graduated from an allopathic or osteopathic medical school or upon the member's earlier enrollment in a residency program. Transfer from one classification to another must be approved.

Assistant Physicians/Transitional Physicians shall be eligible to receive all benefits and services of active membership and shall be exempt from payment of dues for the two-year period. Assistant Physicians/Transitional Physician members shall be entitled to serve as committee members only. Assistant Physicians/Transitional Physician members may not serve as delegates to the ACOFP Congress of Delegates. Assistant Physicians/Transitional Physician members shall have voting privileges as an active physician.

### Section 3. Applications for Membership

Application for membership shall be considered when the request for membership is submitted on the designated application or on-line and accompanied by the designated annual dues.

### Section 4. Privileges of Membership

Each of the foregoing classes of membership shall be granted the same privileges of membership except as otherwise designated.

### Section 5. Delinquent Status

A member, whose dues and/or assessments are unpaid after January 31, will be considered delinquent. A delinquent member may be reinstated if, prior to the close of the year, in which membership dues are delinquent, the member pays the current year dues and assessments.

Non-payment of dues and assessments for one year or more will require the delinquent member to make formal application for a current membership status.

### **ARTICLE III**

#### Code of Ethics

The code of ethics of this Society shall be the same as that of the American Osteopathic Association and the American College of Osteopathic Family Physicians.

### **ARTICLE IV**

#### Dues and Assessments

Section 1. The dues and assessments of this Society shall be paid annually to the Society. Membership dues and assessments will be due the first day of January. Membership dues will be considered delinquent on January 31.

Section 2. The Society's fiscal year shall be established by the Board of Governors.

Section 3. Annual dues shall accompany all applications for membership.

Section 4. The membership dues and assessment(s) will be established by the Society's Board of Governors and shall be approved at the annual membership meeting, by two-thirds vote of those members present.

Section 5. Waiver of dues and assessments:-A member may apply to the Board of Governors for a dues and/or assessment(s) waiver. By a majority vote, the Board of Governors may grant a waiver, of part or all, of the annual dues and assessments of a member.

### **ARTICLE V**

#### Officers and their Responsibilities

Section 1. The Society's elected officers shall be the President, President-Elect, Vice President, Secretary, and Treasurer; and shall be elected by the membership for a one-year term. The officers shall be elected by the membership at the annual meeting.

Section 2. The officers of the Society shall be the officers of the Board of Governors.

Section 3. Duties of the President

- A. The President shall:
  - a. Preside at all meetings of the Board of Governors and official membership meeting(s).
  - b. Form committees as needed and appoint all chairs and members of committees, teams, advisory councils, etc.
  - c. Execute contracts and documents on behalf of the Society, subject to the approval of the Board of Governors.

- d. Oversee the business of the Society.
- e. Obtain legal counsel, upon approval of the Board of Governors, as may be indicated for the welfare of the Society.
- f. Be an ex-officio member of all Society committees
- g. Assume additional duties as directed by the Board of Governors.
- h. Assume the Immediate Past-President's position following the year of election as President and maintain a position on the Board of Governors in this capacity for one year.

Section 4. Duties of the President-Elect

- A. The President-Elect shall:
  - a. Succeed to the presidency upon expiration of the President's term of office.
  - b. Shall serve as the Chair of the Convention and Education Committee.
  - c. The President-Elect will assume the duties of the President if the President is unable to complete the term or is unavailable.
  - d. The President-Elect will serve in other capacities as directed by the President.

Section 5. Duties of the Vice President:

- A. The Vice President shall:
  - a. Perform the duties of the President at such times as the President and/or President-Elect are unavailable.
  - b. Perform such duties as designated by the President or the Board of Governors.

Section 6. Duties of the Secretary:

- A. The Secretary shall:
  - a. Be responsible for administrative staff's record-keeping for the Society, including but not limited to, Society Bylaws and minutes of all Society meetings.
  - b. Oversee the maintenance of the database for the Society's membership.
  - c. Oversee notification of the Society's Board of Governors, committees and the membership of pertinent meetings.

Section 7. Duties of the Treasurer

- A. The Treasurer shall:
  - a. Approve all Society disbursements in advance of payment.
  - b. Oversee all financial matters of the Society, including the annual audit and report to the Board of Governors on the financial matters of the Society.
  - c. Assure the Financial Policies of the Society are followed.

**ARTICLE VI**

Board of Governors

Section 1. The Board of Governors shall be the elected officers, and eight elected governors, each governor serving a three-year term, with the exception of family medicine residents. The student

representatives are automatically appointed based on their club election or position within the student club and do not require election.

- A. The majority of the Board of Governors shall be a quorum.
- B. The Board of Governors shall be the governing body of this organization and shall manage the affairs of the Society in accordance with the Bylaws.
- C. The Board of Governors shall consist only of current MSACOFP members.
- D. The Board of Governors may include up to two family medicine residents who may serve renewable one-year terms.
- E. The Board of Governors will include the current Chapter President of the Student Association of the American College of Osteopathic Medicine (SAACOFM) or person serving in the similar capacity in the primary care club in Missouri. These students will serve a one-year term.

## Section 2. Duties of the Board of Governors

- A. The Board of Governors shall:
  - a. Meet in conjunction with the annual meeting and at such other times as may be deemed appropriate.
  - b. The President or designee may call a Board of Governors meeting; the time, date, and location must be announced to all of the Board of Governors at least 30 days in advance of the scheduled meeting.
  - c. Act upon the recommendations of all Society committees, task forces and teams.
  - d. Fill vacancies occurring among the officers or Board members by a majority vote of the Board. Such appointees shall serve until a successor is elected at the annual meeting.
  - e. Act as a liaison between the Society and the Missouri Association of Osteopathic Physicians and Surgeons and other specialty groups within the state.
  - f. Monitor all financial information and approve the annual budget and all amendments, and audit.
  - g. Nominate all officers and Governors for election by the membership
  - h. Approve all award and scholarship recipients
  - i. Recommend bylaws changes to be approved by the membership.
  - j. Creation of committees, teams, etc. as needed

## **ARTICLE VII**

### Standing Committees

Section 1. The Convention and Education Committee shall be a standing committee of the organization.

Section 2. The Membership Committee shall be a standing committee of the organization.

### Other Committees

Section 1: Other committees, task forces, advisory panels, and teams may be created by the President or Board of Governors as needed. Such committees will immediately dissolve upon completion of their charge or at the annual meeting upon installation of the President.

## **ARTICLE VIII**

### Elections

Section 1. Immediately following the report of the Board of Governors 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.

Section 2. In the event of a vacancy in the office of President-Elect, the Board of Governors shall present a nominee for the office.

Section 3. The membership shall elect the following at the annual membership meeting:

- A. President, President-Elect, Vice President, Secretary, and Treasurer.
- B. Governor(s) vacancies for a three-year term. Resident Governors for a one-year renewable term. Student Governors for a one-year term.

Delegates and Alternate Delegates to represent Missouri at the American College of Osteopathic Family Physicians Congress of Delegates shall volunteer for said position and must be members in good standing of the MSACOF and ACOFP. Volunteers shall be approved prior to the Congress of Delegates by the President.

- C. The number of delegates allowed to attend the Congress shall be determined by the rules dictated by the American College of Osteopathic Family Physicians.

Section 4. Officers and Governors shall assume their elected duties immediately following the final session of the annual meeting at which they were elected.

## **ARTICLE IX**

### Annual Meeting

Section 1. The annual meeting shall be at the time and place designated by the Board of Governors.

Section 2. All active members shall comprise the voting body.

- A. A majority of those members attending the annual membership meeting shall constitute a quorum.

Section 3. An announcement of the annual membership meeting shall be provided to members at least thirty days prior to the membership meeting.

## **ARTICLE X**

Parliamentary Authority

Robert's Rules of Order, newly revised, shall govern all proceedings of this Society not provided for in these Bylaws.

**ARTICLE XI**

Method of Amendment

Section 1. The Bylaws may be amended by a two-thirds vote of the members present at the annual membership meeting.

Section 2. All amendments to and revisions of the Bylaws of this Society, shall be subject to the approval of the American College of Osteopathic Family Physicians Board of Governors and the Congress of Delegates.