

CONSTITUTION OF THE AMERICAN COLLEGE OF OSTEOPATHIC FAMILY PHYSICIANS, INC.

ARTICLE I – NAME

The name of this organization shall be: The American College of Osteopathic Family Physicians, Inc. (ACOFP), also referred to hereafter as the “College.” The College is a not-for-profit corporation, chartered under the laws of the State of Illinois, and an affiliate of the American Osteopathic Association (AOA). The duration of this organization shall be perpetual.

ARTICLE II – MISSION AND OBJECTIVES

Section 1.

The mission of ACOFP is to promote excellence in osteopathic family medicine through quality education, visionary leadership and responsible advocacy.

Section 2.

The objectives of the College are:

1. To promote public health;
2. To encourage scientific research regarding osteopathic family medicine;
3. To support high standards of ongoing osteopathic education for osteopathic family physicians;
4. To identify, promote, and advance the standards of family medicine in the field of osteopathic medicine and surgery;
5. To encourage and improve the educational opportunities for the training of osteopathic family physicians in all branches of osteopathic medicine and surgery, including the osteopathic family medicine training programs;
6. To promote the departments of family medicine in all hospitals and all colleges of osteopathic medicine;
7. To promote improved understanding by the public of the services rendered by the osteopathic family physician;
8. To abide by the Code of Ethics of this College and its affiliated organizations, which shall conform to the Code of Ethics of the AOA;
9. To cooperate with the American Osteopathic Board of Family Physicians (AOBFP); and
10. To conduct at least two educational programs annually-one being in conjunction with the annual scientific seminar of the AOA.

ARTICLE III - AFFILIATED SOCIETIES

Affiliated societies of ACOFP may be organized in conformity with the bylaws of this College.

ARTICLE IV – MEMBERSHIP

The membership of this College shall consist of osteopathic family physicians and such other persons who have met the requirements of membership prescribed by the ACOFP Bylaws.

ARTICLE V - CONGRESS OF DELEGATES

The Congress of Delegates shall be the policy-making and legislative body of the College, and shall perform such functions as set forth in the bylaws.

50 **ARTICLE VI – OFFICERS**

51 The elected officers of this College shall be the President, President-Elect, the Past Presidents for the preceding
52 two years, Vice President, and Secretary/Treasurer.

53
54 **ARTICLE VII - BOARD OF GOVERNORS**

55
56 **Section 1.**

57 The Board of Governors shall be composed of the President, President-Elect, the Past Presidents for the
58 preceding two years, Vice President, Secretary/Treasurer, six (6) Governors-at-large, one osteopathic
59 Resident Governor, one osteopathic Student Governor, and the Speaker of the Congress of Delegates,
60 all to be selected as provided in the Bylaws. The Speaker has voice but no vote.

61
62 **Section 2.**

63 The Board of Governors shall be the Executive Body of the College and shall perform such duties as
64 provided in the Bylaws and by the Congress of Delegates.

65
66 **ARTICLE VIII – EXECUTIVE DIRECTOR**

67 The Executive Director shall be designated and hired by the Board of Governors and serve for such term as the
68 Board shall define.

69
70 **ARTICLE IX – AMENDMENTS**

71 **Section 1.**

72 This Constitution may be amended at any annual meeting of the Congress of Delegates by a three-
73 fourths vote of the total number of credentialed delegates in attendance for voting, provided that the
74 proposed amendment shall have been filed with the Executive Director of the College at least 60 days
75 before the first day of the meeting of the Congress of Delegates and that the Executive Director shall
76 have notified the membership of the College in writing of the proposed amendment at least 30 days
77 preceding the first day of the meeting of the Congress of Delegates.

78
79 **Section 2.**

80 All amendments to the Constitution shall not be effective until they are submitted to and approved by
81 the Board of Trustees of the AOA.

82
83
84 **BYLAWS OF THE AMERICAN COLLEGE OF OSTEOPATHIC FAMILY PHYSICIANS, INC.**

85
86 **ARTICLE I – NAME**

87 The name of this organization shall be: The American College of Osteopathic Family Physicians, Inc. (ACOFP)
88 also referred to hereafter as the “College.” The College is a not-for-profit corporation, chartered under the
89 laws of the State of Illinois, and an affiliate of the American Osteopathic Association (AOA). The duration of
90 this organization shall be perpetual.

91
92 **ARTICLE II - AFFILIATE SOCIETIES**

93 A group of osteopathic family physicians desiring a charter as an affiliate society of ACOFP in a state, a
94 designated geographic area which includes territory within more than one state in which there is no existing
95 affiliate society within any portion of the designated geographic area, the District of Columbia, or a foreign
96 territory or an organization of osteopathic family physicians serving in the uniformed services of the United
97 States shall submit its request to the Board of Governors of ACOFP for its approval. Following authorization to
98 form a society, the group may organize and then submit its Constitution and Bylaws to the Congress of
99 Delegates for approval before the society may be granted a charter. At any time thereafter, upon demand of
100 this organization, evidence that the approved society's Constitution, Bylaws, Code of Ethics and policies
101 conform to those of this organization while said charter is in force shall be furnished to the Board of Governors.

Affiliates may be disaffiliated upon recommendation of the Board of Governors and approval of the Congress of Delegates.

ARTICLE III – 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 American Osteopathic Association at the time of graduation and shall be licensed to practice osteopathic medicine. Each applicant shall be of good moral character, and shall conform to the ACOFP Code of Ethics.

Section 2. Membership Classifications

The membership of this College shall consist of the following classes: Active, Academic, and Associate.

- A. Active members shall have completed AOA-approved post-doctoral training in family medicine or Accreditation Council of Graduate Medical Education (ACGME) approved post-doctoral training or have been in active family medicine for greater than six years. 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, and they may be included in one of the following categories:
 - (1) Osteopathic honorary membership may be conferred by the Board of Governors on active members in good standing for 25 consecutive years immediately preceding, and who have rendered outstanding service to the College at either the state or national level. This honor shall be conferred by the Board of Governors on each President upon conclusion of the term of office. These members shall pay no dues or assessment and shall be deemed and have the privileges of active members.
 - (2) Life membership may be granted by the Board of Governors to any active member who has reached the age of 70 years, and who has been a member in good standing for 25 consecutive years immediately preceding. The Committee on Membership may recommend waiver of these requirements on individual consideration. Life members shall not pay dues or assessments. Life members shall be deemed and have the privileges of active members.
 - (3) Retired membership may be granted by the Board of Governors to active members in good standing in this organization who, because of age or through disability, have discontinued practice. These members shall have the same privileges as active members.
- 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 interns in post-doctoral programs accredited by AOA or ACGME or residents in family medicine post-doctoral programs accredited by AOA or ACGME. Academic members shall be entitled to serve as committee members, board members and delegates, and shall have voting privileges as set forth in Article V-Congress of Delegates.
- C. Associate members shall be those persons whose professional activities involve cooperation with osteopathic family physicians through their specialty; or who contribute to some phase of the special field of osteopathic family medicine, such as education and research in scientific fields; or others interested in supporting this College. Associate members may not vote as delegates or hold office. Associate members shall include the following categories:

- 154 (1) Professional Associate members whose activities involve cooperation with osteopathic family
155 physicians, or who contribute to some phase of the special field of osteopathic family
156 medicine, such as education and research in scientific fields, may serve on committees and
157 may vote on committees, but may not vote as a delegate or hold office.
158
- 159 (2) Industry associate members shall be those individual representatives who are employed by
160 companies that provide products and services to the osteopathic family physician and
161 profession. Industry associate members shall have the same privileges as active members,
162 except they shall not have a vote or hold office.
163
- 164 (3) Non-osteopathic honorary membership may be conferred by the Board of Governors on any
165 person who has rendered outstanding service to the organization at either the state or national
166 level. These members shall not have voting privileges and shall not hold office.
167

168 **Section 3. Active Members in Good Standing**

169 The phrase "in good standing" shall describe only those active members whose dues and assessments
170 are current, and who document CME hours earned within a three-year period of educational programs
171 consistent with the AOBFP requirements, and who are in compliance with the ACOFP Code of Ethics.
172 National officers, affiliate officers, and residency program directors must be members in good
173 standing.
174

175 **Section 4. Disciplinary Action**

- 176
- 177 A. The membership of any member of the College who, in the opinion of the Executive Committee,
178 persistently violates the established policy of the College, is convicted of a felony or of any crime
179 relating to or arising out of the practice of medicine, or violates the ACOFP Code of Ethics, may be
180 revoked, suspended, or placed on probation by action of the Executive Committee of the College
181 upon the recommendation of the Committee on Membership, after the member has been given
182 notice and an opportunity to be heard before such action is taken. Any individual whose
183 membership has been so revoked, suspended or placed on probation shall have the right of appeal
184 to the Board of Governors of the ACOFP at its next regular meeting, requesting a review of the
185 action of the Executive Committee, and the Board of Governors, on review, may in its discretion
186 take such action in regard thereto as it deems appropriate.
187
- 188 B. Revocation of membership does not prohibit one from future application to the College.
189

190 **ARTICLE IV - DUES AND ASSESSMENTS**

191

192 **Section 1. Dues**

193 The annual dues for all dues paying members shall be determined by the Congress of Delegates and
194 administered by the Board of Governors.
195

196 **Section 2. Payment of Dues**

- 197
- 198 A. All dues are payable at the beginning of the calendar year except in the year a member joins when
199 dues shall accompany the application.
200
- 201 B. If dues are not paid by April 1 of the same fiscal year, the member shall be automatically
202 suspended.
203
- 204 C. Non-payment of dues for twelve months after the initial invoice will result in membership
205 revocation. Such members may reapply, pursuant to the ACOFP re-application procedures.

206
207 **Section 3. Assessments**

208 To meet emergencies, the Board of Governors may levy such assessments as may be necessary,
209 provided that the total of such assessments in any one year shall not exceed the amount of the annual
210 dues. Failure to pay such assessments shall incur the same penalty as failure to pay dues. Those
211 dropped from membership for nonpayment of dues during the fiscal year in which an assessment is
212 levied shall be required to pay the assessment prior to reapplying for membership.
213

214 **Section 4. Waiver of Dues and Assessments**

215 A member may apply for waiver of dues and assessments for cause to the Committee on Membership
216 who shall send its recommendations to the Board of Governors which, upon majority vote, may waive
217 part or all of the annual dues and assessments of a member.
218

219 **ARTICLE V - CONGRESS OF DELEGATES**

220
221 **Section 1. Composition**
222

223 A. The ACOFP Executive Director shall provide to the Secretary of each ACOFP affiliate society in
224 writing the number of delegates to which that Society is entitled at least 60 days before the first
225 day of the annual meeting of the Congress of Delegates.
226

227 (1) Each affiliate society shall be entitled to at least one voting delegate, who shall be a member in
228 good standing, and shall be entitled to an additional voting delegate for every 25 members
229 thereafter, or the majority fraction thereof, active members, plus one voting delegate from
230 each approved undergraduate chapter located within the geographic boundaries served by the
231 ACOFP affiliate society.
232

233 (2) Each affiliate society shall select the delegates and respective alternate delegates to the
234 Congress of Delegates under the above provisions.
235

236 (3) The Secretary of each affiliate society shall certify its delegates and alternate delegates to the
237 ACOFP Executive Director in writing at least 30 days prior to the first day of the annual meeting
238 of the Congress of Delegates.
239

240 (4) Each affiliate society shall be entitled to one voting osteopathic family medicine resident
241 delegate who meets the following criteria.
242

243 (a) Be currently enrolled and in good standing in an AOA or ACGME residency program in
244 the state which the delegate represents.
245

246 (b) Be a member in good standing of the ACOFP affiliate society in the state (if such an
247 affiliate society exists).
248

249 (c) Be a member in good standing with ACOFP and AOA.
250

251 (5) Each affiliate society shall determine the method of choosing the delegate. This delegate shall
252 be a voting member of the affiliate society delegation.
253

254 B. One-fourth of the credentialed delegates shall constitute a quorum of the Congress of the
255 Delegates.
256

257 **Section 2. Qualifications**

- 258
259 A. Delegates and alternate delegates to the Congress of Delegates shall be active members or
260 academic members in good standing of this College and their ACOFP affiliate societies.
261
262 B. The members of the Board of Governors shall attend the meetings of the Congress of Delegates
263 and shall have voice but no vote or privilege of motion unless they are duly elected delegates.
264
265 C. All delegates and alternate delegates to the Congress of Delegates shall abide by the rules and
266 regulations of the Congress of Delegates and of their respective state delegations.
267

268 **Section 3. Responsibilities**

269 The Congress of Delegates shall be the legislative and policy making body of this College. No
270 appropriation shall be made by the Congress of Delegates except upon recommendation of the
271 Executive Committee, and approval by the Board of Governors. All resolutions, motions or otherwise,
272 having for their purpose the appropriation of funds, shall first be referred without discussion to the
273 Executive Committee of the Board of Governors. An adverse ruling on such motions may be overruled
274 by a three-fourths vote of the Congress of Delegates.
275

276 **Section 4. Speaker**

- 277
278 A. A Speaker shall be elected by the Congress of Delegates at its annual meeting, shall preside over
279 the Congress of Delegates, and shall vote only in the event of a tie vote.
280
281 B. The Speaker shall be conversant with the Constitution & Bylaws, the Policy Manual, the Rules and
282 Parliamentary Authority adopted by the College, and shall preside at all meetings of the Congress
283 of Delegates and shall appoint the chair and members of the committees of the Congress.
284
285 C. The Speaker shall be responsible, with the advice of the Board of Governors, for formulating the
286 agenda.
287

288 **Section 5. Vice Speaker**

289 A Vice Speaker shall be elected by the Congress of Delegates at its annual meeting, shall possess the
290 above qualifications of the Speaker, and shall be present at all meetings of the Congress of Delegates
291 to preside in the absence of, or at the request of, the Speaker.
292

293 **Section 6. Vacancies in Offices of Speaker or Vice Speaker**

294 In the event of a vacancy in both the offices of Speaker or Vice Speaker, the positions shall be filled by
295 Presidential appointment to serve until the next annual meeting.
296

297 **Section 7. Meetings**

- 298
299 A. The annual meeting of the Congress of Delegates shall be held in conjunction with the annual
300 convention of the College.
301
302 B. Notice of special meetings of the Congress of Delegates shall be published at least thirty (30) days
303 prior to the first day of each meeting.
304
305 C. A special meeting of the Congress of Delegates may be called by the President, forty percent (40%)
306 of the credentialed delegates by signed petition to the Speaker, or simple majority of the Affiliate
307 Societies.
308

309 **Section 8. Secretary**

The Executive Director of the College shall be the Secretary of the Congress and shall keep or cause to be kept minutes of the actions of the Congress proceedings.

ARTICLE VI - BOARD OF GOVERNORS

Section 1. Qualifications

The Governors shall be active or academic members in good standing of the College and must be AOA members.

Section 2. Composition

- A. The Board of Governors shall consist of the President, President-Elect, the Past Presidents for the preceding two years, Vice President, Secretary/Treasurer, six (6) Governors-at-large, one Osteopathic Resident Governor and one Osteopathic Student Governor as provided for in the Bylaws.
- B. The Speaker of the Congress of Delegates shall be an *ex-officio* member of the Board of Governors with voice but no vote.

Section 3. Quorum

A quorum of the Board of Governors shall be the majority of the officers and six Governors-at-large.

Section 4. Election

The Board of Governors of this College shall be elected as hereinafter provided by the Bylaws under Article IX- Elections.

Section 5. General Functions

- A. The Board of Governors shall be the governing body of this College and shall manage the affairs of the College in accordance with the Constitution & Bylaws, and carry out the policies and directives of the Congress of Delegates.
- B. The Board of Governors shall meet at least three times annually.
 - (1) One meeting shall be held in conjunction with the annual convention of the College.
 - (2) Other meetings shall be held at the call of the President with at least a 10 day notice.
- C. Special meetings of the Board of Governors may be called:
 - (1) By the President, at any time;
 - (2) Upon written request of any three members of the Board of Governors to the President, and the President shall call such special meeting within 30 days of the request.
- D. Waiver of Notice

The transaction of any meeting of the Board of Governors, however called and noticed and wherever held, shall be as valid as a meeting duly held after regular call and notice if a quorum is present and if either before or after the meeting, each member of the Board of Governors not present signs a written waiver of notice or consent to the holding of such a meeting or an approval of the minutes thereof. All such waivers, consents, or approvals shall be filed with the corporate records, or made a part of the minutes of the meeting.

362
363 **Section 6. Duties**

364 The duties of the Board of Governors shall be:

- 365
366 A. To manage the affairs of the College in accordance with the Constitution & Bylaws and the
367 Congress of Delegates.
368
369 B. To administer, fulfill, and carry out the policies and resolutions adopted by the Congress of
370 Delegates.
371
372 C. To appoint an Executive Director who shall be the administrative officer of the College and work
373 under the direction of the President and the Board of Governors.
374
375 D. To pass emergency interim rules and regulations between meetings of the Congress of Delegates,
376 which are subject to approval or repeal by the Congress at its next meeting.
377
378 E. To define ACOFP committees and approve appointments to the committees.
379
380 F. To develop the ACOFP strategic plan, whose goals will be submitted to the Congress of Delegates
381 for approval.
382
383 G. To ensure the presentation to the Congress of an annual budget, and to review on a regular basis
384 the expenditures of the College, and to approve emergency appropriations consistent with the
385 fiscal goals of the College.
386
387 H. To develop investment policy and monitor the financial status of the College.
388
389 I. To approve the granting of the designation "Fellow of the American College of Osteopathic Family
390 Physicians (FACOF)."
391
392 J. To perform their fiduciary responsibilities to the members of the College.
393

394 **Section 7. Termination**

- 395
396 A. In the event any Governor fails to perform the duties of the office as determined by a two-thirds
397 vote of the credentialed voting members of the Congress of Delegates at any regular or special
398 meeting, the Congress shall declare the office vacant and elect a successor to complete that term
399 of office.
400
401 B. A vacancy occurring on the Board of Governors shall be filled by Presidential appointment with the
402 approval of the majority of remaining Governors. The successor shall serve until the next annual
403 meeting of the Congress of Delegates. The Congress of Delegates shall fill the remainder of the
404 unexpired term by a majority election.
405
406 C. When a member fails to attend three consecutive meetings without proper cause, then the seat
407 may be declared vacant by the voting quorum of the Board.
408

409 **ARTICLE VII – OFFICERS**

410
411 **Section 1. Composition**

412 The elected officers of the College shall be the President, President-Elect, the Past Presidents from the
413 preceding two years, Vice President, and Secretary/Treasurer.

414
415 **Section 2. Qualification**

416 All officers shall be active members of this College in good standing and members of the AOA.
417

418 **Section 3. Term and Tenure**

419 All officers shall hold office for a term of one year or until their successors are elected.
420

421 **Section 4. Duties**

422 The officers of this organization shall conduct their activities in accord with the Constitution and Bylaws
423 and shall perform such other duties as the College may require of them.
424

425 **Section 5. Duties of Officers**

426
427 A. The President:

- 428
429 (1) Shall perform those duties which usually pertain to that office as well as those duties specified
430 in the Constitution and Bylaws of this College and by the Board of Governors.
431
432 (2) Shall be chair of the Board of Governors and preside at all its meetings.
433
434 (3) Shall be *ex-officio* member of all committees.
435
436 (4) Shall appoint all chair of departments and committees and committee members; these
437 appointments shall be subject to the approval of the Board of Governors unless otherwise
438 specified in the bylaws.
439
440 (5) Shall appoint all special committees.
441
442 (6) Shall exercise general supervision of the Executive Director and the affairs, business matters
443 and property of the College subject to the advice and authority of the Board of Governors and
444 the Congress of Delegates as provided by the Constitution & Bylaws.
445
446 (7) Shall present a general report on the affairs of the College at each regular meeting of the
447 Congress of Delegates.
448
449 (8) Shall keep, or cause to be kept, a permanent record of the official acts made in the
450 performance of the duties of the office of President in the books of the College.
451
452 (9) Shall have authority to execute contracts for and on behalf of the College subject to the
453 approval of the Board of Governors in accordance with the policies and procedures of the
454 College.
455
456 (10) Shall discharge such duties as may be required by the Family Medicine Resident Training
457 Program and the American Osteopathic Board of Family Physicians.
458
459 (11) Shall discharge such other duties as may be required of the President by the Articles of
460 Incorporation, Constitution & Bylaws of this College and by the Board of Governors thereof.
461

462 B. President-Elect:

- 463
464 (1) Shall become well acquainted with the duties of the President and the functions of the College.
465

466 (2) Shall perform those duties as provided by the Constitution & Bylaws.

467
468 (3) The President-Elect shall become the President:

469 (a) At the expiration of the President's term of office;

470 (b) According to the other relevant provisions of the Bylaws.

471
472 (4) Shall perform the duties of the President in the absence or at the request of the President.

473
474
475 C. Vice President:

476 The Vice President shall perform the duties requested by the President.

477
478 D. Secretary/Treasurer:

479 (1) The Secretary/Treasurer shall perform all the functions of that office which are specified in the
480 Parliamentary Authority and Bylaws of the College.

481 (2) Shall, together with the President, make conveyances of real estate, releases and assignments
482 subject to the approval of the Board of Governors.

483 (a) Shall maintain or cause to be maintained an up-to-date inventory;

484 (b) Shall be prepared at all times to give an accounting for all income and disbursements;

485 (c) Shall prepare or cause to be prepared an annual budget, and;

486 (d) Shall deliver a complete annual financial report to the Congress of Delegates at its annual
487 meeting.

488 (3) Shall be authorized to delegate such details to the Executive Director or to hire such assistance
489 as may be necessary to conduct the duties of the office of Secretary/Treasurer properly,
490 subject to the approval of the Board of Governors.

491
492 E. Immediate Past President and Past President:

493 The Immediate Past President and Past President shall perform duties and provide advice
494 and counsel as requested by the President.

495
496 F. Vacancies:

497 (1) In the event the office of President becomes vacant, the President-Elect assumes the duties of
498 the office of the President. The office of President-Elect shall then be declared vacant, and said
499 vacancy shall be filled as provided in the Bylaws.

500 (2) In the event the President becomes disabled and unable to perform the duties of his office, but
501 does not request the President-Elect to assume the duties of the President, it shall be the
502 prerogative of the Board of Governors to declare the President disabled and request the
503 President-Elect to assume the duties of the President. Such action can only be taken by a two-
504 thirds vote of quorum of Board members present and voting.

517 **ARTICLE VIII - EXECUTIVE DIRECTOR**

518 The Executive Director shall be employed by the College pursuant to a contract by the Board of Governors, and
519 shall be the administrative officer of the College and work under the direction of the President. The duties of
520 the Executive Director shall include, but shall not be limited to:

- 521
- 522 1. Administration of the ACOFP staff.
 - 523
 - 524 2. Annual review of Policies and Procedures of ACOFP.
 - 525
 - 526 3. The fulfillment of the requirements of the Executive Director Position description, the Policies
527 and Procedures of the College, and the terms of the employment contract with the College.
 - 528

529 **ARTICLE IX – ELECTIONS**

530

531 **Section 1. General**

532

- 533 A. The elected Officers, Governors-at-large, two Governors representing the Academic Members of
534 the College, Speaker and Vice Speaker shall be elected by the Congress of Delegates at the annual
535 meeting.
- 536
- 537 B. The Nominating Committee shall submit a panel of nominees for the various positions to the
538 President at least 30 days prior to the annual meeting.
- 539
- 540 C. Nominations for any of these positions may be made from the floor during the annual meeting of
541 the Congress of Delegates, provided such nominations receive not less than five seconds, with no
542 more than one second from any one affiliate society.
- 543
- 544 D. Each of these positions shall be filled by majority vote of all credentialed delegates present at the
545 time of the vote, assuming a quorum is present. Proxy votes are not permitted.
- 546
- 547 E. The elected officials shall assume their duties immediately following the adjournment of the annual
548 meeting of the Congress of Delegates.
- 549

550

551 **Section 2. Terms**

552

- 553 A. The President-Elect, Vice President, and Secretary/Treasurer shall each be elected for a one-year
554 term or until their successors are elected.
- 555
- 556 B. The Speaker and Vice Speaker shall be elected to serve for a one-year term or until their successors
557 are elected.
- 558
- 559 C. Two of the six Governors-at-large shall be elected annually to a three-year term.
- 560
- 561 D. The Resident and Student Governors shall be elected annually for a one-year term.
- 562

563

564 **Section 3. Term Limits**

565

- 566 A. The President-Elect shall be elected to serve a maximum four-year term, sequentially, as President-
567 Elect, President, Immediate Past President, and Past President with no opportunity for re-election
568 to any of these positions.
- B. The Vice President shall serve a maximum of three (3) one-year terms.

- 569
- 570 C. The Secretary/Treasurer shall serve a maximum of up to nine (9) consecutive one-year terms.
- 571
- 572 D. The Speaker and Vice Speaker of the Congress of Delegates shall each serve a maximum of up to
- 573 nine (9) consecutive one-year terms.
- 574
- 575 E. Governors, other than those whose terms are defined above, shall be limited to three (3)
- 576 consecutive three-year (3) terms as Governor, with the exception that the Governor may complete
- 577 the term in which nine (9) years or more of service is completed.
- 578

579 **ARTICLE X - DEPARTMENTS AND COMMITTEES**

580

581 **Section 1. Executive Committee**

582

- 583 A. The composition of the Executive Committee will include the elected officers of the College: the
- 584 President, President-Elect, the Past Presidents from the preceding two years, the Vice President,
- 585 and the Secretary/Treasurer.
- 586
- 587 B. The Executive Committee may be convened by the President to:
- 588
- 589 (1) Act on behalf of the Board of Governors between meetings of the Board.
- 590
- 591 (2) Review the performance of the Executive Director.
- 592
- 593 (3) Review in detail the fiscal matters of the College to make recommendations to the Board.
- 594
- 595 (4) Recommend actions to the Board of Governors on appropriations requested by the Congress of
- 596 Delegates.
- 597

598 **Section 2. Qualifications of Standing Committee Members**

599 Standing committee chairs and committee members shall be active members of this College in good

600 standing, or academic or associate members of this College.

601

602 **Section 3. Organization**

603

- 604 A. The committee activities of this College shall be organized under five departments. Other
- 605 committees may be formed by the President with the approval of the Board of Governors; these
- 606 committees may also be disbanded at the recommendation of the President and with the approval
- 607 of the Board of Governors. Newly formed committees will be placed under one of the existing five
- 608 departments by the Board, as appropriate.
- 609
- 610 B. The departments with their respective standing committees shall be:
- 611
- 612 (1) Department of Education
- 613
- 614 (2) Department of Professional Affairs
- 615
- 616 (3) Department of Public Affairs
- 617
- 618 (4) Department of Business Affairs
- 619
- 620 (5) Department of Governance & Operations

621
622 **Section 4. General Duties**

623 The duties of the departments and committees shall be outlined in the Operating Policy Manual and
624 shall be reviewed annually for revisions by the Executive Director, who will make recommendations for
625 modification to the Board of Governors.
626

627 **Section 5. Term Limits**

628 Standing committee members and chairs shall serve a maximum of up to three (3) consecutive three-
629 year terms, with the exception that the member may complete the term in which nine (9) years or
630 more of service is completed.
631

632 **ARTICLE XI – FINANCES**
633

634 **Section 1. Budget**

635 The annual budget shall be prepared at the direction of the Secretary/Treasurer, approved by the
636 Board of Governors, and presented to the Congress of Delegates for adoption at its annual meeting.
637

638 **Section 2. Emergency Appropriations**

639 The Board of Governors, by a two-thirds vote of a quorum of the Board, may make emergency
640 appropriations without approval of Congress for items not included in the approved budget, in an
641 amount not to exceed ten percent per year of annual operating expense.
642

643 **Section 3. Dissolution**

644 In the event this College should be dissolved or merged with another body and cease to be an affiliated
645 specialty college of the American Osteopathic Association, the total assets of this College, including title
646 to real estate and all other property, shall be transferred to the American Osteopathic Association or
647 another organization which then qualifies under the provisions of Section 501(c)(3) of the Internal
648 Revenue Code and its regulations as they now exist or as they may hereafter be amended.
649

650 **ARTICLE XII - OFFICIAL PUBLICATION**

651 The College shall have an official publication, with an editor whose annual appointment by the President shall
652 be approved by the Board of Governors. The Editorial Committee will recommend editorial policy to the Board
653 of Governors.
654

655 **ARTICLE XIII – FELLOWS OF THE AMERICAN COLLEGE OF OSTEOPATHIC FAMILY PHYSICIANS**
656

657 **Section 1. Fellows**

658 Any active member of the College in good standing may, upon application to the American College of
659 Osteopathic Family Physicians be elected to receive the designation of Fellow of the American College
660 of Osteopathic Family Physicians (FACOF) upon fulfilling the requirements recommended by the
661 Committee on Awards and approved by the Board of Governors.
662

663 **Section 2. Distinguished Fellows**

664 The designation, Fellow of the American College of Osteopathic Family Physicians (FACOF) recognizes
665 the member's experience, dedication, and contribution of the highest order to the advancement of
666 family medicine by his/her peers. The Distinguished Fellow Award (FACOF *dist.*) honors exceptional
667 members of the Conclave of Fellows. This award will be presented to those fellows who have
668 distinguished themselves through service to ACOFP by attendance as well as support of the governance
669 and committee structures, locally and nationally. Final determination for the Distinguished Fellow
670 Award lies with the Executive Council of the Conclave of Fellows.
671

672 **ARTICLE XIV - FISCAL YEAR**
673 The fiscal year of this College shall be January 1 to December 31 of each year.
674

675 **ARTICLE XV - PARLIAMENTARY PROCEDURES**
676

677 **Section 1.** Parliamentary Authority
678 *Robert's Rules of Order*, newly revised, shall govern the proceedings of the College in all matters to
679 which they are applicable and not provided for and in which they are not inconsistent with the
680 Constitution & Bylaws or the special rules of order of this College.
681

682 **Section 2.** Order of Business
683 The Order of Business of the Congress of Delegates shall be prepared by the Speaker of the Congress
684 with the assistance of the Board of Governors and may be changed by a two-thirds majority vote of the
685 delegates present.
686

687 **ARTICLE XVI – AMENDMENTS**
688

689 **Section 1.** Notification
690 These Bylaws may be amended at any annual meeting of the Congress of Delegates by a two-thirds
691 vote of the total number of delegates credentialed for voting, provided that the proposed amendment
692 shall have been filed with the Executive Director of the College at least 60 days before the first day of
693 the meeting of the Congress of Delegates and that the Executive Director shall have notified the
694 membership of the College in writing of the proposed amendment at least 30 days preceding the first
695 day of the meeting of the Congress of Delegates.
696

697 **Section 2.** Approval
698 An amendment to these Bylaws shall not be effective until they are submitted to and approved by the
699 Board of Trustees of the AOA.
700

701 **ARTICLE XVII - CODE OF ETHICS**
702

702 The Code of Ethics of this College shall conform to the Code of Ethics of the American Osteopathic Association.
703

704 **ARTICLE XVIII – GENDER DISCLAIMER**
705

705 The American College of Osteopathic Family Physicians is open to persons of all genders and does not
706 discriminate against any persons because of gender identity, sexual orientation or choice; therefore, the
707 wording herein importing the masculine or feminine gender includes the other genders and imports no such
708 discrimination.
709

710 **ARTICLE XIX – INDEMNIFICATION**
711

711 Each governor, officer, and employee of this College now or hereafter in office and his heirs, executors, and
712 administrators, and each governor, officer and employee of the College and his heirs, executors and
713 administrators who now acts, or shall hereafter act at the request of this College as an employee, governor or
714 officer of this College, shall be indemnified by this College against claims made against the College, governors,
715 officers or staff in connection with or resulting from any action, suit or proceeding to which such person may
716 be made a party by reason of such person's being or having been in such position or capacity for this College,
717 except in relation to such matters as to which such person shall finally be adjudicated in such action, suit or
718 proceeding to have acted in bad faith and to have been liable by reason of willful misconduct or gross
719 negligence in the performance of such person's duty in such indemnified capacity.