

**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 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 family physicians in all branches of osteopathic medicine and surgery, including the family medicine training programs with osteopathic recognition status;
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;
9. To cooperate with the American Osteopathic Board of Family Physicians (AOBFP); and
10. To conduct at least two educational programs annually-one of which may be 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, allopathic 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.

**ARTICLE VI – OFFICERS**

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

50 **ARTICLE VII - BOARD OF GOVERNORS**

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**Section 1.**

The Board of Governors shall be composed 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, or an allopathic Resident Governor in osteopathic focused education at a family medicine residency with ACGME osteopathic recognition status, one osteopathic Student Governor, and the Speaker of the Congress of Delegates, all to be selected as provided in the Bylaws. The Speaker has voice but no vote.

60 **Section 2.**

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

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63 **ARTICLE VIII – EXECUTIVE DIRECTOR**

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

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67 **ARTICLE IX – AMENDMENTS**

68 **Section 1.**

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

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79 **BYLAWS OF THE AMERICAN COLLEGE OF OSTEOPATHIC FAMILY PHYSICIANS, INC.**

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81 **ARTICLE I – NAME**

The name of this organization shall be: The American College of Osteopathic Family Physicians, Inc. (ACOF) 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.

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87 **ARTICLE II - AFFILIATE SOCIETIES**

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

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99 **ARTICLE III – MEMBERSHIP**

100 **Section 1. Qualifications**

101 An applicant for membership, except as provided herein, shall be a graduate of a college of osteopathic

103 medicine approved by the Commission on Osteopathic College Accreditation (COCA) or a graduate of a  
104 college of allopathic medicine approved by the Liaison Committee on Medical Education at the time of  
105 graduation and shall be licensed to practice medicine. Each applicant shall be of good moral character,  
106 and shall conform to the ACOFP Code of Ethics.  
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108 **Section 2. Membership Classifications**

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

110 A. Active members shall have completed AOA-approved post-doctoral training in family medicine or  
111 Accreditation Council of Graduate Medical Education (ACGME) approved post-doctoral training or  
112 have been in active family medicine for greater than six years. The Committee on Membership may  
113 recommend to the Board of Governors a waiver of these requirements based on individual  
114 considerations. Active members are entitled to serve as delegates to the ACOFP Congress of  
115 Delegates, hold office, hold committee appointments, and they may be included in one of the  
116 following categories:  
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- 118 (1) Osteopathic honorary membership may be conferred by the Board of Governors on active  
119 members in good standing for 25 consecutive years immediately preceding, and who have  
120 rendered outstanding service to the College at either the state or national level. This honor shall  
121 be conferred by the Board of Governors on each President upon conclusion of the term of office.  
122 These members shall pay no dues or assessment and shall be deemed and have the privileges of  
123 active members.  
124
- 125 (2) Life membership may be granted by the Board of Governors to any active member who has  
126 reached the age of 70 years, and who has been a member in good standing for 25 consecutive  
127 years immediately preceding. The Committee on Membership may recommend waiver of these  
128 requirements on individual consideration. Life members shall not pay dues or assessments. Life  
129 members shall be deemed and have the privileges of active members.  
130
- 131 (3) Retired membership may be granted by the Board of Governors to active members in good  
132 standing in this organization who, because of age or through disability, have discontinued practice.  
133 These members shall have the same privileges as active members.  
134

135 B. Academic members shall be students in colleges of osteopathic medicine accredited by the  
136 Commission on Osteopathic College Accreditation who are also members of their local undergraduate  
137 chapter located within the geographic boundary served by the ACOFP affiliate society or interns in  
138 post-doctoral programs accredited by AOA or ACGME or residents in family medicine post-doctoral  
139 programs accredited by AOA or ACGME. Academic members shall be entitled to serve as committee  
140 members, board members and delegates, and shall have voting privileges as set forth in Article V-  
141 Congress of Delegates.  
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143 C. Associate members shall be those persons whose professional activities involve cooperation with  
144 osteopathic family physicians through their specialty; or who contribute to some phase of the special  
145 field of osteopathic family medicine, such as education and research in scientific fields; or others  
146 interested in supporting this College. Associate members may not vote as delegates or hold office.  
147 Associate members shall include the following categories:  
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- 149 (1) Professional Associate members whose activities involve cooperation with osteopathic family  
150 physicians, or who contribute to some phase of the special field of osteopathic family medicine,  
151 such as education and research in scientific fields, may serve on committees and may vote on  
152 committees, but may not vote as a delegate or hold office.  
153
- 154 (2) Industry associate members shall be those individual representatives who are employed by  
155 companies that provide products and services to the osteopathic family physician and profession.

156 Industry associate members shall have the same privileges as active members, except they shall  
157 not have a vote or hold office.

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159 (3) Non-osteopathic honorary membership may be conferred by the Board of Governors on any  
160 person who has rendered outstanding service to the organization at either the state or national  
161 level. These members shall not have voting privileges and shall not hold office.

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

164 The phrase "in good standing" shall describe only those active members whose dues and assessments are  
165 current, and who document CME hours consistent with the American Board of Osteopathic Family  
166 Physicians (AOBFP) or American Board of Family Medicine (ABFM) requirements, and who are in  
167 compliance with the ACOFP Code of Ethics. National officers, affiliate officers, and residency program  
168 directors must be members in good standing.

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170 **Section 4. Disciplinary Action**

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172 A. The membership of any member of the College who, in the opinion of the Executive Committee,  
173 persistently violates the established policy of the College, is convicted of a felony or of any crime  
174 relating to or arising out of the practice of medicine, or violates the ACOFP Code of Ethics, may be  
175 revoked, suspended, or placed on probation by action of the Executive Committee of the College upon  
176 the recommendation of the Committee on Membership, after the member has been given notice and  
177 an opportunity to be heard before such action is taken. Any individual whose membership has been  
178 so revoked, suspended or placed on probation shall have the right of appeal to the Board of Governors  
179 of the ACOFP at its next regular meeting, requesting a review of the action of the Executive  
180 Committee, and the Board of Governors, on review, may in its discretion take such action in regard  
181 thereto as it deems appropriate.

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183 B. Revocation of membership does not prohibit one from future application to the College.

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185 **ARTICLE IV - DUES AND ASSESSMENTS**

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187 **Section 1. Dues**

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

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191 **Section 2. Payment of Dues**

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

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201 **Section 3. Assessments**

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

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

209 A member may apply for waiver of dues and assessments for cause to the Committee on Membership who  
210 shall send its recommendations to the Board of Governors which, upon majority vote, may waive part or  
211 all of the annual dues and assessments of a member.  
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213 **ARTICLE V - CONGRESS OF DELEGATES**

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215 **Section 1. Composition**

216  
217 A. The ACOFP Executive Director shall provide to the Secretary of each ACOFP affiliate society in writing  
218 the number of delegates to which that Society is entitled at least 60 days before the first day of the  
219 annual meeting of the Congress of Delegates.

220  
221 (1) Each affiliate society shall be entitled to at least one voting delegate, who shall be a member in  
222 good standing, and shall be entitled to an additional voting delegate for every 25 members  
223 thereafter, or the majority fraction thereof, active members, plus one voting delegate from each  
224 approved undergraduate chapter located within the geographic boundaries served by the ACOFP  
225 affiliate society.  
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227 (2) Each affiliate society shall select the delegates and respective alternate delegates to the Congress  
228 of Delegates under the above provisions.  
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230 (3) The Secretary of each affiliate society shall certify its delegates and alternate delegates to the  
231 ACOFP Executive Director in writing at least 30 days prior to the first day of the annual meeting of  
232 the Congress of Delegates.  
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234 (4) Each affiliate society shall be entitled to one voting family medicine resident delegate who meets  
235 the following criteria.  
236

237 (a) Be currently enrolled and in good standing in an AOA or ACGME residency program in the  
238 state which the delegate represents.  
239

240 (b) Be a member in good standing of the ACOFP affiliate society in the state (if such an affiliate  
241 society exists).  
242

243 (c) Be a member in good standing with ACOFP.  
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245 (5) Each affiliate society shall determine the method of choosing the delegate. This delegate shall be  
246 a voting member of the affiliate society delegation.  
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248 B. One-fourth of the credentialed delegates shall constitute a quorum of the Congress of the Delegates.  
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250 C. One voting delegate and one alternate delegate shall represent the Student Association of the  
251 American College of Osteopathic Family Physicians (Student Association of the ACOFP). The delegates  
252 shall be appointed annually by the National Student Executive Board. The National Student Executive  
253 Board shall certify its delegate and alternate delegate to the ACOFP Executive Director in writing at  
254 least 30 days prior to the first day of the Annual Meeting of the Congress of Delegates.  
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256 D. One voting delegate and one alternate delegate shall represent the Resident Members of the  
257 American College of Osteopathic Family Physicians. The delegates shall be appointed annually by the  
258 Resident Council of the ACOFP. The Resident Council shall certify its delegate and alternate delegate to  
259 the ACOFP Executive Director in writing at least 30 days prior to the first day of the Annual Meeting of  
260 the Congress of Delegates.

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**Section 2. Qualifications**

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

**Section 3. Responsibilities**

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

**Section 4. Speaker**

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

**Section 5. Vice Speaker**

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

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

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

**Section 7. Meetings**

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

314 **Section 8.** Secretary  
315 The Executive Director of the College shall be the Secretary of the Congress and shall keep or cause to be  
316 kept minutes of the actions of the Congress proceedings.

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318 **ARTICLE VI - BOARD OF GOVERNORS**

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320 **Section 1.** Qualifications  
321 The Governors shall be active or academic members in good standing of the College and must be AOA  
322 members.

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324 **Section 2.** Composition  
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326 A. The Board of Governors shall consist of the President, President-Elect, the Past Presidents for the  
327 preceding two years, Vice President, Secretary/Treasurer, six (6) Governors-at-large, one Osteopathic  
328 Resident Governor, or an allopathic Resident Governor in osteopathic focused education at a family  
329 medicine residency with ACGME osteopathic recognition status and one Osteopathic Student  
330 Governor as provided for in the Bylaws.

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332 B. The Speaker of the Congress of Delegates shall be an *ex-officio* member of the Board of Governors  
333 with voice but no vote.

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335 **Section 3.** Quorum  
336 A quorum of the Board of Governors shall be the majority of the officers and six Governors-at-large.

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338 **Section 4.** Election  
339 The Board of Governors of this College shall be elected as hereinafter provided by the Bylaws under Article  
340 IX- Elections.

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342 **Section 5.** General Functions  
343  
344 A. The Board of Governors shall be the governing body of this College and shall manage the affairs of the  
345 College in accordance with the Constitution & Bylaws, and carry out the policies and directives of the  
346 Congress of Delegates.

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348 B. The Board of Governors shall meet at least three times annually.  
349  
350 (1) One meeting shall be held in conjunction with the annual convention of the College.  
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352 (2) Other meetings shall be held at the call of the President with at least a 10 day notice.

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354 C. Special meetings of the Board of Governors may be called:  
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356 (1) By the President, at any time;  
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358 (2) Upon written request of any three members of the Board of Governors to the President, and the  
359 President shall call such special meeting within 30 days of the request.

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

367 part of the minutes of the meeting.

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369 **Section 6. Duties**

370 The duties of the Board of Governors shall be:

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372 A. To manage the affairs of the College in accordance with the Constitution & Bylaws and the Congress of  
373 Delegates.

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375 B. To administer, fulfill, and carry out the policies and resolutions adopted by the Congress of Delegates.

376

377 C. To appoint an Executive Director who shall be the administrative officer of the College and work under  
378 the direction of the President and the Board of Governors.

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380 D. To pass emergency interim rules and regulations between meetings of the Congress of Delegates,  
381 which are subject to approval or repeal by the Congress at its next meeting.

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383 E. To define ACOFP committees and approve appointments to the committees.

384

385 F. To develop the ACOFP strategic plan, whose goals will be submitted to the Congress of Delegates for  
386 approval.

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388 G. To ensure the presentation to the Congress of an annual budget, and to review on a regular basis the  
389 expenditures of the College, and to approve emergency appropriations consistent with the fiscal goals  
390 of the College.

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392 H. To develop investment policy and monitor the financial status of the College.

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394 I. To approve the granting of the designation "Fellow of the American College of Osteopathic Family  
395 Physicians (FACOFPP)" and Distinguished Fellow of the American College of Osteopathic Family  
396 Physicians (FACOFPP *dist.*)."

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398 J. To perform their fiduciary responsibilities to the members of the College.

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400 **Section 7. Termination**

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402 A. In the event any Governor fails to perform the duties of the office as determined by a two-thirds vote  
403 of the credentialed voting members of the Congress of Delegates at any regular or special meeting, the  
404 Congress shall declare the office vacant and elect a successor to complete that term of office.

405

406 B. A vacancy occurring on the Board of Governors shall be filled by Presidential appointment with the  
407 approval of the majority of remaining Governors. The successor shall serve until the next annual  
408 meeting of the Congress of Delegates. The Congress of Delegates shall fill the remainder of the  
409 unexpired term by a majority election.

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411 C. When a member fails to attend three consecutive meetings without proper cause, then the seat may  
412 be declared vacant by the voting quorum of the Board.

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415 **ARTICLE VII – OFFICERS**

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417 **Section 1. Composition**

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



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**Section 2. Qualification**

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

**Section 3. Term and Tenure**

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

**Section 4. Duties**

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

**Section 5. Duties of Officers**

A. The President:

- (1) Shall perform those duties which usually pertain to that office as well as those duties specified in the Constitution and Bylaws of this College and by the Board of Governors.
- (2) Shall be chair of the Board of Governors and preside at all its meetings.
- (3) Shall be *ex-officio* member of all committees.
- (4) Shall appoint all chair of departments and committees and committee members; these appointments shall be subject to the approval of the Board of Governors unless otherwise specified in the bylaws.
- (5) Shall appoint all special committees.
- (6) Shall exercise general supervision of the Executive Director and the affairs, business matters and property of the College subject to the advice and authority of the Board of Governors and the Congress of Delegates as provided by the Constitution & Bylaws.
- (7) Shall present a general report on the affairs of the College at each regular meeting of the Congress of Delegates.
- (8) Shall keep, or cause to be kept, a permanent record of the official acts made in the performance of the duties of the office of President in the books of the College.
- (9) Shall have authority to execute contracts for and on behalf of the College subject to the approval of the Board of Governors in accordance with the policies and procedures of the College.
- (10) Shall discharge such duties as may be required by the Family Medicine Resident Training Program and the American Osteopathic Board of Family Physicians.
- (11) Shall discharge such other duties as may be required of the President by the Articles of Incorporation, Constitution & Bylaws of this College and by the Board of Governors thereof.

B. President-Elect:

- (1) Shall become well acquainted with the duties of the President and the functions of the College.
- (2) Shall perform those duties as provided by the Constitution & Bylaws.

- 473 (3) The President-Elect shall become the President:  
474  
475 (a) At the expiration of the President's term of office;  
476  
477 (b) According to the other relevant provisions of the Bylaws.  
478  
479 (4) Shall perform the duties of the President in the absence or at the request of the President.  
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- 481 C. Vice President:  
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483 The Vice President shall perform the duties requested by the President.  
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- 485 D. Secretary/Treasurer:  
486  
487 (1) The Secretary/Treasurer shall perform all the functions of that office which are specified in the  
488 Parliamentary Authority and Bylaws of the College.  
489  
490 (2) Shall, together with the President, make conveyances of real estate, releases and assignments  
491 subject to the approval of the Board of Governors.  
492  
493 (a) Shall maintain or cause to be maintained an up-to-date inventory;  
494  
495 (b) Shall be prepared at all times to give an accounting for all income and disbursements;  
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497 (c) Shall prepare or cause to be prepared an annual budget, and;  
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499 (d) Shall deliver a complete annual financial report to the Congress of Delegates at its annual  
500 meeting.  
501  
502 (3) Shall be authorized to delegate such details to the Executive Director or to hire such assistance as  
503 may be necessary to conduct the duties of the office of Secretary/Treasurer properly, subject to  
504 the approval of the Board of Governors.  
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- 506 E. Immediate Past President and Past President:  
507 The Immediate Past President and Past President shall perform duties and provide advice and  
508 counsel as requested by the President.  
509
- 510 F. Vacancies:  
511  
512 (1) In the event the office of President becomes vacant, the President-Elect assumes the duties of the  
513 office of the President. The office of President-Elect shall then be declared vacant, and said  
514 vacancy shall be filled as provided in the Bylaws.  
515  
516 (2) In the event the President becomes disabled and unable to perform the duties of his office, but  
517 does not request the President-Elect to assume the duties of the President, it shall be the  
518 prerogative of the Board of Governors to declare the President disabled and request the  
519 President-Elect to assume the duties of the President. Such action can only be taken by a two-  
520 thirds vote of quorum of Board members present and voting.  
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#### 522 **ARTICLE VIII - EXECUTIVE DIRECTOR**

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

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1. Administration of the ACOFP staff.
2. Annual review of Policies and Procedures of ACOFP.
3. The fulfillment of the requirements of the Executive Director Position description, the Policies and Procedures of the College, and the terms of the employment contract with the College.

## **ARTICLE IX – ELECTIONS**

### **Section 1. General**

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

### **Section 2. Terms**

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

### **Section 3. Term Limits**

- A. The President-Elect shall be elected to serve a maximum four-year term, sequentially, as President-Elect, President, Immediate Past President, and Past President with no opportunity for re-election to any of these positions.
- B. The Vice President shall serve a maximum of three (3) one-year terms.
- C. The Secretary/Treasurer shall serve a maximum of up to nine (9) consecutive one-year terms.
- D. The Speaker and Vice Speaker of the Congress of Delegates shall each serve a maximum of up to nine (9) consecutive one-year terms.

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- E. Governors, other than those whose terms are defined above, shall be limited to two (2) consecutive three-year (3) terms as Governor, with the exception that the Governor may complete the term in which six (6) years or more of service is completed.

**ARTICLE X - DEPARTMENTS AND COMMITTEES**

**Section 1. Executive Committee**

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

**Section 2. Qualifications of Committee Chairs Members**

Committee chairs shall be osteopathic physicians who are active members of this College in good standing, or academic or associate members of this College or allopathic physicians who meet these requirements and have completed osteopathic focused education at residency programs with ACGME osteopathic recognition status.

Committee members shall be osteopathic or allopathic physicians who are active members of this college in good standing, or academic or associate members of this college.

**Section 3. Organization**

- A. The committee activities of this College shall be organized under five departments. Other committees may be formed by the President with the approval of the Board of Governors; these committees may also be disbanded at the recommendation of the President and with the approval of the Board of Governors. Newly formed committees will be placed under one of the existing five departments by the Board, as appropriate.
- B. The departments with their respective standing committees shall be:
  - (1) Department of Education
  - (2) Department of Professional Affairs
  - (3) Department of Public Affairs
  - (4) Department of Business Affairs
  - (5) Department of Governance & Operations

632 **Section 4. General Duties**  
633 The duties of the departments and committees shall be outlined in the Operating Policy Manual and shall  
634 be reviewed annually for revisions by the Executive Director, who will make recommendations for  
635 modification to the Board of Governors.

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637 **Section 5. Term Limits**  
638 Standing committee members shall serve a maximum of six (6) consecutive one-year terms. Years served  
639 as committee chair do not count against the years serving as a committee member. A member is eligible to  
640 serve on that same committee after two years have passed from their time of service on that committee.  
641 Members may only serve on a maximum of 2 committees at a time, not including service on an ACOFP  
642 work group or task force.

643  
644 Committee chairs may serve a one-year term, renewable two times (3 years total). A  
645 member may only serve as chair of one ACOFP committee at a time, but may still serve on  
646 a second committee, plus additional ACOFP work groups and/or task forces. In situations  
647 where no committee members apply to be chair, the President has the authority to extend  
648 the term of the current chair until a replacement is found.

## 649 650 **ARTICLE XI – FINANCES**

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652 **Section 1. Budget**  
653 The annual budget shall be prepared at the direction of the Secretary/Treasurer, approved by the Board of  
654 Governors, and presented to the Congress of Delegates for adoption at its annual meeting.

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656 **Section 2. Emergency Appropriations**  
657 The Board of Governors, by a two-thirds vote of a quorum of the Board, may make emergency  
658 appropriations without approval of Congress for items not included in the approved budget, in an amount  
659 not to exceed ten percent per year of annual operating expense.

660  
661 **Section 3. Dissolution**  
662 In the event this College should be dissolved or merged with another body and cease to be an affiliated  
663 specialty college of the American Osteopathic Association, the total assets of this College, including title to  
664 real estate and all other property, shall be transferred to the American Osteopathic Association or another  
665 organization which then qualifies under the provisions of Section 501(c)(3) of the Internal Revenue Code  
666 and its regulations as they now exist or as they may hereafter be amended.

## 667 668 **ARTICLE XII - OFFICIAL PUBLICATION**

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

## 672 673 **ARTICLE XIII – FELLOWS OF THE AMERICAN COLLEGE OF OSTEOPATHIC FAMILY PHYSICIANS**

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675 **Section 1. Fellows**  
676 Any active member of the College in good standing may, upon application to the American College of  
677 Osteopathic Family Physicians be elected to receive the designation of Fellow of the American College of  
678 Osteopathic Family Physicians (FACOF) upon fulfilling the requirements recommended by the Committee  
679 on Awards and approved by the Board of Governors.

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681 **Section 2. Distinguished Fellows**  
682 The designation, Fellow of the American College of Osteopathic Family Physicians (FACOF) recognizes the  
683 member's experience, dedication, and contribution of the highest order to the advancement of family  
684 medicine by his/her peers. The Distinguished Fellow Award (FACOF *dist.*) honors exceptional members of

685 the Conclave of Fellows. This award will be presented to those fellows who have distinguished themselves  
686 through service to ACOFP by attendance as well as support of the governance and committee structures,  
687 locally and nationally. Final determination for the Distinguished Fellow Award lies with the Executive  
688 Council of the Conclave of Fellows.

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690 **ARTICLE XIV - FISCAL YEAR**

691 The fiscal year of this College shall be January 1 to December 31 of each year.

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693 **ARTICLE XV - PARLIAMENTARY PROCEDURES**

694

695 **Section 1.** Parliamentary Authority

696 *Robert's Rules of Order*, newly revised, shall govern the proceedings of the College in all matters to which  
697 they are applicable and not provided for and in which they are not inconsistent with the Constitution &  
698 Bylaws or the special rules of order of this College.

699

700 **Section 2.** Order of Business

701 The Order of Business of the Congress of Delegates shall be prepared by the Speaker of the Congress with  
702 the assistance of the Board of Governors and may be changed by a two-thirds majority vote of the  
703 delegates present.

704

705 **ARTICLE XVI – AMENDMENTS**

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707 **Section 1.** Notification

708 These Bylaws may be amended at any annual meeting of the Congress of Delegates by a two-thirds vote of  
709 the total number of delegates credentialed for voting, provided that the proposed amendment shall have  
710 been filed with the Executive Director of the College at least 60 days before the first day of the meeting of  
711 the Congress of Delegates and that the Executive Director shall have notified the membership of the  
712 College in writing of the proposed amendment at least 30 days preceding the first day of the meeting of  
713 the Congress of Delegates.

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715 **ARTICLE XVII - CODE OF ETHICS**

716 The Code of Ethics of this College shall be approved by the Congress of Delegates and administered in accordance  
717 with policies adopted by the Board of Governors.

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719 **ARTICLE XVIII – GENDER DISCLAIMER**

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

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725 **ARTICLE XIX – INDEMNIFICATION**

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