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ADVOCATES FOR THE AMERICAN  
OSTEOPATHIC ASSOCIATION

BYLAWS

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Amended

- 1985
- 1986
- 1987
- 1988
- 1989
- 1990
- 1994
- 1995
- 1996
- 1998
- 1999
- 2001
- 2002
- 2003
- 2004
- 2006
- 2007
- 2010

***\*\*Please note that this is the copy of the most up-to-date bylaws as of November 2010 . All those items pertaining to the SAA have been highlighted in yellow for quick reference.***

## ARTICLE I. NAME

The name of this organization shall be the **ADVOCATES FOR THE AMERICAN OSTEOPATHIC ASSOCIATION**, hereinafter referred to as **AAOA**.

## ARTICLE II. OBJECT

The Advocates for the American Osteopathic Association is a 501 3(C) non-profit corporation. The object of the AAOA shall be:

1. To create, promote and support the public health and educational activities of the osteopathic profession.
2. To promote service and community health endeavors.
3. To correlate the activities of AAOA and its affiliate components.
4. To assist and work with the American Osteopathic Association in achieving their objectives.

## ARTICLE III. MEMBERS

Section 1. **AAOA shall have the following classes of members:**

- A. Regular Membership shall be granted to any person interested in supporting AAOA and willing to promote the objectives of AAOA as stated in ARTICLE II.
- B. Honorary Life Membership shall be conferred on each AAOA President upon conclusion of term of office.
- C. Life Membership shall be conferred on a person who has been a regular member for 25 consecutive years and who has attained the age of 70 years.
- D. Student Advocate Association Membership shall be granted to the spouses or significant other of students in a provisionally or fully accredited osteopathic educational institution.
- E. Intern & Resident Advocates Association Membership shall be granted to the spouse or significant other of an intern or resident who has graduated from a provisionally or fully accredited osteopathic educational institution.
- F. Retired or Widowed Membership shall be granted to the spouses or significant other of a retired osteopathic physician or is a widow of an osteopathic physician.

Section 2. **Membership shall be confirmed** upon payment of prescribed dues and shall remain in effect as long as all membership requirements are met.

Section 3. **Dues and Assessments.** The Board of Directors shall determine and set all classes of dues and assessments annually.

Section 4. **Dues of Regular Members** shall be due and payable on June 1.

- A. Dues not received by September 1 shall be considered delinquent.
- B. Dues not received by January 1 shall result in forfeiture of membership.

Section 5. **Dues of Student Advocates Association Members** shall be paid through the Student Advocate Association and forwarded to AAOA by January 1.

- Section 6. **Dues of Intern and Resident Advocates Association Members shall be forwarded to the AAOA by January 1.**
- Section 7. **Hardship Cases/Request for Reduction of Dues.** Any member in good standing may apply to the Membership Committee for a reduction or waiver of dues provided the AOA dues amount of the osteopathic physician has been reduced or waived. Such requests shall be approved by the AAOA Board of Directors.
- Section 8. **Rights of Membership.**
- A. Regular, Honorary Life and Life Members shall have full rights and privileges of membership in AAOA.
  - B. Student Advocates Association members shall be eligible to serve on a committee and as a delegate to the AAOA Annual Meeting as provided in Article VII, Section 3, of these Bylaws, but shall not be eligible to hold an executive office.
  - C. **Intern & Resident Advocates Association members shall be eligible to serve on a committee and as a delegate to the AAOA Annual Meeting as provided in Article VII, Section 3, of these Bylaws, but shall not be eligible to hold an executive office.**
  - D. An official publication shall be sent to all members via mail, email or by other electronic means.
- Section 9. **Termination of Membership.**
- A. Membership may be terminated for nonpayment of dues and a member is no longer in good standing once the dues are delinquent.
  - B. Life and Honorary Life Memberships cannot be terminated.
  - C. Student Advocates Association Membership shall be terminated when the student ends the relationship with the osteopathic educational institution.
  - D. **Intern & Resident Advocates Association Membership shall be terminated when the intern or resident completes his/her internship, residency or fellowship program.**

#### **ARTICLE IV. AAOA COMPONENT AUXILIARIES and ADVOCATES**

- Section 1. **The Component Auxiliaries and Advocates** of AAOA shall be state, uniformed services, Student Advocates Associations, Intern and Resident Advocates Associations, and district auxiliaries, hereinafter referred to as Affiliate Components.
- Section 2. **Affiliate Components** shall:
- A. Conform to the Object of the AAOA put forth in Article II of the AAOA bylaws
- Section 3. **Bylaws.**
- A. Affiliate Components shall:
    - 1. Conform to the requirements put forth in the AAOA Administrative Guide

## ARTICLE V. OFFICERS

Section 1. **The elected officers of AAOA** shall be a President-Elect, a First Vice President, a Second Vice President, a Recording Secretary/Treasurer and four Directors.

Section 2. **There shall be the following appointed officers:**

A. Student Liaison

B. Intern/Resident Liaison

Section 3. **Qualifications.**

A. A candidate for elective office shall meet the following qualifications:

1. A member in good standing for at least two years,
2. A delegate for at least one AAOA Annual Meeting prior to nomination or a member of an AAOA Committee within the past five years.

B. In addition to the above, a candidate for the office of President-Elect, First Vice President or Second Vice President shall have served on the AAOA Board of Directors for at least two years.

Section 4: **Term of Office**

A. The President-Elect shall assume the duties of office at the close of the Annual Meeting at which elected and shall serve for a term of one year; and shall assume the duties of the office of the President at the close of the next Annual Meeting and serve for a term of one year or until a successor is elected.

B. The First Vice President, Second Vice President, Recording Secretary/Treasurer shall assume their duties at the close of the annual convention at which elected and shall serve for a term of one year or until their successors are elected.

C. The term of Director shall assume their duties at the close of the Annual Meeting at which elected and shall serve for a term of two years or until their successors are elected.

D. No elected officer shall serve more than two consecutive terms in the same office, with the exception of the Recording Secretary/Treasurer who may serve no more than three consecutive terms, and the President-Elect may not serve a successive term in that office.

E. No person shall hold more than one elected office at the same time.

F. No person shall serve consecutively in various offices for a period exceeding ten years with the exception of the President-Elect who shall serve the inherent and intended term as President.

Section 5. **Vacancy in Office.**

A. A vacancy in the office of President shall be filled by the President-Elect who shall also serve an additional full term as President. In the event of concurrent vacancies in the offices of President and President-Elect, the First Vice President shall fill the office of President for the remainder of the term.

B. A vacancy in the office of President-Elect or Director shall remain vacant until it can be filled by the next AAOA Annual Meeting.

C. A vacancy in the office of First Vice President shall be filled for the remainder of the term by the Second Vice President.

- D. A vacancy in the office of Second Vice President, or Recording Secretary/Treasurer shall be filled by ballot vote of the Board of Directors.
- Section 6. **Duties of Officers.** The officers shall work for the accomplishment of the objectives of AAOA; shall perform duties as usually pertaining to their office and as prescribed in the Bylaws, and the Administrative Guide and parliamentary authority.
- A. The President shall:
1. Be the chief executive officer and official representative of AAOA.
  2. Preside at all meetings of the AAOA Annual Meeting, Board of Directors and Executive Committee.
  3. Appoint the Parliamentarian, any fee required to be approved by the Board of Directors.
  4. Appoint the following, subject to approval of the Elected Officers:
    1. The SAA Liaison
    2. The IRAA Liaison
    3. Standing Committees
  5. Appoint special committees subject to approval of the Board of Directors.
  6. Be responsible with the AOA Executive Director or his appointee for the employment of AAOA Office executive personnel, subject to the approval of the Board of Directors.
  7. Such duties applicable to the office as prescribed by the Parliamentary authority adopted by the AAOA.
- B. The President-Elect shall:
1. Preside in the absence of the President.
  2. Plan and direct the annual Installation Luncheon.
  3. Serve as a member of the Finance Committee.
  4. Serve as a member of the Nominating Committee.
  5. Serve as SAA Committee Chairman.
  6. Such duties applicable to the office as prescribed by the Parliamentary authority adopted by the AAOA.
- C. The First Vice President shall:
1. Preside in the absence of the President and President-Elect.
  2. Sign request for reimbursement forms for disbursements in the absence or inability of the Recording Secretary/Treasurer to do so.
  3. Serve as Golf Committee Chairman.
  4. Serve as a member of the Finance Committee.
  5. Such duties applicable to the office as prescribed by the Parliamentary authority adopted by the AAOA.
- D. The Second Vice President shall:
1. Preside in the absence of the President, President-Elect and First Vice President.

2. Record the proceedings of the AAOA Annual Meeting, Board of Directors, and Executive Committee meetings in the absence of the Recording Secretary/Treasurer.
  3. Serve as Membership Committee Chairman.
  4. Such duties applicable to the office as prescribed by the Parliamentary authority adopted by the AAOA.
- E. The Recording Secretary/Treasurer shall:
1. Record the proceedings of the AAOA Annual Meeting, Board of Directors, and Executive Committee meetings.
  2. Supervise the maintenance of the financial records of the AAOA.
  3. Serve as chairman of the Finance Committee.
  4. Sign checks in the absence or inability of the Executive Director to do so.
  5. Review the financial report prior to presentation to the Board of Directors at all meetings.
  6. Review all requests for reimbursement forms prior to distribution.
  7. Such duties applicable to the office as prescribed by the Parliamentary authority adopted by the AAOA.

## **ARTICLE VI. NOMINATIONS AND ELECTIONS**

### **Section 1. Nomination and Election of the Nominating Committee.**

- A. Composition. The nominating committee shall be composed of five members:
1. The Immediate AAOA Past President shall serve as Chairman.
  2. The President-Elect of AAOA shall serve as a member.
  3. Three members nominated and elected from the floor at the AAOA Annual Meeting by the delegates. Members nominated from the floor shall not be members of the Board of Directors.
  4. To be eligible to be nominated, a member must be registered as a voting delegate and written approval must be given.
  5. No two elected members may reside in the same state. If more than one member from a state receives sufficient votes to be elected, the one receiving the highest number of votes shall be elected.
  6. No member may serve two consecutive terms on the nominating committee.
  7. Election shall be by ballot at the Annual Meeting, except in the case where only three members are nominated, and then election may be by voice vote/acclamation. If a ballot vote is needed than a plurality vote shall elect.
  8. Vacancies on the nominating committee shall be filled by the Executive Committee from the remaining nominees in the order of the number of votes received. If the Executive Committee is unable to fill the vacancy then the Board of Directors shall nominate and elect by ballot.

Section 2. **Duties of the Nominating Committee.**

- A. The Nominating Committee shall:
  - 1. Solicit and receive from the membership the names of possible candidates, accompanied by their qualifications and written consent.
  - 2. Meet in person or by conference call to review, discuss or consider the qualifications of candidates proposed by the membership and the nominating committee.
  - 3. Determine qualified candidates for each position.
- B. The report of the Nominating Committee, including the qualification of the nominees, shall be printed in the Official Publication together with the Call of the Convention.
- C. The report of the Nominating Committee shall be read to the AAOA Annual Meeting on the first day of convention when additional nominations may be made from the floor; any nomination from the floor shall include the qualifications of the nominee given in two minutes or less. Qualifications of nominees submitted in the Official Publication shall not be read.
- D. No name shall be placed in nomination without the consent of the nominee in writing.

Section 3. **Election of Officers.**

- A. Election of Officers shall be by ballot before the AAOA Annual Meeting reconvenes for the second business meeting, except in the case that there is only one nominee for a position, the election may be by acclamation/voice vote.
- B. A report of the Convention Credentials Committee shall be submitted to the House of Delegates before elections take place. Before any business can be conducted a quorum must be established and the report of the credentials committee at the beginning of the Annual Meeting establishes the quorum.
- C. Officers shall be elected by a majority vote.
- D. The election shall be under the direction of an Election Committee.

## **ARTICLE VII. MEETINGS**

Section 1. **Annual Meeting.** The Annual Meeting shall be held at the same time and place as the Annual Osteopathic Medical Conference and Exposition.

- A. The AAOA Annual Meeting is for the expressed purpose of electing officers, receiving reports, amending Bylaws and other business as properly noticed in the call for the Annual Meeting, or that may come before an Annual Meeting.
- B. The official call of the Annual Meeting shall give the time and place of the business sessions and the other activities of the AAOA, and shall be given via written notice by mail, email, or other electronic means at least forty-five (45) days prior to convention.

Section 2. **The House of Delegates** shall be the legislative policy-making body of the AAOA.

- Section 3. **The voting body** of the AAOA Annual Meeting shall be composed of:
- A. Elected Officers,
  - B. **Appointed SAA Liaison,**
  - C. Appointed IRAA Liaison,
  - D. Chairmen of Standing Committees,
  - E. Honorary Life Members,
  - F. Delegate Representation as follows:
    1. Delegate representation from state and advocate organizations shall be five delegates for the first 50 regular and life members or fraction thereof, and two additional delegates for each additional 50 such members or fraction thereof, based on the membership as of May 31.
    2. **A Student Advocates Association may be represented in the AAOA Annual Meeting by its President (or the President's alternate as elected by the Student Advocates Association) and one additional representative as additional members of the delegation representing the state in which the Student Advocates Association organization is located.**
    3. An Intern and Resident Advocates Association may be represented in the AAOA Annual Meeting by two representatives as additional members of the delegation representing the state in which the Intern and Resident Advocate Association organization is located.
    4. Delegate representation from an unaffiliated state, province, or specialty college affiliate component shall be five delegates.
    5. A state or uniformed services affiliate component established by May 31 shall be full delegate representative; those affiliated after May 31 shall be entitled to two delegates in that year.
- Section 4. **AAOA Dues for the current year must be paid** in order to be seated as a delegate, with the exception of the Student Advocates Association and Intern and Resident Advocates Association delegates' deferred dues receipts.
- Section 5. **Each registered delegate** shall be entitled to one vote, and there shall be no proxy or absentee voting.
- Section 6. **All AAOA Members** and guests shall be entitled to attend the AAOA Annual Meeting as observers.
- Section 7. **Only voting members,** as prescribed in Section 3, of this Article, shall be entitled to offer motions, debate and vote.
- Section 8. **A special meeting** of the AAOA to be held in the city of the AAOA office shall be called when ordered by a 3/4 vote of the entire membership of Board of Directors. The vote may be taken in a meeting, by mail or by electronic means if available. A notice of ten business days notice shall be given.
- Section 9. **A quorum** for the transaction of business at any meeting shall be a majority of the voting members registered with the Credentials Committee, provided that representatives from at least 1/4 of the Affiliated State Advocates and/or Auxiliaries are present.

## ARTICLE VIII. FINANCE

- Section 1. **Fiscal Year.** The fiscal year of the AAOA shall be from June 1 to May 31 inclusive.
- Section 2. **Audit.** All AAOA financial records shall be reviewed annually by an independent Certified Public Account at the close of the fiscal year. The Certified Public Accountant shall be approved by the Board of Directors.
- Section 3. **Banking.** All AAOA funds shall be deposited in financial institutions approved by the Board of Directors.
- Section 4. **Budget.**
- A. A General Fund Budget for the fiscal year to begin June 1 shall be prepared by the Finance Committee and submitted by the Recording Secretary/Treasurer to the Board of Directors for consideration at the pre-convention board meeting.
  - B. The resulting proposed budget shall be presented to the AAOA Annual Meeting for adoption.
  - C. Budgets for any other purposes, such as seminars, shall be prepared with the advice of the Finance Committee prior to presentation to the Board of Directors for adoption.
- Section 5. **Annual Meeting.**
- A. The Annual Meeting/Convention Chairman with the advice of the Finance Committee shall prepare a statement of all estimated convention expenses for approval of the Board of Directors.
  - B. The Convention Delegate Registration Fee shall be determined by the Board of Directors based on the total estimated convention expenses.
- Section 6. **AAOA Educational Endowment Fund.**
- A. The purpose of the AAOA Educational Endowment Fund shall be to provide income for scholarship and other educational programs of AAOA.
  - B. The AAOA Educational Endowment Fund shall be kept separate from other AAOA funds.
  - C. The AAOA Educational Endowment Fund shall be under the general supervision of the Board of Directors, with its administration and management being vested in the AAOA Educational Endowment Fund Committee.
  - D. In the event of the dissolution of the AAOA Educational Endowment Fund, any remaining assets shall be distributed to other AAOA educational purposes. The purpose or purposes shall be determined by a 3/4 vote of the AAOA Annual Meeting.
- Section 7. **Insurance.** Members of the Board of Directors, Parliamentarian, Executive Director and all personnel performing official business shall be insured annually by AAOA for accidental death at the coverage determined by the Board of Directors.

- Section 8. **Official Travel.** Reimbursable official travel expenses shall be those costs of transportation and accommodation of AAOA Officers, Board of Directors, Committees, Parliamentarian and Executive Director when engaged in performing their assigned and/or official duties and, less any portion which is to be reimbursed by another source, shall be included in "Official Travel" in the General Fund Budget.
- Section 9. **Treasurer's Bond.** The Recording Secretary/Treasurer shall be bonded in the amount determined by the Board of Directors.

## ARTICLE IX. BOARD OF DIRECTORS

- Section 1. **The members of the Board of Directors** shall be:
- A. Executive Committee
  - B. Directors
  - C. **Appointed Student Liaison**
  - D. Appointed Intern/Resident Liaison
  - E. Ex-Officio members of Standing Committees
- Section 2. **The Board of Directors** shall:
- A. Conduct the business of the AAOA between AAOA Annual Meetings, and implement the policies and programs mandated by the Delegates at the Annual Meeting.
  - B. Adopt, review and amend standing rules and a detailed Administrative Guide of procedures necessary for implementing the policies and programs of AAOA. The general purpose of the Guide shall be to provide a reference book of special rules of order and standing rules, and concise statements of instruction for affiliates, and of the specific duties of AAOA Officers, Board of Directors, Committees and employees, to the end that there shall be no conflict or jurisdiction or duplication of effort.
  - C. Copies of the Administration Guide shall be provided to officers, committee chairmen of AAOA; and as directed by the Board of Directors copies may be provided to other individuals or groups.
  - D. Have the general supervision of all finances of AAOA.
  - E. Take no action which is in conflict with the duties prescribed in these Bylaws, the Administrative Guide, parliamentary authority, and as mandated by the delegates at the Annual Meeting.
  - F. Delegate to the Executive Committee such authority as is deemed advisable.
- Section 3. **Meetings.**
- A. Regular meetings of the Board of Directors shall be held:
    - a. Immediately following the last meeting of the AAOA Annual Meeting;
    - b. Preceding the AAOA Annual Meeting.
    - c. During the AAOA Annual Meeting
  - B. Special meetings of the Board of Directors may be called by the President, and shall be called upon written request of a majority of the Board of Directors.

- C. Meetings of Board of Directors shall be open to any AAOA member, except during Executive Session.
- Section 4. **A quorum** for the transaction of business shall be seven members including at least two elected officers.
- Section 5. **A vote by** mail, email, or other electronic means is authorized when necessary. A report of any action taken by mail, email or other electronic means shall be verified and made a part of the minutes of the Board of Directors.

#### **ARTICLE X. EXECUTIVE COMMITTEE**

- Section 1. **The members of the Executive Board** shall be:
  - A. President
  - B. President-Elect
  - C. First Vice President
  - D. Second Vice President
  - E. Recording Secretary/Treasurer
  - F. Immediate Past President
  - G. Second Past President
- Section 2. **The Executive Director and Parliamentarian** shall serve as advisors to the Executive Committee.
- Section 3. **The Executive Committee** shall:
  - A. Conduct the business demanding immediate action between meetings of the Board of Directors and such business as has been referred to it by the Board of Directors.
  - B. Supervise the AAOA office in accordance with the directives from the Delegates at the Annual Meeting, from the Board of Directors, and as provided in these Bylaws and the Administrative Guide.
  - C. Present a written report and be subject to the orders of the Board of Directors, and none of its acts shall conflict with action taken by the Board of Directors.
- Section 4. **Meetings of the Executive Committee** may be called by the President, and shall be called upon the written request of four members of the Executive Committee.
- Section 5. **A quorum** for the transaction of business shall be four members.
- Section 6. **The Executive Committee** may conduct business by mail, email, or other electronic means when necessary, and a report of any action taken shall be verified and made a part of the minutes at the next meeting of the Executive Committee.

#### **ARTICLE XI. COMMITTEES**

- Section 1. **Standing Committees** shall be:
  - A. Educational Endowment
  - B. Special Projects
  - C. Bylaws
  - D. Convention

- E. Finance
- F. Golf
- G. Legislative
- H. Membership
- I. Student Advocates Association
- J. Nomination Committee
- K. Publicity and Marketing Committee
- L. Intern and Resident Advocates Association

- Section 2. **Standing and Special Committees** may be authorized by the AAOA Annual Meeting or the Board of Directors as necessary.
- Section 3. **The President shall be a member ex-officio** of all committees except the Nominating Committee.
- Section 4. **Directors shall serve as Ex-Officio members of standing committees.**
- Section 5. **Committees shall perform duties** as directed by the AAOA Annual Meeting or the Board of Directors and as prescribed in the Bylaws and Administrative Guide.
- Section 6. **Standing Committees** and, when requested, **special committees shall report at all meetings of the Board of Directors.**
- Section 7. **The President, The Director, and The Committee Chair of a standing committee shall be an ex-officio member of all subcommittees within the committee.** The Chairman of the committee with the approval of the President shall be authorized to appoint members to serve on subcommittees.
- Section 8. **The AAOA Educational Endowment Committee** shall be composed of three members who have served or are serving on the Board of Directors. Members are appointed for staggering three year terms with one member being appointed each year to serve three years, or until a successor is appointed. The Chairman shall have served as member of the Endowment Committee.
- A. The committee shall:
    1. Meet annually at the call of the chairman, and as needed to handle the affairs of the Fund. Additional Meetings must be approved by the Executive Board.
    2. Establish and carry out a program for seeking gifts and bequests for AAOA's educational purposes including its scholarship program.
    3. Work with professional counsel, as needed in investing principal sums.
    4. Require all Fund requests to be in writing, allowing no less than three months for the investigation of the disposition of funds.
    5. Require EEF committee approval/disapproval by the Committee for any disbursements by the committee.
  - B. The Committee may conduct business by mail, email or other electronic means as necessary.

Section 9. **The Planning Committee** shall be composed of a least three members including a Past President. The Executive Director may serve as a Consultant.

A. The Committee shall:

1. Recommend goals, programs and projects to the Board of Directors to further the purposes of AAOA.
2. Evaluate the organizational structure of AAOA, recommending changes to the Board of Directors where necessary.
3. Perform specific studies as assigned by the Board of Directors.

Section 10. **The Special Projects** was created to provide funds to the AAOA and its affiliates to aid in the development of projects which support the AAOA Mission.

A. Policy Statement:

1. The AAOA, its committees, affiliate components and other members of the osteopathic profession may participate.
2. The Delegates at the Annual Meeting will be the deciding body on dollar amounts and projects to be funded each year.
3. A grant or matching funds with a ceiling of \$3,000 on all but national AAOA projects.
4. Available dollars will be based upon donations to the fund annually.
5. The fund will maintain a minimum of \$500 for cost of operation.
6. Proposals and requests for funds shall be submitted to the AAOA by June 1. Applications will be screened by the committee and completed by July 1. Information will appear in the official publication 45 days prior to the first day of the Annual Meeting.

B. Funding: Contributions to the Special Projects are vital and may be made as a restricted or unrestricted gift. Unrestricted funds will be given to projects selected by the Delegates at the Annual Meeting. Restricted funds are those earmarked by the contributor.

C. The Special Projects Committee shall be composed of five members; an AAOA Board member as chairman, a member of the Finance Committee, and three AAOA members elected at the AAOA Annual Meeting

1. A member shall be elected for a three year term during the Annual Meeting

D. The Committee Shall:

1. Have general supervision over the Fund and act as a screening committee on applications.
2. Prepare applications and immediately send them to those who make a request.
3. Screen all applications received by June 1.
4. Solicit contributions.
5. Report to the AAOA Board. Submit final project report and review by September 1 of the following year.
6. The Chairman will assist and provide council to project applicants.
7. Submit proposals relative to procedure, with Board approval and update Administrative Guide.

8. Screening to be completed by July 1 and submitted to the general membership in the pre-convention publication 45 days prior to the first day of the AAOA Annual Meeting.
- E. Additional duties of this committee will be included in the AAOA Administrative Guide.
- Section 11. **The Bylaws Committee** shall be composed of at least three members and shall:
- A. AAOA Bylaws
    1. Consider, edit and/or correlate amendments submitted by the Board of Directors, the Executive Committee, standing and special committees, Affiliate Components and individual members of unaffiliated states received no later than 45 days prior to the opening of the AAOA Annual Meeting. The proposer of the amendments shall be identified in the notice.
    2. Originate amendments, as deemed necessary.
    3. Submit proposed amendments to the Bylaws as provided in Article XVII, together with the Committee's recommendations for action.
    4. A copy of the final wording of the Bylaws changes shall be given to the Board of Directors for approval before being submitted to the official publication.
  - B. Administrative Guide: Maintain the Administrative Guide, making recommendations to the Board of Directors for approval.
- Section 12. **The Convention Committee** shall be responsible for the coordination and implementation of the AAOA Annual Meeting.
- A. Shall be composed of at least three members.
- Section 13. **The Finance Committee** shall be composed of the Recording Secretary/Treasurer as Chairman, the President-elect, First Vice President, and one member appointed from the AAOA Annual Meeting, with the Executive Director ex-officio a member of the Committee and the Parliamentarian as advisor.
- A. The Committee shall:
1. Meet at least annually at the call of the chairman.
  2. Prepare the annual General Fund Budget for approval of the Board of Directors prior to adoption by the AAOA Annual Meeting.
- Section 14. **The Golf Tournament Committee** shall be responsible for the coordination and implementation of the golf tournament including location, cost, and soliciting sponsorship.
- A. Shall be composed of at least three members including the First Vice President who shall serve as chairperson.
- Section 15. **The Membership Committee** shall be composed of at least three members.
- A. The AAOA Second Vice President shall serve as Membership Committee chair.
- B. The Committee shall:
1. Work to increase membership.
  2. Review applications for affiliation and notify the Board of Directors of those conforming to the requirement as prescribed in these Bylaws and the Administrative Guide.

3. Be responsible for keeping the membership informed of AAOA programs which involve the membership.
- C. There may be subcommittees to carry out the work of Committee, as follows:
  1. Member recruitment and affiliate organizations.
  2. Member education.

Section 16. **The Student Advocates Association Committee** shall be composed of at least three members:

- A. The AAOA President-Elect shall be known as the AAOA Student Advocates Association Advisor
- B. The Student Advocates Association liaison.
- C. A Student Advocates Association member.
- D. Additional members may be appointed to assist the Advisor when necessary.

Section 17. **The Intern and Resident Advocates Association Committee** shall be composed of at least three members:

- A. A member of the board of Directors shall be known as the AAOA Intern and Resident Advocates Association Advisor.
- B. The Intern and Resident Advocates Association liaison.
- C. An Intern and Resident Advocates Association member.
- D. Additional members may be appointed to assist the Advisor when necessary.

Section 18. **The Legislative Committee** shall be composed of a minimum of two members.

- A. The committee shall:
  1. Follow legislative matters affecting the practice of osteopathic medicine throughout the federal as well as local agencies.
  2. Assist AOA in legislative matters with regards to distributing information to members as well as the public with regards to legislation governing health care.

Section 19. **The Publicity and Marketing Committee** shall be composed of at least three members and shall:

- A. Oversee the AAOA website and keep it current.
- B. Submit AAOA ideas to the AOA Committee on Communications
- C. Help the AAOA Executive Director write for and post the official publication or newsletter on the website.

### ARTICLE XIII. OFFICIAL PUBLICATIONS

Section 1. **The official publication** shall be published as authorized by the AAOA Board of Directors, based on budget consideration and need.

- A. The purpose of the publication shall be:
  1. To promote the objectives of AAOA.
  2. To encourage support of the osteopathic profession.
  3. Sent to all members of record via mail, email, or other electronic means to keep them informed.

Section 2. **Other communication from AAOA** shall be governed by the same purposes.

#### **ARTICLE XIV. PARLIAMENTARIAN**

Section 1. **The Parliamentarian** shall:

- A. Serve as advisor to the President, Board of Directors, Executive Committee and membership at the Annual Meeting.
- B. Serve as convention parliamentarian and advisor to the convention committees.
- C. Serve as advisor to the officers, standing committees and special committees upon request.
- D. Serve as advisor to the affiliate components that request assistance.
- E. Attend meetings of the AAOA Annual Meeting and Board of Directors and be available to attend committee meetings when requested.

#### **ARTICLE XV. PARLIAMENTARY AUTHORITY**

Section 1. **The rules contained in the current edition** of Robert's Rules of Order Newly Revised shall govern AAOA in all to which they are not inconsistent with these Bylaws and any special rules of order AAOA may adopt.

#### **ARTICLE XVI. METHOD OF AMENDMENT**

Section 1. **These Bylaws may be amended**

- A. By a 2/3 vote of the Delegates at the Annual Meeting, provided the proposed amendments have been submitted in the official publication prior to the AAOA Annual Meeting or sent to the membership via written notice by mail, email, or other electronic means at least 45 days prior to the opening of the AAOA Annual Meeting.
- B. By 3/4 vote of the registered voting members of the AAOA Annual Meeting, provided notice shall have been given at an earlier meeting of the same session.

Section 2. **These Bylaws shall be revised** only upon authorization by the Annual Meeting.

- A. The Delegates at an Annual Meeting shall authorize the appointment of a special committee for the revision of these Bylaws.
- B. The proposed revision may be adopted by a 2/3 vote, provided the proposed revision has been submitted in the official publication prior to the convention or sent to the membership via written notice by mail, email, or other electronic means at least 60 days prior to the opening of the AAOA Annual Meeting.

Section 3. **These Bylaws shall only become effective upon final approval by the Board of Trustees of the American Osteopathic Association.**

