

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 Immediate Past President and Secretary/Treasurer.

ARTICLE VII - BOARD OF GOVERNORS

53 **Section 1.**

54 The Board of Governors shall be composed of the President, President-Elect, the Immediate Past
55 President Secretary/Treasurer, six (6) Governors-at-large, one New-in-Practice Governor as
56 defined in the Bylaws, one osteopathic Resident Governor, or an allopathic Resident Governor in
57 osteopathic focused education at a family medicine residency with ACGME osteopathic
58 recognition status, one osteopathic Student Governor, and the Speaker and Vice Speaker of the
59 Congress of Delegates, all to be selected as provided in the Bylaws. The Speaker and Vice
60 Speaker of the Congress of Delegates shall be ex-officio members of the Board of Governors with
61 voice but no vote.

62 **Section 2.**

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

65 **ARTICLE VIII – EXECUTIVE DIRECTOR**

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

68 **ARTICLE IX – AMENDMENTS**

69 **Section 1.**

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

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

77 **ARTICLE I – NAME**

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

82 **ARTICLE II - AFFILIATE SOCIETIES**

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

94 **ARTICLE III – MEMBERSHIP**

95 **Section 1. Qualifications**

96 An applicant for membership, except as provided herein, shall be a graduate of a college of
97 osteopathic medicine approved by the Commission on Osteopathic College Accreditation (COCA)
98 or a graduate of a college of allopathic medicine approved by the Liaison Committee on Medical
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109 Education at the time of graduation and shall be licensed to practice medicine. Each applicant
110 shall be of good moral character, and shall conform to the ACOFP Code of Ethics.
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112 **Section 2. Membership Classifications**

113 The membership of this College shall consist of the following classes: Active, Academic,
114 Associate and Organizational.
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116 A. Active members shall have completed AOA-approved post-doctoral training in family medicine
117 or Accreditation Council of Graduate Medical Education (ACGME) approved post-doctoral
118 training or have been in active family medicine for greater than six years. The Committee on
119 Membership may recommend to the Board of Governors a waiver of these requirements
120 based on individual considerations. Active members are entitled to serve as delegates to the
121 ACOFP Congress of Delegates, hold office, hold committee appointments, and they may be
122 included in one of the following categories:
123

124 (1) Osteopathic honorary membership may be conferred by the Board of Governors on active
125 members in good standing for 25 consecutive years immediately preceding, and who have
126 rendered outstanding service to the College at either the state or national level. This honor
127 shall be conferred by the Board of Governors on each President upon conclusion of the
128 term of office. These members shall pay no dues or assessment and shall be deemed and
129 have the privileges of active members.
130

131 (2) Life membership may be granted by the Board of Governors to any active member who
132 has reached the age of 70 years, and who has been a member in good standing for 25
133 consecutive years immediately preceding. The Committee on Membership may
134 recommend waiver of these requirements on individual consideration. Life members shall
135 not pay dues or assessments. Life members shall be deemed and have the privileges of
136 active members.
137

138 (3) Retired membership may be granted by the Board of Governors to active members in
139 good standing in this organization who, because of age or through disability, have
140 discontinued practice. These members shall have the same privileges as active members.
141

142 (4) New Physician-in-Practice membership may be granted by the Board of Governors to
143 physicians who have been in active practice for up to five years.
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145 (5) Physician membership may be granted by the Board of Governors to physicians who have
146 been in active practice for six or more years.
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148 (6) Military Physician membership may be granted by the Board of Governors to active-duty
149 physicians or uniformed military physicians.
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151 (7) Federal Health Physician membership may be granted by the Board of Governors to active
152 physicians that are non-uniformed federal health employed.
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154
155 B. Academic members shall be students in colleges of osteopathic medicine accredited by the
156 Commission on Osteopathic College Accreditation who are also members of their local
157 undergraduate chapter located within the geographic boundary served by the ACOFP affiliate
158 society or interns in post-doctoral programs accredited by ACGME or residents in family
159 medicine post-doctoral programs accredited by ACGME. Academic members shall be entitled
160 to serve as committee members, board members and delegates, and shall have voting
161 privileges as set forth in Article V-Congress of Delegates.
162

163 C. Associate members shall be those persons whose professional activities involve cooperation
164 with osteopathic family physicians through their specialty; or who contribute to some phase of

165 the special field of osteopathic family medicine, such as education and research in scientific
166 fields; or others interested in supporting this College. Associate members may not vote as
167 delegates or hold office. Associate members shall include the following categories:
168

169 (1) Professional Associate members whose activities involve cooperation with osteopathic
170 family physicians, or who contribute to some phase of the special field of osteopathic
171 family medicine, such as education and research in scientific fields, may serve on
172 committees and may vote on committees, but may not vote as a delegate or hold office.
173

174 (2) Industry associate members shall be those individual representatives who are employed
175 by companies that provide products and services to the osteopathic family physician and
176 profession. Industry associate members shall have the same privileges as active
177 members, except they shall not have a vote or hold office.
178

179 (3) Non-osteopathic honorary membership may be conferred by the Board of Governors on
180 any person who has rendered outstanding service to the organization at either the state or
181 national level. These members shall not have voting privileges and shall not hold office.
182

183 D. Organizational membership shall be those active members, as defined in section A and C, and
184 are a current employee of a college of osteopathic medicine, residency program or medical
185 organization/practice consisting of two or more physicians. Organizational memberships will
186 have their annual dues rate discounted at the discretion of the ACOFP Board of Governors.
187

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

189 The phrase "in good standing" shall describe only those active members whose dues and
190 assessments are current, and who document CME hours consistent with the American Board of
191 Osteopathic Family Physicians (AOBFP) or American Board of Family Medicine (ABFM)
192 requirements, and who are in compliance with the ACOFP Code of Ethics. National officers,
193 affiliate officers, and residency program directors must be members in good standing.
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195 **Section 4. Disciplinary Action**

196
197 A. The membership of any member of the College who, in the opinion of the Executive
198 Committee, persistently violates the established policy of the College, is convicted of a felony
199 or of any crime relating to or arising out of the practice of medicine, or violates the ACOFP
200 Code of Ethics, may be revoked, suspended, or placed on probation by action of the Executive
201 Committee of the College upon the recommendation of the Committee on Membership, after
202 the member has been given notice and an opportunity to be heard before such action is taken.

203 Any individual whose membership has been so revoked, suspended or placed on probation
204 shall have the right of appeal to the Board of Governors of the ACOFP at its next regular
205 meeting, requesting a review of the action of the Executive Committee, and the Board of
206 Governors, on review, may in its discretion take such action in regard thereto as it deems
207 appropriate.
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209 B. Revocation of membership does not prohibit one from future application to the College.
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211 **ARTICLE IV - DUES AND ASSESSMENTS**

212 **Section 1. Dues**

213 The annual dues for all dues paying members shall be determined by the Congress of Delegates
214 and administered by the Board of Governors.
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217 **Section 2. Payment of Dues**

218
219 A. All dues are payable at the beginning of the calendar year except in the year a member joins
220 when dues shall accompany the application.

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222 B. If dues are not paid by April 1 of the same fiscal year, the member shall be automatically
223 suspended.
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225 C. Non-payment of dues for twelve months after the initial invoice will result in membership
226 revocation. Such members may reapply, pursuant to the ACOFP re-application procedures.
227

228 **Section 3. Assessments**

229 To meet emergencies, the Board of Governors may levy such assessments as may be necessary,
230 provided that the total of such assessments in any one year shall not exceed the amount of the
231 annual dues. Failure to pay such assessments shall incur the same penalty as failure to pay
232 dues. Those dropped from membership for nonpayment of dues during the fiscal year in which
233 an assessment is levied shall be required to pay the assessment prior to reapplying for
234 membership.
235

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

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

242 **Section 1. Composition**

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244
245 A. The ACOFP Executive Director shall provide to the Secretary of each ACOFP affiliate society
246 in writing the number of delegates to which that Society is entitled at least 60 days before the
247 first day of the annual meeting of the Congress of Delegates.
248
249 (1) Each affiliate society shall be entitled to at least one voting delegate, who shall be a
250 member in good standing, and shall be entitled to an additional voting delegate for every
251 25 members thereafter, or the majority fraction thereof, active members, plus one voting
252 delegate from each approved undergraduate chapter located within the geographic
253 boundaries served by the ACOFP affiliate society.
254
255 (2) Each affiliate society shall select the delegates and respective alternate delegates to the
256 Congress of Delegates under the above provisions.
257
258 (3) The Secretary of each affiliate society shall certify its delegates and alternate delegates to
259 the ACOFP Executive Director in writing at least 30 days prior to the first day of the annual
260 meeting of the Congress of Delegates.
261
262 (4) Each affiliate society shall be entitled to one voting family medicine resident delegate who
263 meets the following criteria.
264
265 (a) Be currently enrolled and in good standing in an ACGME residency program in the
266 state which the delegate represents.
267
268 (b) Be a member in good standing of the ACOFP affiliate society in the state (if such an
269 affiliate society exists).
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271 (c) Be a member in good standing with ACOFP.
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273 (5) Each affiliate society shall determine the method of choosing the delegate. This delegate
274 shall be a voting member of the affiliate society delegation.
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276 B. One-fourth of the credentialed delegates shall constitute a quorum of the Congress of the

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Delegates.

- C. One voting delegate and one alternate delegate shall represent the Student Association of the American College of Osteopathic Family Physicians (Student Association of the ACOFP). The delegates shall be appointed annually by the National Student Executive Board. The National Student Executive Board shall certify its delegate and alternate delegate to the ACOFP Executive Director in writing at least 30 days prior to the first day of the Annual Meeting of the Congress of Delegates.
- D. One voting delegate and one alternate delegate shall represent the Resident Members of the American College of Osteopathic Family Physicians. The delegates shall be appointed annually by the Resident Council of the ACOFP. The Resident Council shall certify its delegate and alternate delegate to the ACOFP Executive Director in writing at least 30 days prior to the first day of the Annual Meeting of the Congress of Delegates.
- E. One voting delegate and one alternate delegate shall represent the Military Family Medicine Members of the American College of Osteopathic Family Physicians. The delegates shall be appointed annually by the Military Society President. The Military Society should certify its delegate and alternate delegate to the ACOFP Executive Director in writing at least 30 days prior to the first day of the Annual Meeting of the Congress of Delegates.

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

333 possess the above qualifications of the Speaker, and shall be present at all meetings of the
334 Congress of Delegates to preside in the absence of, or at the request of, the Speaker.

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

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

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340 **Section 7. Meetings**

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342 A. The annual meeting of the Congress of Delegates shall be held in conjunction with the annual
343 convention of the College.
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345 B. Notice of special meetings of the Congress of Delegates shall be published at least thirty (30)
346 days prior to the first day of each meeting.
347
348 C. A special meeting of the Congress of Delegates may be called by the President, forty percent
349 (40%) of the credentialed delegates by signed petition to the Speaker, or simple majority of the
350 Affiliate Societies.

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352 **Section 8. Secretary**

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

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356 **ARTICLE VI - BOARD OF GOVERNORS**

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358 **Section 1. Qualifications**

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

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362 **Section 2. Composition**

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364 A. The Board of Governors shall consist of the President, President-Elect, the Immediate Past
365 President, Secretary/Treasurer, six (6) Governors-at-large, one New-in-Practice Governor,
366 who shall be a New-in-Practice member at the time of election, one Osteopathic Resident
367 Governor, or an allopathic Resident Governor in osteopathic focused education at a family
368 medicine residency with ACGME osteopathic recognition status, one Osteopathic Student
369 Governor as provided for in these Bylaws.
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371 B. The Speaker and Vice Speaker of the Congress of Delegates shall be *ex-officio* members of
372 the Board of Governors with voice but no vote.

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374 **Section 3. Quorum**

375 A quorum of the Board of Governors will be a simple majority of the total eligible voting Board
376 members, which includes current Officers and Governors.

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378 **Section 4. Election**

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

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382 **Section 5. General Functions**

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384 A. The Board of Governors shall be the governing body of this College and shall manage the
385 affairs of the College in accordance with the Constitution & Bylaws, and carry out the policies
386 and directives of the Congress of Delegates.
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388 B. The Board of Governors shall meet at least three times annually.

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(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.

Section 6. Duties

The duties of the Board of Governors shall be:

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

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

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

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

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

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

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

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

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

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

Section 7. Termination

A. In the event any Governor fails to perform the duties of the office as determined by a two-thirds vote of the credentialed voting members of the Congress of Delegates at any regular or

445 special meeting, the Congress shall declare the office vacant and elect a successor to
446 complete that term of office.

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

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

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457 **ARTICLE VII – OFFICERS**

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459 **Section 1. Composition**

460 The elected officers of the College shall be the President, President-Elect, the Immediate Past
461 President and Secretary/Treasurer.

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464 **Section 2. Qualification**

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

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468 **Section 3. Term and Tenure**

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

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472 **Section 4. Duties**

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

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477 **Section 5. Duties of Officers**

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479 A. The President:

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481 (1) Shall perform those duties which usually pertain to that office as well as those duties
482 specified in the Constitution and Bylaws of this College and by the Board of Governors.

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484 (2) Shall be chair of the Board of Governors and preside at all its meetings.

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486 (3) Shall be *ex-officio* member of all committees.

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488 (4) Shall appoint all chair of departments and committees and committee members; these
489 appointments shall be subject to the approval of the Board of Governors unless otherwise
490 specified in the bylaws.

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492 (5) Shall appoint all special committees.

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494 (6) Shall exercise general supervision of the Executive Director and the affairs, business
495 matters and property of the College subject to the advice and authority of the Board of
496 Governors and the Congress of Delegates as provided by the Constitution & Bylaws.

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498 (7) Shall present a general report on the affairs of the College at each regular meeting of the
499 Congress of Delegates.

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(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

501 approval of the Board of Governors in accordance with the policies and procedures of the
502 College.

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504 (10) Shall discharge such other duties as may be required of the President by the Articles of
505 Incorporation, Constitution & Bylaws of this College and by the Board of Governors
506 thereof.

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508 B. President-Elect:

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510 (1) Shall become well acquainted with the duties of the President and the functions of the
511 College.
512
513 (2) Shall perform those duties as provided by the Constitution & Bylaws.
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515 (3) The President-Elect shall become the President:
516
517 (a) At the expiration of the President's term of office;
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519 (b) According to the other relevant provisions of the Bylaws.
520
521 (4) Shall perform the duties of the President in the absence or at the request of the President.
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523 C. Secretary/Treasurer:

- 524
525 (1) The Secretary/Treasurer shall perform all the functions of that office which are specified in
526 the Parliamentary Authority and Bylaws of the College.
527
528 (2) Shall, together with the President, make conveyances of real estate, releases and
529 assignments subject to the approval of the Board of Governors.
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531 (a) Shall maintain or cause to be maintained an up-to-date inventory;
532
533 (b) Shall be prepared at all times to give an accounting for all income and disbursements;
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535 (c) Shall prepare or cause to be prepared an annual budget, and;
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537 (d) Shall deliver a complete annual financial report to the Congress of Delegates at its
538 annual meeting.
539
540 (3) Shall be authorized to delegate such details to the Executive Director or to hire such
541 assistance as may be necessary to conduct the duties of the office of the
542 Secretary/Treasurer properly, subject to the approval of the Board of Governors.
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544 D. Immediate Past President:
545 The Immediate Past President shall perform duties and provide advice and counsel as
546 requested by the President.
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548 E. Vacancies:

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550 (1) In the event the office of President becomes vacant, the President-Elect assumes the
551 office of the President. The office of President-Elect shall then be declared vacant, and
552 said vacancy shall be filled as provided in the Bylaws.
553
554 (2) In the event the President becomes disabled and unable to perform the duties of the office
555 but does not request the President-Elect to assume the duties of the President, it shall be
556 the prerogative of the Board of Governors to declare the President disabled and request

557 the President-Elect to assume the duties of the President. Such action can only be taken
558 by a two-thirds vote of quorum of Board members present and voting.

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560 **ARTICLE VIII - EXECUTIVE DIRECTOR**

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

- 564
- 565 1. Administration of the ACOFP staff.
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 - 567 2. Annual review of Policies and Procedures of ACOFP.
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 - 569 3. The fulfillment of the requirements of the Executive Director Position description, the
570 Policies and Procedures of the College, and the terms of the employment contract with the
571 College.

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573 **ARTICLE IX – ELECTIONS**

574 **Section 1. General**

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- 576 A. The President-elect, Secretary/Treasurer, Governors-at-large, New Physician-in-Practice
577 Governor, two Governors representing the Academic Members of the College, Speaker and
578 Vice Speaker shall be elected by the Congress of Delegates at the annual meeting.
 - 579
 - 580 B. The Leadership Development Committee shall submit a panel of nominees for the various
581 positions to the President at least 30 days prior to the annual meeting.
 - 582
 - 583 C. Nominations for any of these positions may be made from the floor during the annual meeting
584 of the Congress of Delegates, provided such nominations receive not less than five seconds,
585 with no more than one second from any one affiliate society.
 - 586
 - 587 D. Each of these positions shall be filled by majority vote of all credentialed delegates present at
588 the time of the vote, assuming a quorum is present. Proxy votes are not permitted.
 - 589
 - 590 E. The elected officials shall assume their duties immediately following the adjournment of the
591 annual meeting of the Congress of Delegates.

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594 **Section 2. Terms**

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- 596 A. The President-Elect and Secretary/Treasurer shall each be elected for a one-year term or until
597 their successors are elected.
 - 598
 - 599 B. The Speaker and Vice Speaker shall be elected to serve for a one-year term or until their
600 successors are elected.
 - 601
 - 602 C. At least two of the six Governors-at-large shall be elected annually to a three-year term.
 - 603
 - 604 D. The New Physician-in-Practice Governor shall be elected for a single two-year term.
 - 605
 - 606 E. The Resident and Student Governors shall be elected annually for a one-year term.

607
608 **Section 3. Term Limits**

- 609
- 610 A. The President-Elect shall be elected to serve a maximum three-year term, sequentially, as
611 President-Elect, President, and Immediate Past President with no opportunity for re-election to
612 any of these positions.

- 613
614 B. The Secretary/Treasurer shall serve a one-year term.
615
616 C. The Speaker and Vice Speaker of the Congress of Delegates shall each serve a maximum of
617 up to nine (9) consecutive one-year terms.
618
619 D. Governors, other than those whose terms are defined above, shall be limited to two (2)
620 consecutive three-year (3) terms as Governor, with the exception that the Governor may
621 complete the term in which six (6) years or more of service is completed.
622

623 **ARTICLE X - DEPARTMENTS AND COMMITTEES**

624 **Section 1. Executive Committee**

- 625
626
627 A. The composition of the Executive Committee will include the elected officers of the College:
628 the President, President-Elect, the Immediate Past President, Secretary/Treasurer and one
629 Governor at-large selected by the Board of Governors who shall serve a one-year term.
630
631 B. The Executive Committee may be convened by the President to:
632
633 (1) Act on behalf of the Board of Governors between meetings of the Board.
634
635 (2) Review the performance of the Executive Director.
636
637 (3) Review in detail the fiscal matters of the College to make recommendations to the Board.
638
639 (4) Recommend actions to the Board of Governors on appropriations requested by the
640 Congress of Delegates.
641

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

643 Committee chairs shall be osteopathic physicians who are active members of this College in good
644 standing, or academic or associate members of this College or allopathic physicians who meet
645 these requirements and have completed osteopathic focused education at residency programs
646 with ACGME osteopathic recognition status.
647

648 Committee members shall be osteopathic or allopathic physicians who are active members of this
649 college in good standing, or academic or associate members of this college.
650

651 **Section 3. Organization**

- 652
653 A. The committee activities of this College shall be organized under five departments. Other
654 committees may be formed by the President with the approval of the Board of Governors;
655 these committees may also be disbanded at the recommendation of the President and with
656 the approval of the Board of Governors. Newly formed committees will be placed under one of
657 the existing five departments by the Board, as appropriate.
658
659 B. The departments with their respective standing committees shall be:
660
661 (1) Department of Education
662
663 (2) Department of Professional Affairs
664
665 (3) Department of Public Affairs
666
667 (4) Department of Business Affairs
668

669 (5) Department of Governance & Operations
670

671 **Section 4. General Duties**

672 The duties of the departments and committees shall be outlined in the Operating Policy Manual
673 and shall be reviewed annually for revisions by the Executive Director, who will make
674 recommendations for modification to the Board of Governors.
675

676 **Section 5. Term Limits**

677 Standing committee members shall serve a maximum of six (6) consecutive one-year terms.
678 Years served as committee chair do not count against the years serving as a committee member.
679 A member is eligible to serve on that same committee after two years have passed from their time
680 of service on that committee. Members may only serve on a maximum of 2 committees at a time,
681 not including service on an ACOFP work group or task force.
682

683 Committee chairs may serve a one-year term, renewable two times (3 years total). A
684 member may only serve as chair of one ACOFP committee at a time, but may still serve on
685 a second committee, plus additional ACOFP work groups and/or task forces. In situations
686 where no committee members apply to be chair, the President has the authority to extend
687 the term of the current chair until a replacement is found.
688

689 **ARTICLE XI – FINANCES**
690

691 **Section 1. Budget**

692 The annual budget shall be prepared at the direction of the Secretary/Treasurer, approved by the
693 Board of Governors, and presented to the Congress of Delegates for adoption at its annual
694 meeting.
695

696 **Section 2. Emergency Appropriations**

697 The Board of Governors, by a two-thirds vote of a quorum of the Board, may make emergency
698 appropriations without approval of Congress for items not included in the approved budget, in an
699 amount not to exceed ten percent per year of annual operating expense.
700

701 **Section 3. Dissolution**

702 In the event this College should be dissolved or merged with another body and cease to be an
703 affiliated specialty college of the American Osteopathic Association, the total assets of this
704 College, including title to real estate and all other property, shall be transferred to the American
705 Osteopathic Association or another organization which then qualifies under the provisions of
706 Section 501(c)(3) of the Internal Revenue Code and its regulations as they now exist or as they
707 may hereafter be amended.
708

709 **ARTICLE XII - OFFICIAL PUBLICATION**

710 The College shall have an official publication, with an editor whose annual appointment by the President
711 shall be approved by the Board of Governors. The Editorial Committee will recommend editorial policy to
712 the Board of Governors.
713

714 **ARTICLE XIII – FELLOWS OF THE AMERICAN COLLEGE OF OSTEOPATHIC FAMILY PHYSICIANS**
715

716 **Section 1. Fellows**

717 Any active member of the College in good standing may, upon application to the American
718 College of Osteopathic Family Physicians be elected to receive the designation of Fellow of the
719 American College of Osteopathic Family Physicians (FACOFP) upon fulfilling the requirements
720 recommended by the Committee on Awards and approved by the Board of Governors.
721

722 **Section 2. Distinguished Fellows**

723 The designation, Fellow of the American College of Osteopathic Family Physicians (FACOFP)
724 recognizes the member's experience, dedication, and contribution of the highest order to the

725 advancement of family medicine by his/her peers. The Distinguished Fellow Award (FACOFPP
726 *dist.*) honors exceptional members of the Conclave of Fellows. This award will be presented to
727 those fellows who have distinguished themselves through service to ACOFP by attendance as
728 well as support of the governance and committee structures, locally and nationally. Final
729 determination for the Distinguished Fellow Award lies with the Executive Council of the Conclave
730 of Fellows.

731

732 **ARTICLE XIV - FISCAL YEAR**

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

734

735 **ARTICLE XV - PARLIAMENTARY PROCEDURES**

736

737 **Section 1.** Parliamentary Authority

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

741

742 **Section 2.** Order of Business

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

746

747 **ARTICLE XVI – AMENDMENTS**

748

749 **Section 1.** Notification

750 These Bylaws may be amended at any annual meeting of the Congress of Delegates by a two-
751 thirds vote of the total number of delegates credentialed for voting, provided that the proposed
752 amendment shall have been filed with the Executive Director of the College at least 60 days
753 before the first day of the meeting of the Congress of Delegates and that the Executive Director
754 shall have notified the membership of the College in writing of the proposed amendment at least
755 30 days preceding the first day of the meeting of the Congress of Delegates.

756

757 **ARTICLE XVII - CODE OF ETHICS**

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

760

761 **ARTICLE XVIII – GENDER DISCLAIMER**

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

766

767 **ARTICLE XIX – INDEMNIFICATION**

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