

BY-LAWS
KANSAS ASSOCIATION OF OSTEOPATHIC MEDICINE
(INCORPORATED)
AS AMENDED APRIL 2016

A divisional society of the American Osteopathic Association organized December 15, 1980. Incorporated for educational and charitable purposes. Charter granted April 3, 1913.

ARTICLE I - NAME

The name of this organization shall be the Kansas Association of Osteopathic Medicine.

ARTICLE II - OBJECTS

SECTION 1. The objects of this Association shall be educational and charitable.

SECTION 2. This Association shall function as a divisional society of the American Osteopathic Association.

ARTICLE III - MEMBERSHIP

SECTION 1. CLASSIFICATION. The members of this Association shall be classified as:

- a. Active Members
- b. Sustaining Members
- c. Associate Members
- d. Affiliate Members
- e. Resident Members
- f. Student Members
- g. Honorary Members
- h. Honorary Life Members
- i. Faculty Members
- j. Institutional Members
- k. United Members
- l. Inactive Members
- m. Retired

SECTION 2. MEMBERSHIP REQUIREMENTS

- a. Active Membership. Any graduate of an approved college of osteopathic medicine licensed to practice osteopathic medicine and surgery in Kansas.
- b. Sustaining Membership. Active members who wish to pay more than the regular dues of an active member.
- c. Associate Membership. Any graduate of an approved college of osteopathic medicine licensed to practice osteopathic medicine and surgery in one or more states of the United States, but not licensed in Kansas.
- d. Affiliate Membership. Any graduate of an approved college of osteopathic medicine licensed to practice osteopathic medicine and surgery who practices in Kansas and one or more other states but whose principal practice is not in Kansas.
- e. Resident Membership. Any graduate of an approved college of osteopathic medicine in a Kansas residency program.
- f. Student Membership. An undergraduate student enrolled in an approved college of osteopathic medicine.
- g. Honorary Membership. Persons who have made valuable contributions to the science of osteopathic medicine or have rendered important services to the profession and who shall have been elected to such honorary membership by a two-thirds vote of the certified voting members at the Annual Business Meeting of the Kansas Association of Osteopathic Medicine.
- h. Honorary Life Membership. Life membership may be granted by the Executive Committee upon written application of any regular member who has reached the age of seventy-five (75), or who has completed fifty years of osteopathic practice, whichever comes first, and who has been a member in good standing of his or her divisional society for

twenty-five (25) consecutive years immediately preceding.

- i. Faculty Membership. Any graduate of a recognized college of osteopathic medicine who is licensed to practice in Kansas and is employed as a full-time faculty member at a recognized college of osteopathic medicine and surgery.
- j. Institutional Membership. An institutional membership may be granted upon approval of the Executive Committee to any licensed hospital, nursing home, college of osteopathic medicine and surgery, or other health care institutions or organizations, including profit and not-for-profit institutions and those owned by county, municipal, state or other units of government where osteopathic physicians render a significant share of medical services in such facility.
- k. United Membership. Any graduate of a recognized college of osteopathic medicine who is licensed to practice in Kansas and is also a member of the Kansas Medical Society.
- l. Inactive Membership. An active member for at least five years who is no longer engaged in the practice of medicine and surgery.
- m. Retired Membership: Retired membership may be granted by the Executive Committee upon written application of any regular member who has retired from all aspects of clinical and administrative medicine and who has been a member in good standing of his/her divisional society for at least twenty-five (25) consecutive years.

SECTION 3. MEMBERSHIP PRIVILEGES

- a. Active Membership. Active members shall be entitled to full privileges of membership, including holding office and voting.
- b. Sustaining Membership. These members shall have the same privileges as active members.
- c. Associate Membership. Associate members shall be entitled to all the privileges of active membership in the Association except those of holding office and voting.
- d. Affiliate Membership. Affiliate members shall be entitled to all the privileges of active membership in the Association except those of holding office and voting.
- e. Resident-Membership. These members are entitled to all the privileges of active membership, except those of holding office.
- f. Student Membership. Undergraduate student members of the Kansas Osteopathic Student Association shall be entitled to all the privileges of active membership except that of holding office and voting.
- g. Honorary Membership. Honorary members shall be entitled to all the privileges of active membership except those of holding office and voting.
- h. Honorary Life Membership. Honorary life members shall be entitled to all the privileges of active membership.
- i. Faculty Membership. Faculty Members shall be entitled to all the privileges of active membership.
- j. Institutional Membership. Institutional members shall have all the privileges and benefits of active membership in the Association, except the privilege of voting or holding office. Institutional members shall, among other things:
 - (1) Receive all Association publications and mailings;
 - (2) Have the right of representation at all business meetings of the Association, including its Annual Business Meeting, with voice;
 - (3) Be eligible to have its representatives serve on Association committees as designated by the President or the Executive Committee;
 - (4) Be eligible for participation in any group insurance or other group programs of the Association;
 - (5) Participate in student recruitment programs and physician recruitment programs;
 - (6) Participate in preceptor or other approved training programs subject to approved standards and guidelines of sponsoring educational organizations and/or the American Osteopathic Association.
- k. United Membership. United members shall be entitled to all the privileges and benefits of active membership in the Association.
- l. Inactive Membership. Inactive members shall be entitled to all the privileges and benefits of active membership except the privilege of voting or holding office. A past president who is an inactive member may hold the office of Senior Trustee.
- m. Retired Membership. Retired members shall be entitled to all the privileges and benefits of active membership in the Association but shall not be required to pay any assessments established by the Association. Nothing in this section shall prevent any retired member from voluntarily contributing to the finances of the Association

SECTION 4. APPLICATION FOR MEMBERSHIP. Application shall be made in writing on forms prepared for that purpose. Said application shall verify that the applicant is licensed to practice. The applicant must furnish such other

information as the Executive Committee may require. The application must be accompanied by the current year's dues. Applications for membership shall be delivered to the Executive Director of the Association. If rejected, all fees accompanying the application shall be reimbursed to the applicant.

SECTION 5. RESIGNATION. Any member desiring to resign from membership in this Association shall send his or her resignation in writing to the Executive Director.

SECTION 6. DELINQUENCY AND REINSTATEMENTS.

a. Any member whose dues remain unpaid at the end of the fiscal year shall be reported to the Executive Committee for appropriate action.

b. Any member dropped from the rolls for non-payment of dues, in order to regain membership, shall pay the full amount of current annual dues at the time of reapplying for membership.

SECTION 7. DISCIPLINE.

a. The Code of Ethics of this Association shall be the same as the Code of Ethics of the American Osteopathic Association.

b. A member, who has been suspended or expelled, upon giving evidence satisfactory to the Executive Committee of his/her purpose and intent to comply with the rules governing membership in this Association, may be reinstated by a three-fourths vote of the Executive Committee.

ARTICLE IV - FEES, DUES AND ASSESSMENTS

SECTION 1. PAYMENT OF DUES. The annual dues of members of this Association shall be payable on or before the first day of the first month of each fiscal year upon receipt of notice in advance from the Executive Director. The fiscal year of this Association shall be from July 1 to June 30.

SECTION 2. ANNUAL DUES. Dues for each membership category shall be established by the Executive Committee.

SECTION 3. ASSESSMENTS. To meet emergencies the Executive Committee may levy such assessments as it deems necessary.

a. All special assessments levied by the Executive Committee and/or members in attendance at an Association Annual Business Meeting shall be due as levied upon receipt of notice of such assessment from the Executive Director. Failure to pay such assessment shall incur the same penalty as failure to pay dues.

b. Members who are exempt from payment of dues and student members shall be exempt from the payment of assessments. Active members who are in their first year of membership shall pay fifty percent (50%) of assessments levied; all others shall pay the full amount of the assessment.

SECTION 4. ADMINISTRATIVE ACCOUNT. All dues shall be placed in the administrative account of the Association.

SECTION 5. ANNUAL-CONVENTION. Each of the persons in attendance shall pay to the Executive Director of the Association a registration fee as determined by the Executive Director which shall recover the expenses of the Annual Convention. The registration fees shall be set by the Executive Director, except there shall be no fee for invited guests of the Association.

ARTICLE V - OFFICERS

SECTION 1. OFFICERS. The officers of this Association shall be the following:

- a. President
- b. President-Elect
- c. Immediate Past President
- d. First Vice President

- e. Second Vice President
- f. Three Elected Trustees
- g. Senior Trustee
- h. American Osteopathic Association Delegates and Alternates
- i. Executive Director.

SECTION 2. ELECTIONS/SUCCESSION.

- a. In the event that any elected or appointed Delegate, or his Alternate, shall not be present when the House of Delegates of the American Osteopathic Association meets, then the Senior Alternate Delegate shall be seated.
- b. The Second Vice President, one Trustee, shall be elected by ballot at each annual convention.
- c. The Senior Trustee of the Executive Committee shall be elected for a three year term, for the first time in 1996. To be eligible for election as Senior Trustee, the member must have served as President of the Association.
- d. The President and the First Vice President together with the Executive Director shall be ex officio officers of the Executive Committee.
- e. Trustees shall be elected for three years.
- f. Delegates and Alternates to the American Osteopathic Association House of Delegates shall be elected for four years. One Delegate and one Alternate Delegate shall be elected in each even-numbered year.
- g. The President-Elect shall succeed to the office of President; the First Vice President shall succeed to the office of President-Elect; and the Second Vice President shall succeed to the office of First Vice President; provided, however, such succession may be suspended and any of the offices may be opened for nominations and election upon two-thirds vote of the members present at the Annual Business Meeting.
- h. All officers shall serve until their successors are elected or appointed.
- i. Any officer may be granted a leave of absence by the Executive Committee. Any such leave of absence shall expire at the next annual meeting or may be renewed until the ensuing annual meeting. Upon expiration of a leave of absence, the normal succession shall be suspended and the officer shall resume the position he or she held when the leave of absence was granted. In the event a leave of absence is granted to the President-Elect, the First Vice President shall be promoted to the position of President-Elect and shall serve as Program Chairman.
- j. In the event an officer who has not been granted a leave of absence fails to perform the duties of his or her office, the Executive Committee may, by a two-thirds majority vote, declare the office vacant.
- k. The Executive Committee shall fill all vacancies in office until the next annual meeting of the Association.

ARTICLE VI - DUTIES OF OFFICERS

SECTION 1. DUTIES OF PRESIDENT.

- a. The President, or in his absence, the First Vice President, or the President's appointee, shall preside at all meetings of the Executive Committee and the Annual Business Meeting.
- b. The President shall appoint all committees and task forces not otherwise provided for.
- c. The President shall review all checks written in the amount of \$5,000.00 or more.
- d. The President shall call special meetings of the membership whenever necessary after approval of the Executive Committee, or by written request signed by twenty-five percent (25%) or more of the official voting members attending the Annual Business Meeting.
- e. The President shall present a typewritten report of the work of the Association during the year of his or her administration with such recommendations as deemed advisable for the best interests of this Association or for the profession in general.
- f. The President shall perform such other duties as may be imposed upon him or her by the members in attendance at the Annual Business Meeting.

SECTION 2. DUTIES OF PRESIDENT-ELECT.

- a. The President-Elect shall attend all regular and called meetings of the Executive Committee.
- b. The President-Elect shall serve as Program Chairman.
- c. The President-Elect shall perform such other duties as may be imposed upon him or her by the members in attendance at the Annual Business Meeting.

SECTION 3. DUTIES OF IMMEDIATE PAST PRESIDENT.

- a. The Immediate Past President shall be a member of the Executive Committee and shall attend all regular and special meetings.
- b. The Immediate Past President shall perform such duties as may be imposed upon his or her office by the members in attendance at the Annual Business Meeting.

SECTION 4. DUTIES OF FIRST VICE PRESIDENT.

- a. The First Vice President, in the absence of or at the request of the President, shall preside at all meetings of the Executive Committee and Annual Business Meeting.
- b. The First Vice President shall perform such other duties as may be imposed upon his or her office by the members in attendance at the Annual Business Meeting
- c. In the event the President is unable to complete his or her term in office, the First Vice President will complete his or her term as President.

SECTION 5. DUTIES OF SECOND VICE PRESIDENT.

- a. The Second Vice President shall be a member of the Executive Committee, shall attend all regular and special meetings, and shall perform such duties as may be imposed upon his or her office by the members in attendance at the Annual Business Meeting

SECTION 6. DUTIES OF ELECTED TRUSTEES.

- a. Trustees shall serve as the Nominating Committee. The Senior Trustee shall serve as Chairman of the Nominating Committee.
- b. The Trustees shall perform such other duties as may be imposed upon them by the members in attendance at the Annual Business Meeting.

SECTION-7. DUTIES OF EXECUTIVE DIRECTOR.

- a. The Executive Director shall be the Executive and Recording Secretary to the Association in the conduct of the affairs of the Association under direction of the President and the Executive Committee.
- b. The Executive Director shall cooperate with the chairmen of departments and committees in the execution of the policies of the Association as outlined by the Executive Committee.
- c. The Executive Director shall direct the joint activities of the Association and the subsidiary local societies as provided by the By-Laws and may select one or more of the Trustees, or officers of the subsidiary local societies, to assist in the work in their respective territories.
- d. The Executive Director shall coordinate, in general, the work performed by the various departments, bureaus and or committees of the Association to the maximum efficiency.
- e. The Executive Director shall be authorized to employ or enlist such assistance as is necessary for the proper conduct of his or her office, subject to the direction of the Executive Committee.
- f. The Executive Director shall be the custodian of all books or records and papers belonging to the Association.
- g. The Executive Director shall collect all fees, dues and assessments and give his or her official receipt for the same.
- h. The Executive Director shall keep an accurate record of all transactions and all moneys received and disbursed. All checks shall be signed by the Executive Director.
- i. The Executive Director shall produce the books, records, and papers at the close of the fiscal year, the annual audit and inspections as directed by the Executive Committee and and/or at any time when requested by the President or any member of the Executive Committee.
- j. The Executive Director shall present an annual report for the fiscal year ending June 30 at the annual convention of the Association, which shall include the following:
 - (1) Financial Report
 - (2) Membership Report
 - (a) Members in good standing
 - (b) New Members received
 - (c) Members suspended, etc.
- k. The Executive Director shall furnish a printed membership directory for distribution as directed by the Executive Committee.

1. The Executive Director shall close all books at the end of the fiscal year June 30 of each year, and have an audit performed as directed by the Executive Committee prior to the following annual convention.
- m. The Executive Director shall deliver to his successor all moneys and property belonging to the Association at the expiration of his term in office.
- n. The Executive Director shall perform such other duties as may be imposed on his or her office by the Executive Committee.
- o. The Executive Director shall be the editor of all publications of this Association.

ARTICLE VII - EXECUTIVE COMMITTEE

SECTION 1. CLASSIFICATION.

- a. The Executive Committee shall be composed of the following members:
 - (1) President
 - (2) Immediate Past President
 - (3) President-Elect
 - (4) First Vice President
 - (5) Second Vice President
 - (6) Three Elected Trustees
 - (7) Senior Trustee
 - (8) President of the Kansas Society of the American College of Osteopathic Family Physicians
 - (9) Student Representative of the Kansas City University – College of Osteopathic Medicine.
 - (10) Resident
 - (11) Executive Director.

b. The President, First Vice President and Executive Director shall be ex officio officers of the Executive Committee. The Executive Committee shall be the administrative and executive body of the Association.

SECTION 2. DUTIES.

- a. The Executive Committee shall appoint the Executive Director and shall fix the amount of his or her salary and the term of office.
- b. The Executive Committee shall investigate all written charges of violation of the Constitution, By-Laws, Code of Ethics, and of unprofessional conduct of any member; and shall have the power to censure, suspend, or expel as the findings warrant. The Executive Committee shall first cite the member to appear and answer to such charge.
- c. The Executive Committee shall meet at least annually on the day preceding the first day of the annual convention.
- d. The Executive Committee shall transact all other business of the Association between sessions of the Annual Business Meeting. It shall meet coincident with the annual session of the Association and at such other time on call of the President, or written request signed by three of its members and shall make arrangements for the annual sessions.
- e. The Executive Committee shall appoint such committees and task forces not otherwise provided for in these By-Laws and shall fill, by appointment, any vacancy occurring in its membership or any other office until time of the next annual Business Meeting of the Association.
- f. The Executive Committee may, upon application of any eligible person, reduce or waive the dues for active membership in hardship cases, and may adopt rules to govern their actions in such cases.
- g. The Executive Committee shall have the power to call special meetings when the interests of osteopathy in the state require such meetings.
- h. The members of the Executive Committee shall be entitled to transportation expenses necessarily incurred in attending called meetings of the Executive Committee, provided the finances of the Association are such as to warrant such expenditures. However, no expenses shall be allowed for meetings of the Executive Committee held at the time of the annual convention.

ARTICLE VIII - COMMITTEES

SECTION 1. In addition to committees otherwise provided in these By-Laws and created by the Executive Committee, there

shall be a Committee on Peer Review and Professional Relations and a Committee on Impaired Physicians. Members and chairmen of these committees shall be appointed by the President of the Association. The duties and responsibilities of these committees shall be determined by the Executive Committee.

ARTICLE IX - QUALIFICATIONS, NOMINATIONS, AND ELECTION OF OFFICERS

SECTION 1. ELECTED OFFICERS. The elected officers and the chairman of each committee and task force of this Association shall be active members of the American Osteopathic Association and shall be obligated to be the local representatives of the American Osteopathic Association in Kansas, Kansas Association of Osteopathic Medicine, and shall cooperate to the fullest extent with the American Osteopathic Association.

SECTION 2. NOMINATING COMMITTEE.

a. The Executive Director shall furnish the Nominating Committee with a list of all who are and have been active members in good standing for two consecutive years immediately prior to their nomination. From this list, the Committee shall choose the nominees for the elective offices as required in Article V, Section 2. Further nominations may be made from the floor at the time of the election.

The Nominating Committee shall be charged with using utmost care and diligence in selecting only such candidates who will serve the best interests of this Association.

c. The Nominating Committee shall report to members in attendance at the Annual Business Meeting one nominee for each of the elective offices. The Nominating Committee shall make every effort to ascertain the willingness of each of its nominees to serve if elected.

d. When the Nominating Committee has reported, the presiding officer of the Annual Business Meeting shall ask if there are any other nominations for each office separately. All such nominations shall be announced. The presiding officer shall also ask if there are any other nominations for each office separately immediately prior to the election of officers. All such nominations shall be announced.

e. If for any office there is only one nominee before the members in attendance at the Annual Business Meeting, it shall be the duty of the presiding officer to cast the elective ballot of the Association for the one nominee for office.

f. When nominations have been closed, ballots shall be distributed for each office separately and a majority vote shall be necessary to elect. In case there is no election on the first ballot, the one having the least number of votes shall be dropped before taking the next ballot. This operation shall be repeated until a majority of votes are cast for one candidate, then he or she shall be declared elected.

SECTION 3. DELEGATES AND ALTERNATE DELEGATES to the AOA ~~HOUSE OF DELEGATES~~

a. Delegates and Alternate Delegates to the American Osteopathic Association shall be elected as follows: Delegate and Alternate No. 1, shall be elected in 1956 and every four years thereafter; Delegate and Alternate No. 2, shall be elected in 1958 and every four years thereafter.

b. The Executive Committee shall appoint Delegates and Alternates to fill any vacancy occurring for any reason, or to name additional Delegates should the Association become entitled thereto, until the next annual meeting of the House of Delegates.

c. At all times, the Delegate having served the greatest number of consecutive years as a Delegate shall be considered the Senior Delegate and shall be so designated to the American Osteopathic Association.

ARTICLE X - SESSIONS

SECTION 1. LOCATION. The sessions of this Association shall be held annually at such place as may be designated by the Program Chairman.

SECTION 2. DATES. The Program Chairman shall determine the exact dates of the annual convention.

SECTION 3. CHANGING OF SESSIONS. When necessity warrants, the Executive Committee may change the time and place of sessions and notify the members of such changes.

SECTION 4. SPECIAL MEETINGS. The Executive Committee shall have the power to call special meetings when the

interests of osteopathy in the state require such meetings.

SECTION 5. BUSINESS MEETINGS. The annual business meeting shall be held during the annual convention.

ARTICLE XI - ANNUAL BUSINESS MEETING

SECTION 1. QUALIFICATIONS FOR VOTING

- a. Annual Business Meeting of the Kansas Association of Osteopathic Medicine shall consist of members of the Association whose membership category entitles them to vote. Each member shall have one vote at the Annual Business Meeting.
- b. The Executive Director shall certify a list of all eligible voting members to the Executive Committee, prior to the convening of any Business Meeting of the Kansas Association of Osteopathic Medicine. This shall be the certified list of those eligible to vote. Any one becoming a member of the Association after such notification will not be qualified to vote at that Business meeting of the Kansas Association of Osteopathic Medicine.
- c. The Annual Business meeting shall be the legislative body of the Association.
- d. Members in attendance shall constitute a quorum for the transaction of business.
- e. Officers of the Association shall be elected at the Annual Business Meeting.
- f. The Association shall hold one regular meeting per year to be held immediately preceding or during the annual convention of the Association. Special meetings shall be called by the President on written request signed by twenty-five percent (25%) or more of the certified voting members.
- g. The Association shall transact such other business as may be presented at the Annual Business Meetings, and shall perform such other functions as may be defined in these By-Laws.
- h. Members in attendance at the Annual Business Meeting shall have the power, after careful investigation and by a three-fourths vote, to remove any officer of this Association for cause.
- i. All matters of appropriation or expenditure originating at the Annual Business Meeting must be referred to and passed by the Executive Committee before being voted upon by members in attendance.

ARTICLE XII - AMENDMENTS

SECTION 1. ANNUAL BUSINESS MEETING. These By-Laws may be amended at any Annual Business Meeting by a two-thirds vote of the certified voting members in good standing in attendance at such session; provided that such amendments have been presented in writing to the Executive Committee and filed with the Executive Director,

Notice of changes to these bylaws, meetings of committees, task forces, Annual Business Session and notice of any other functions of this nature shall be considered to be given when notice is published in the official publication of the Association, or on the official website of the Association, or is sent or posted electronically, or in another manner approved by the Executive Committee. Other notices, not specifically provided for herein, shall be considered to be given when said notice is served upon the applicant or member by personal service as provided by the statutes of the State of Kansas.

SECTION 2. SPECIAL SESSION. These By-Laws may be amended by the membership at any special session called for such purpose, by a two-thirds (2/3) vote of the certified voting members in good standing in attendance at such session; provided that such amendments shall have been presented in writing to the Executive Committee and filed with the Executive Director, and notice of the proposed meeting and copies of the proposed amendments shall have been transmitted electronically or mailed to each member no less than thirty (30) days prior to the date of the special session.

ARTICLE XIII - PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order, Revised, shall govern this Association in all cases to which they are applicable, and in which they are not inconsistent with the By-Laws or special rules of order of this Association.

ARTICLE XIV - SUBSIDIARY GROUPS

The Executive Committee may approve the establishment by this Association of subsidiary organizations, not-for-profit foundations, peer review organizations, or may join as members with existing or to-be-formed not-for-profit foundations or organizations concerned with the delivery of health care to the people of this state, or the maintenance of quality controls, peer review, or other mechanism involving delivery and quality of health care. Any such action taken by the Executive Committee shall be presented to the membership at the next Annual Business Meeting for its ratification.

No subsidiary organization created by the Association or affiliation with any other organization or foundation shall be approved unless the same is a not-for-profit organization duly recognized as such under the Internal Revenue Code.

