

BYLAWS

Kansas Society of the ACOFP

Approved November, 2012

ARTICLE I

NAME

This organization shall be known as The Kansas Society of the ACOFP, an affiliate society of the AMERICAN COLLEGE of OSTEOPATHIC FAMILY PHYSICIANS.

ARTICLE II

MEMBERSHIP

Section 1. Membership classification and eligibility requirements are:

- A) An active member shall be a duly licensed osteopathic physician who is engaged in Family Medicine, or a variation thereof, in the United States.
- B) Associate members shall be those osteopathic and allopathic physicians whose professional activities involve cooperation with Family Physicians through their specialty; or who contribute to some phase of the special field of family medicine such as teachers and research workers in scientific fields; or others interested in supporting this organization.
- C) Honorary membership may be conferred upon an active or associate member who has, in the judgment of the Board of Trustees, performed distinguished service to this organization and its objectives.
 - 1. The Honoree shall be nominated by an active member and all credentials will be presented at the next annual meeting.
 - 2. Following credentials review, election to honorary membership shall be by two-thirds vote of the membership at the annual meeting.
 - 3. An honorary member shall not be elected to office in this organization.
- D) Membership in this organization can be accomplished by the following:
 - 1. All Qualified ACOFP members whose Kansas Society dues have been billed and paid via the national ACOFP billing process and are also a member of The Kansas Association of Osteopathic Medicine (KAOM).

Section 2. Each of the foregoing classes of membership shall enjoy the usual privileges of membership unless otherwise designated. Any member of this society may tender his/her resignation to the Secretary/Treasurer.

Section 3. A member whose dues and assessments are unpaid after the sixth month of the fiscal year shall be automatically suspended. A suspended member may be reinstated if, prior to the close of the year of suspension, he/she pays the current year's dues assessments.

ARTICLE III
CODE OF ETHICS

The code of ethics of this society shall be the same as that of the American Osteopathic Association and the American College of Osteopathic Family Physicians, with additions or revisions as may be adopted by a two-thirds majority vote of the members present at a general membership meeting.

ARTICLE IV
DUES AND ASSESSMENTS

Section 1. The dues and assessments of this organization shall be determined by the Board of Trustees and shall be paid annually to the Kansas Society of ACOFP before the end of the sixth month of the fiscal year.

Section 2. All members of KAOM who qualify for membership in ACOFP are to be considered members of the Kansas Society of ACOFP.

Section 3. The fiscal year shall coincide with that of the KAOM

Section 4. Annual dues shall accompany application for membership.

Section 5. The Board of Trustees may levy assessments as deemed necessary provided that the total assessment in any one year shall not exceed the annual dues.

Section 6. Dues are payable on the first day of the fiscal year which currently is April 1.

Section 7. Waiver of dues and assessments:

A member may apply for waiver of dues and assessments for a just cause. The Board of trustees, after reviewing the request and causal circumstances, may waive part or all of the annual dues and assessments of a member.

ARTICLE V
OFFICERS AND THEIR DUTIES

Section 1. The elected officers shall be the President, Vice-President, and Secretary Treasurer, and shall be elected until their successors qualify and are elected or appointed.

Section 2. The officers of this organization shall be the Board of Trustees.

Section 3. DUTIES OF THE PRESIDENT

The President shall:

- A) Preside at all meetings of the Board of Trustees and of the membership meeting as a body.
- B) Execute contracts and documents on behalf of the society subject to the approval of the Board of Trustees.
- C) Exercise supervision over the business of the society.
- D) Supervise all transactions for disbursement of the society's funds.
- E) Procure legal council upon advice of the Board of Trustees.
- F) Automatically remain on the Board of Trustees for two years following the expiration of his/her tenure as president.
- G) Be an ex-officio member of all committees except the Nomination Committee.
- H) Assist in other duties that may be requested of him by the Board of trustees, the membership, and these Bylaws.

Section 4. DUTIES OF THE VICE-PRESIDENT

The Vice-President shall:

- A) Be elected.
- B) Perform such duties as assigned him/her by the President or the Board of trustees.
- C) Perform the duties of the President at such times the President is absent or unable to act.

Section 5. DUTIES OF THE SECRETARY/TREASURER

The Secretary/Treasurer shall:

- A) Record and keep on file the minutes of the meetings of the Board of Trustees and of the membership meetings.
- B) Notify all candidates of their election to membership.
- C) Send out notices as requested by the President or Board of Trustees.
- D) Attend to the general correspondence of the society at the President's direction.
- E) If the President of Board of Trustees so request, have the Treasurer's books audited annually by a committee of three members appointed by the President.

ARTICLE VI
BOARD OF TRUSTEES

- Section 1. The Board of Trustees shall:
- A) Meet during the KAOM Midyear meeting and at such other times and places as may be called by the President.
 - B) Carry out rules and regulations passed at the Annual meeting.
 - C) Require the Secretary to submit a written report, at the Annual meeting, of the business transacted by the Board over the past year.
 - D) Act upon the recommendations of all committees as well as business conducted at the KAOM Midyear meetings.
 - E) Fill by majority vote any vacancies occurring among the officers or other Board of Trustee members. Such appointees shall serve until the next annual meeting at which time they, or a successor, will be elected.
 - F) Approve by a two-thirds vote, applicants for Honorary Status in this society.
 - G) Act as liaison between this society and KAOM, ACOFP, and/or other specialty groups within the state.

ARTICLE VII
STANDING COMMITTEES AND THEIR DUTIES

- Section 1. The Board of Directors may establish committees as they deem necessary. The only Standing Committee shall be, but not limited to, Nominations.

Section 2. **DUTIES OF THE NOMINATING COMMITTEE**

The Nominating Committee shall:

- A) Be appointed by the President at the Annual meeting and shall consist of three members.
- B) Present to the Annual membership meeting a slate of at least one qualified nominee for each elective office.
- C) Obtain the consent of each nominee before presenting his/her name.

ARTICLE VIII
ELECTIONS

- Section 1. Immediately following the report of the Nominating Committee, nominations shall be open from the floor. Consent of the nominee must be obtained before his/her name is presented, and a list of his/her qualifications must be given.

- Section 2. THE ANNUAL MEETING SHALL ELECT BY BALLOT OR UNANIMOUS CONSENT:
- A) President, Vice-President, and Secretary/Treasurer.
 - B) Delegates and Alternate Delegates nominated from the floor to the Congress of Delegates of the ACOFP. The Past President, President, Vice-President, and Secretary/Treasurer should automatically be candidates while others, should be nominated from the floor. The number elected shall be determined by the total number of the Kansas Society of the ACOFP members. A corresponding number of Alternate Delegates should also be nominated, elected and encouraged to attend the National ACOFP Meeting.

- Section 3. Officers and Trustees shall assume their duties following the election at the Annual Meeting.

ARTICLE IX
ANNUAL MEETING

- Section 1. The Annual meeting shall be during the KAOM Midyear Meeting. It shall include a business sessions, educational programs, social events, and exhibit displays.

- Section 2. The Business Session shall:
- A) Follow a prescribed agenda which is outlined in Section 5 of this Article.
 - B) Receive reports and make recommendations.
 - C) Develop policies and programs to promote and strengthen the objectives of this society.

- Section 3. All attending active members shall comprise the voting body.
- A) A majority of those active Kansas members registered for the meeting shall constitute a quorum.

- Section 4. Notice of the Annual meeting and a copy of the agenda shall be provided to each member in attendance.

Section 5. **ORDER OF BUSINESS**

At each Annual meeting, the order of business shall be, but not limited to:

- A) Call to order.
- B) Establish a quorum.
- C) Reading of the minutes of previous meeting.
- D) Welcome new members and guests.
- E) Communications.
- F) Reports of officers.
- G) Report of committees, if any.

- H) Unfinished business.
- I) New business.
- J) Appoint new committees.
- K) Nomination, election and installation of officers.
- L) Set next meeting date.
- M) Adjourn.

ARTICLE X

PARLIAMENTARY AUTHORITY

ROBERT'S RULES OF ORDER, newly revised, shall govern all proceedings of this society not provided for in these Bylaws.

ARTICLE XI

METHOD OF AMENDMENT

- Section 1. These Bylaws may be amended by a two-thirds vote of the active members present at the Annual Meeting, provided that all members have been notified of the amendments at least thirty (30) days prior to the meeting at which said Bylaws are to be voted upon.
- Section 2. All amendments to, and revisions of, the Bylaws of this society shall be subject to the approval of the Board of Governors and the Congress of Delegates of ACOFP.