

CONSTITUTION AND BYLAWS
of the
American College of Osteopathic Obstetricians and Gynecologists

CONSTITUTION

ARTICLE I

Name

The name of the organization shall be the "American College of Osteopathic Obstetricians and Gynecologists" (ACCOG).

ARTICLE II

Purpose

The purpose of this organization shall be to establish and maintain appropriate standards for Osteopathic obstetrics and gynecology. It shall foster Osteopathic obstetric and gynecologic practice and research. It shall maintain the dignity and efficiency of Osteopathic obstetric and gynecologic practice in its relation to public welfare. It shall recommend and promote Osteopathic obstetric and gynecologic education in Osteopathic medical schools and hospitals. It shall maintain standards for membership and grant recognition and titles to its membership. It shall nominate the members of the American Osteopathic Board of Obstetrics and Gynecology. It shall assist the American Osteopathic Association (AOA), allied societies and the general public in furthering the philosophy of the Osteopathic concept.

ARTICLE III

Membership

The membership of this College shall be confined to Osteopathic physicians who are specialists in obstetrics and gynecology and to such other individuals as shall be elected in a manner prescribed by the Bylaws of this College. The ACCOG encourages its members to be members of the American Osteopathic Association and state and local osteopathic societies.

ARTICLE IV

Officers

The officers of this College shall be the President, President Elect, Vice President, Secretary-Treasurer, and Immediate Past President. The Vice President and Secretary-Treasurer shall be elected annually by the members of this organization with the Secretary-Treasurer serving a one (1) year term of office. The Vice President shall serve a four (4) year term. The first year he/she shall serve as the Vice President, the second year he shall serve as the President Elect, the third year he shall serve as the President and the fourth year he shall serve as the Immediate Past President. The Board of Trustees of this College is empowered to remove, replace and install officers as provided by the Bylaws of this College.

ARTICLE V

Executive Committee

The Executive Committee of this College shall consist of the President, President Elect, Vice President, Secretary-Treasurer, and the Immediate Past President.

ARTICLE VI

Board of Trustees

The Board of Trustees of this College shall consist of fifteen (15) individuals who shall be the officers and nine (9) elected trustees, three (3) of whom shall be elected annually by the College to serve for three (3) years, and a resident member who shall be elected by the resident membership to serve two years. The resident representative shall be a 3rd year resident when elected to a two year term and may vote at board meetings. No elected trustee shall serve more than two consecutive terms. The Board of Trustees shall be the administrative body of this College and perform such other duties as are provided by the Bylaws.

ARTICLE VII

Committees

There shall be thirteen (13) standing committees of the College:

- (A) Membership and Promotion
- (B) Editorial
- (C) Research and Awards
- (D) Nominating
- (E) Bylaws
- (F) Ethical and Professional Standards
- (G) Residency Evaluation
- (H) Finance
- (I) Continuing Medical Education
- (J) Strategic Planning
- (K) Government Affairs
- (L) Historian
- (M) National Student Society of the ACOOG

ARTICLE VIII

Eligibility for Office

Senior members who are Diplomats of the American Osteopathic Board of Obstetrics and Gynecology or the American Board of Obstetricians and Gynecologists are eligible for election as officers and trustees of the College.

BYLAWS

ARTICLE I

Membership

SECTION 1. Classification

There shall be eight classifications of membership: Life membership, Senior membership, Regular membership, Candidate membership, Associate membership, Affiliate membership, Intern/Student membership, and Honorary membership.

SECTION 2. Membership Requirements

- (a) Life Membership: The applicant for Life membership in this College shall have been a Senior or Regular member in good standing for the preceding ten (10) years and shall have reached the age of sixty-five (65);

Or,

Shall have been a Senior or Regular member in good standing for the preceding ten (10) years and retired from active practice as determined by the Board of Trustees of this College.

- (b) Senior Membership: Senior membership will be awarded to osteopathic physicians who are certified by either the American Osteopathic Board of Obstetrics and Gynecology or the American Board of Obstetrics and Gynecology and who submit the required documents.
- (c) Regular Membership: Regular membership shall be available to Osteopathic physicians who have completed AOA-approved postdoctoral training or ACGME-approved postdoctoral training in obstetrics and gynecology and who are otherwise qualified for such membership.
- (d) Candidate Membership: Osteopathic physicians in obstetrics and gynecology or related training programs approved by the American Osteopathic Association or ACGME shall be eligible for and granted Candidate membership. Candidate membership shall continue and dues shall be waived while the individual is enrolled in an approved training program and shall be extended one year following successful completion of the program. Candidate members, upon successful completion of formal training, shall be immediately eligible for Regular membership. During this extension, the Candidate member must apply for Regular membership.
- (e) Associate Membership: The applicants for Associate membership shall be osteopathic physicians who are engaged in the practice of a specialty other than obstetrics and gynecology and have a specific interest in the College.
- (f) Affiliate Membership: Any individual whose association with the College will, in the opinion of the Board of Trustees, be beneficial to the objectives and purposes of the American College of Osteopathic Obstetricians and Gynecologists is eligible for Affiliate membership.
- (g) Intern/Student Membership: The applicants for intern or student membership shall be either students of osteopathic medical schools or graduates who are currently in AOA approved internships, whether osteopathic, allopathic or military. Membership shall be by written application to the ACOOG, submitted any time prior to or during the student/intern year with written documentation of said positions. Student membership shall run the

entire four years of undergraduate eligibility as long as good standing is maintained and shall extend into the intern year. Intern membership shall run one year, as long as good standing is maintained and shall be eligible to be extended by re-application according to the other membership categories.

(h) Honorary Membership: Any individual who is not currently a member in any other category and who has given outstanding service to the mission, objectives and purposes of the American College of Osteopathic Obstetricians and Gynecologists is eligible for Honorary membership.

SECTION 3. Application Procedure

(a) Application for Regular membership shall be made on forms provided by the Executive Vice President of the ACOOG.

(b) Applicants for Regular, Senior, Associate or Affiliate membership shall Provide two letters of recommendation from any of the following references: 1. ACOOG Members, 2. Program Director, 3. Department Chair, 4. Members of the OB/GYN Department where currently practicing who are personally acquainted with the applicants, and who will vouch for his or her training, experience, and personal character. Regular members applying for Senior membership need not provide references. Applications submitted by individuals who are or have trained in AOA-approved military or other AOA-approved non-osteopathic programs may provide two letters of recommendation which shall include the residency program director and the chair of the department. These letters of recommendation shall be sent directly to the Executive Vice President of the College.

(c) The applications, letters of recommendation, application fee and other required data received by the Executive Vice President on or before December 31 will be reported at the annual meeting and applications received by August 1 will be reported at the fall board meeting.

(d) An application for membership must be completed within two years following the presentation to the Executive Vice President of the formal application and the required fee. Failure to comply with this regulation automatically results in the forfeiture of the application fee, requires re-application, and the payment of a new fee.

(e) An application which has been rejected by the Board of Trustees of this College due to incomplete or unsatisfactory material must be corrected within a period of one (1) year from the receipt by the applicant of written notice given by the Board of Trustees. Failure to comply with this regulation automatically results in the forfeiture of the fee, requires re-application, and the payment of a new fee. The submitted material of the applicant will be removed from the files at the end of one (1) year unless return is requested by the applicant within this period of time.

(f) An application rejected for other reasons than those listed in (e) automatically results in the forfeiture of the application fee, requires re-application and the payment of a new fee.

(g) Any changes in requirement for membership shall not pertain to those who have a formal application, including the application fee, on file with the Executive Vice President.

(h) Any senior member may submit to the Executive Vice President a letter of nomination, along with supporting documentation, not later than sixty days prior to a scheduled meeting of the Board, for any individual to be considered for Honorary membership. Honorary membership may be granted only after deliberation by the full Board requiring two-thirds majority vote of the quorum present.

SECTION 4. Voting

(a) Only Life, Senior and Regular members in good standing shall have the privilege of voting at regular and special meetings of the American College of Osteopathic Obstetricians and Gynecologists.

(b) A Candidate member shall have the privilege of voting at committee meetings to which he/she has been appointed or elected.

SECTION 5. Quorum

A quorum of the College shall consist of twenty-five (25) or more voting members.

SECTION 6. Maintenance of Membership

(a) To receive and maintain classification of membership, Senior, Regular, Associate and Affiliate members must pay their annual dues.

(b) Senior and Regular members shall fulfill postdoctoral education requirements in obstetrics and gynecology as set forth by the Board of Trustees as a condition for continuation of membership in the College.

(c) Any member who receives a conviction of an offense amounting to a felony under the law applicable thereto, or convicted of a crime involving moral turpitude, or sentenced after a plea of "no contest", or after a plea comparable to a plea of "no contest" under the law applicable thereto in connection with any of the foregoing, shall automatically be deemed terminated from membership of this College. Convictions shall be deemed final for the purpose hereof when affirmed by an Appellate Tribunal of Final Jurisdiction, or upon expiration of the period allowed for appeal under the law applicable thereto.

(d) Membership may be suspended or terminated upon cause shown by decision of the Board of Trustees of the College, or may be reinstated after such suspension or termination by decision of the Board of Trustees of the College, as provided by these Bylaws.

(e) A member who has been suspended or terminated by action of the Board of Trustees, or by reason of Section 6 (b) above, may be reinstated by a three-fourths vote of the Board of Trustees upon giving satisfactory evidence of compliance with the rules governing membership in this College and upon providing satisfactory evidence of compliance with all other terms as shall have been made a condition of reinstatement by the Board of Trustees in the suspension or termination order.

ARTICLE II Fees and Dues

SECTION 1. Application Fees

- (a) Application fees shall be established by the Board of Trustees and published to the membership.
- (b) Life membership and Honorary membership shall be exempt from application fees.

SECTION 2. Annual Dues

- (a) Changes in the annual dues shall be established by the Board of Trustees at their annual meeting and shall require approval by the general membership.
- (b) Life membership and Honorary membership shall be exempt from dues.
- (c) Candidate members shall be exempt from dues.

SECTION 3. Fiscal Year, Delinquent Dues, Deferments, Waiver, and Reinstatements

- (a) The fiscal year of the College shall be from January 1 to December 31.
- (b) Membership dues shall be payable January 1st of each year and will be delinquent if not paid by March 30th of the same year.
- (c) Any member who fails to pay his or her annual dues secondary to hardship may apply for a deferment from the Executive Vice President for a time period of not more than three (3) consecutive years, during which time annual dues will accrue interest free, but shall be payable to the College.
- (d) Any member who fails to pay his or her annual dues after the deferment period, or after two consecutive years after due notice of delinquency has been sent to him or her, shall be automatically dropped from membership and shall be notified of his or her suspension by the Executive Vice President.
- (e) Reinstatement, after failure in payment of dues, shall necessitate the payment of all dues owed prior to the termination of membership and the current dues.
- (f) Any member may apply for a waiver of dues based on a medical disability or personal hardship. Such waiver is subject to proper receipt of required documentation outlined in the Board policy and review and approval of the membership and promotion committee. Continuance of the waiver is subject to annual renewal only if requested by the Membership and Promotion Committee and approved by the Board.

SECTION 4. Assessments

To meet emergencies, the Board of Trustees of this College may levy assessments which shall not total in one (1) year more than the annual dues. Said emergency assessments shall not cover more than a one (1) year period. Payment of said assessments must be made within 90 (ninety) days upon notice from the Executive Vice President. Life members, Candidate members and Affiliate members shall be exempt from the payment of assessments for said emergencies.

ARTICLE III Recognition

SECTION 1. Title of Fellow

The title of Fellow in the American College of Osteopathic Obstetricians and Gynecologists shall be conferred upon ACOOG members when certified in obstetrics and gynecology by the American Osteopathic Association. The Executive Vice President or President shall notify newly certified members in writing that he/she has been granted the title of Fellow and deliver the official certificate.

SECTION 2. Application for Title of Distinguished Fellow

- (a) The title of Distinguished Fellow in the American College of Osteopathic Obstetricians and Gynecologists may be conferred in recognition to those Osteopathic physicians who have demonstrated consistent outstanding skill, accomplishments or contributions to the science and/or practice of obstetrics and gynecology and its related fields and/or to the welfare of this College.

- (b) This title may be conferred upon any Senior or Life Member of the American College of Osteopathic Obstetricians and Gynecologists who is a member in good standing of the College and meets the "Criteria for Eligibility for Distinguished Fellow."
- (c) The criteria for Distinguished Fellowship are listed in the College's Manual of Procedures and Directory of Members.
- (d) Any Senior or Life member of the College who provides evidence of meeting the "Criteria for Eligibility for Distinguished Fellowship" to the Executive Vice President shall be considered for the title of Distinguished Fellow in the American College of Osteopathic Obstetricians and Gynecologists. The application shall be delivered before June 1 preceding the Annual Meeting to the Executive Vice President, who in turn shall submit the candidate's name and dossier to the Distinguished Fellows. Three-fourths majority aye votes, of those ballots returned by September 1, shall be necessary for election to Distinguished Fellowship. The Executive Vice President at the midyear meeting shall submit the vote to the Board of Trustees for final approval, and the applicant must be present for the conferring of the title within two consecutive College meetings.

SECTION 3. Title of Honorary Fellow

The title of Honorary Fellow in the American College of Osteopathic Obstetricians and Gynecologists may be conferred in recognition to those others who may or may not hold the degree of D.O. for outstanding accomplishments and contributions to the purpose of the ACOOG.

SECTION 4. Nomination for the Title of Honorary Fellow

Any member of the Board of Trustees of the College may nominate a candidate for the title of Honorary Fellow. The nomination shall be made in writing and shall provide the candidate's name, address and a record of his accomplishments and contributions to this College. The nomination shall be delivered to the Executive Vice President on or before June 1 preceding the midyear meeting. The Executive Vice President shall submit the nomination with the nominee's dossier of accomplishments to each member of the Board of Trustees who in turn shall submit his or her vote to the Executive Vice President prior to September 1.

Three-fourths majority aye votes of those ballots returned shall be necessary for election to the title of Honorary Fellow in this College. The nominee must be present for the conferring of the title within two consecutive College meetings.

ARTICLE IV
Meetings

SECTION 1. Annual Meetings

- (a) The annual meeting of the College shall be held at a date and location to be determined by the Board of Trustees at least two years in advance but not to exceed seven years. The meeting shall be held in conjunction with the annual convention.
- (b) Semi-annual meetings of the Board of Trustees shall be held as determined by the Board of Trustees at its meetings. Special meetings of the Board of Trustees of the College may be called at any time by the President or two-thirds of the members of the Board of Trustees.

ARTICLE V
Elections

SECTION 1. Officers and Board of Trustees

- (a) Election of a Vice President and Secretary-Treasurer shall occur at the annual meeting of the College.
- (b) Election of any office that is vacant due to any reason shall occur at the annual meeting of the College.
- (c) Election of three (3) members of the Board of Trustees shall occur at the annual meeting of the College.
- (d) Election of any unexpired term on the Board of Trustees shall occur at the annual meeting of the College.

SECTION 2. American Osteopathic Board of Obstetrics and Gynecology

- (a) Recommendation of four (4) diplomats who are members of the American College of Osteopathic Obstetricians and Gynecologists to the American Osteopathic Board of Obstetrics and Gynecology, to be presented to the American Osteopathic Association, shall occur at the annual meeting of the College.
- (B) Both the American Osteopathic Board of Obstetrics and Gynecology and the College must agree on these four nominations. If there is a conflict, a new diplomat must be nominated and agreed upon by both bodies.
- (C) Recommendation of a diplomat who is a member of the American College of Osteopathic Obstetricians and Gynecologists for any unexpired term on the American Osteopathic Board of Obstetrics and Gynecology, to be presented to the American Osteopathic Association, shall occur at the annual meeting of the College.
- (D) A certifying board members' term is effective the date he/she is elected to that position by the AOA Board of Trustees.

SECTION 3. American Osteopathic Association

Recommendation of members of the American College of Osteopathic Obstetricians and Gynecologists for any committee positions required by the American Osteopathic Association to specific AOA committees shall occur at the annual meeting of the College.

SECTION 4. Resolutions

- (a) Any Resolutions presented to the membership at the annual meeting shall be in writing and may be presented by any standing or special committee of this College.
- (b) All Resolutions directed to the Board of Trustees of the American Osteopathic Association from the College may be voted upon at the annual meeting of this College.
- (c) A majority of the membership voting is required to pass a Resolution.
- (d) To meet an emergency where a Resolution must be presented to the American Osteopathic Association Board of Trustees prior to this College's annual meeting, the Board of Trustees of this College may, by two-thirds (2/3) affirmative vote, present a Resolution to the American Osteopathic Association Board of Trustees.

ARTICLE VI

Duties of Officers, Board of Trustees and Executive Vice President

SECTION 1. Duties of Officers

- (a) The Duties of the President:
 - (1) To preside at all meetings.
 - (2) To appoint all Standing and Ad Hoc Committees with the approval of the Board of Trustees.
 - (3) To act as an ex-officio member of all committees.
 - (4) To direct and promote all activities for the advancement and benefit of the College and its members.
 - (5) To serve as a member of and act as Chair of the Executive Committee and the Board of Trustees.
 - (6) To make appointments to fill vacancies occurring in the committees between annual meetings.
 - (7) To co-sign with the Secretary-Treasurer all certificates issued by the College.
 - (8) To install, at the annual meeting as his last official duty, all newly elected officers.
 - (9) To retain legal counsel to represent the College, either on a continuing or period basis, with approval of the Executive Committee.
 - (10) To appoint one or more members of the American Osteopathic Board of Obstetrics and Gynecology to assist the Committee on Ethical and Professional Standards in such manner as may be determined by the Committee in the performance of committee duties as provided by the Bylaws.
 - (11) To act as liaison to American Osteopathic Association Board of Trustees meetings.
- (b) The Duties of the President Elect:
 - (1) To assist the President in the discharge of his/her duties.
 - (2) To assume the duties of the President when the latter is absent or otherwise unable to fill them.
 - (3) To act as a member of the Executive Committee and the Board of Trustees of the College.
 - (4) To act as liaison, with the President, to the American Osteopathic Association Board of Trustees meetings.
- (c) The Duties of the Vice President:
 - (1) To assist the President Elect in the discharge of his/her duties.
 - (2) To assume the duties of the President Elect if the latter is unable to serve.
 - (3) To act as a member of the Executive Committee and the Board of Trustees of the College.
- (d) The Duties of the Secretary-Treasurer:
 - (1) To make and preserve records of the attendance and proceedings of all meetings of the College, or the Board of Trustees and the Executive Committee.
 - (2) To receive, protect and disburse funds of the College as directed by the Board of Trustees.
 - (3) To provide bond in the amount required by the Board of Trustees at the expense of the College.
 - (4) To execute such other duties as may be delegated to him/her by the Board of Trustees and the Executive Committee.
 - (5) To be Chair of the Finance Committee.
- (e) The Duties of the Immediate Past President:
 - (1) To assist the President and President Elect in the discharge of their duties.
 - (2) To act as a member of the Executive Committee and Board of Trustees of the College.
 - (3) To co-sign all checks with the Secretary-Treasurer when required.

SECTION 2. Duties of the Board of Trustees

- (a) The Board of Trustees shall transact all of the business of the College. It shall meet coincident with the annual meeting of the College, and at other times on the call of the President or on written request by a majority of the Board of Trustees. A quorum of the Board of Trustees shall be a majority of the members thereof.

- (b) The Board of Trustees shall approve all committee appointments by the President, and shall fill by appointment any vacancy occurring in its own membership or any other office until the time of the next meeting of the College.
- (c) The Board of Trustees shall have all the management of the finances of the College and shall authorize and supervise all expenditures thereof. It shall employ a Certified Public Accountant to audit the books of the Executive Vice President and Treasurer and certify the accuracy of the statement of the financial condition of the College as submitted to the first Executive Committee meeting and the first meeting of the Board of Trustees following the audit.
- (d) The Board of Trustees shall have the power, after careful investigation and by three-fourths vote of the entire Board, to remove any officer or trustee of this College for incompetence or failure to perform the duties of his office. Failure to attend two consecutive meetings of the Board of Trustees without just reason shall be deemed a reason for removal.
- (e) The Board of Trustees shall review all applications for membership as presented by the Membership and Promotion Committee and have the power to accept or reject such applications.
- (f) The Board of Trustees shall have the power, after careful investigation and by three-fourths vote of those members present, to continue the membership with waiver of dues of any member who is in ill health and unable to engage in active practice or other just reasons deemed by the Board, provided the member or his representative presents to the Board at the annual meeting a supporting statement of his condition.
- (g) The Board of Trustees shall receive from the Committee on Ethical and Professional Standards their written findings of fact and recommendations following investigations and/or hearings on charges of alleged violations of the Constitution, Bylaws, Code of Ethics, or of unprofessional conduct or failure to exercise sound judgment and a high degree of skill in the diagnostic and therapeutic procedures involved in the practice of the specialty of Osteopathic obstetrics and gynecology or Osteopathic obstetrical-gynecological surgery. The Board of Trustees shall receive the written findings of fact and recommendation and shall serve a copy thereof on the respondent member and on legal counsel appearing on behalf of the respondent member before the Committee on Ethical Standards either by personal service, or by certified or registered mail. The respondent member shall have the right to file a written response to the written findings of fact and recommendation by serving same upon the President and Secretary-Treasurer of the College within twenty (20) days of the receipt thereto. The Board of Trustees shall meet within sixty (60) days following the expiration of the twenty (20) day response period for the purpose of review of the findings of fact and response thereof. The Board of Trustees shall serve the respondent member with a written notice of such meeting within reasonable time prior thereto and the respondent member shall have the right to appear before the Board of Trustees and may be represented by legal counsel. The Board of Trustees shall have the power to dismiss such charges or to reprimand, suspend or terminate the respondent member as the Board shall determine appropriate and consistent with the findings of fact and nature of the conduct giving rise to such complaint. The Board may condition any reinstatement on compliance by the respondent member with such terms and conditions as the Board may determine reasonable and proper.

The Board of Trustees shall issue its decision in the form of a written order and may render its decision at such meeting or may deliberate in private session and render its Order and serve same upon the respondent member.

The Board of Trustees is empowered to adopt such meeting procedures as shall be consistent with the Bylaws for the purpose of an orderly and timely meeting. The meeting of the Board of Trustees as provided herein shall not be an evidentiary hearing and no testimony shall be taken thereat. If the Board of Trustees believes that additional testimony should be taken, it may refer the matter to the Committee on Ethical and Professional Standards, which shall take the additional testimony and make supplemental report thereon; including its findings of fact and recommendations based thereon, and shall file the same with the Board. Notice of the filing of the supplemental report and findings of fact, together with a copy of same, shall be served as required for the original findings of fact. The Board meeting procedure in consideration thereof shall be as required for the original meeting.

The Board of Trustees shall forward a copy of any Order of reprimand, suspension or termination to the Advisory Board of Osteopathic Specialists, American Osteopathic Board of Obstetrics and Gynecology and the Board of Trustees of the American Osteopathic Association. The vote required to transact any of the aforementioned decisions shall be three-fourths vote of the Board of Trustees. If a respondent member, after having been suspended or terminated, chooses to apply for reinstatement, such application shall be served upon the President and Secretary-Treasurer of the Board of Trustees with appropriate evidence of compliance with any condition for reinstatement as provided in the Order of Suspension or Termination. The Board of Trustees shall consider the application for reinstatement at its next regular meeting. The Board of Trustees shall serve notice of the next regular meeting upon the respondent member within a reasonable period of time prior to such meeting and the respondent member may be present and shall have the right to be represented by legal counsel. The Board of Trustees may render its decision at such meeting or may deliberate in private session and render its Order and serve same upon the respondent member. The decision of the Board of Trustees shall be in the form

of an Order and a copy of such Order shall be forwarded to the Advisory Board of Osteopathic Specialists, American Osteopathic Board of Obstetrics and Gynecology and the Board of Trustees of the American Osteopathic Association.

(h) The Board of Trustees shall appoint an Executive Vice President and shall fix the amount of his or her salary and the length of his or her term of office. It shall fix the duties of the Executive Vice President to the proper execution of the policies of this College and not fixed by these Bylaws. The Executive Vice President of this College shall have the responsibility and authority vested to an executive office.

SECTION 3. Duties of the Executive Committee

- (a) The Executive Committee shall transact the business of the Board of Trustees between regular meetings.
- (b) The Executive Committee shall approve all arrangements for the annual meeting.
- (c) The Executive Committee shall investigate and recommend a person for the office of Executive Vice President to the Board of Trustees for their final approval.

ARTICLE VII Duties of Committees

SECTION 1. All Committees -- Standing, Ad Hoc and Special

- (a) All Standing, Ad Hoc and Special Committees are to present to the Board of Trustees, in written form, a report of their activities at the annual meeting, semi-annual meeting or at such time as requested by the Board of Trustees.
- (b) All Standing, Ad Hoc and Special Committees are to submit in writing their reports to the Executive Vice President thirty (30) days prior to the annual and semi-annual meetings of the Board of Trustees.

SECTION 2. Duties of the Membership and Promotion Committee

- (a) This committee shall be made up of a chair and eight (8) members. The members shall be appointed for 2-year terms with a maximum 2-term limit, plus the Executive Vice President and one resident representative. The chair of the committee shall be appointed annually by the president and have no term limits.
- (b) To investigate and contact any individual who has a special interest in obstetrics and gynecology, and invite him/her to apply for membership in the College.
- (c) To contact the Chair of Departments of Obstetrics and Gynecology in Osteopathic hospitals to encourage members of their departments who qualify to apply for College membership.
- (d) To develop and maintain methods and standards to promote new membership in the College.
- (e) Maintain current membership and their active involvement in the College.
- (f) Re-recruit former members and encourage their active involvement.
- (g) To investigate, review and evaluate all information and material submitted by the applicant in support of the application for membership.
- (h) To investigate and make certain that the applicant is favorably known in his/her own locality as being engaged in the practice of Osteopathic obstetrics and/or gynecology.
- (i) To investigate and determine that the applicant is a member in good standing of the American Osteopathic Association.
- (j) To report to the Board of Trustees of the College, at the annual meeting, a summary of these investigations.
- (k) To notify the applicant if he or she has been rejected for membership and the reason for rejection.
- (l) Recommend to the College how it can support and educate its member physicians in providing total women's health care.

SECTION 3. Duties of the Editorial Committee

- (a) The Chair shall be the editor of the ACOOG newsletter
- (b) The members of the committee shall act as guest editors for the ACOOG newsletter
- (c) To cooperate with the editorial department of the American Osteopathic Association and assist in editing obstetrical and gynecological writing intended for publication.
- (d) The committee shall consist of a Chairperson and four members as determined by the President

SECTION 4. Duties of the Research and Awards Committee

- (a) The goal of the Research Committee is to foster excellence and integrity in its physicians in osteopathic training programs. This committee will help promote original research publications and manuscript submission to the current medical literature.
- (b) This committee will work with the ACOOG Executive Committee and the Executive Vice President of the ACOOG to explore funding sources to subsidize research in this specialty.
- (c) This committee will encourage and assist those individuals in osteopathic training programs in the preparation and submission of research projects.

- (d) To recommend to the Board of Trustees those research projects in this specialty field that shall receive financial support from available funds.
- (e) This committee will also work with the ACOOG Executive Committee and the Executive Vice President of the ACOOG to evaluate and grade research projects presented at the annual meeting.
- (f) To recommend to the Board of Trustees any outstanding osteopathic physician for a special award that may be given by the college from time to time.
- (g) This committee will consist of a Chairperson and three or more members as determined by the President.

SECTION 5. Duties of the Nominating Committee

- (a) The members of the Nominating Committee shall consist of the Immediate Past President as Chair, the current President, the President Elect and the Vice President.
- (b) To propose members' names for the various offices of the College, the necessary members of the American Osteopathic Board of Obstetrics and Gynecology, and appropriate AOA Committee recommendations.
- (c) To notify the general membership of its proposed nominations at least thirty (30) days in advance of the annual meeting.

SECTION 6. Duties of the Bylaws Committee

- (a) To study all proposed and necessary amendments to the Constitution and Bylaws.
- (b) To draw up in proper form all suggested amendments and to send a copy of these proposed amendments to the Executive Vice President of the College not later than December 1 of each year.

SECTION 7. Duties of the Committee on Ethical and Professional Standards

- (a) To enforce the Code of Ethics of the American College of Osteopathic Obstetricians and Gynecologists.
- (b) The Code of Ethics of the American Osteopathic Association is the Code of Ethics of the American College of Osteopathic Obstetricians and Gynecologists, and all hearings involving charges of violations of the Code of Ethics shall be conducted according to substantially the same procedure followed by the American Osteopathic Association in similar matters.
- (c) To review, investigate, and hold hearings as may be necessary with regard to allegations or complaints of violations by any member of the Constitution, Bylaws, Code of Ethics, unprofessional conduct or failure to exercise sound judgment and a reasonable degree of skill in the diagnostic and therapeutic procedures involved in the practice of the specialty of Osteopathic Obstetrics and Gynecology. In pursuance of the aforementioned duties, the Committee shall be empowered to receive complaints concerning alleged violations and commence the investigation thereof and is further empowered to initiate any investigation of conduct, which may be considered a violation hereof. If it appears from the complaint or after preliminary investigation by the Committee that there is no reasonable cause to believe the member is guilty of a violation, they may dismiss the complaint or cease any further investigation thereof.

If the Committee shall believe that there is a reasonable cause to believe that a member is guilty of a violation, the Committee shall make a formal complaint in such form as to reasonably advise the respondent member of the nature of the complaint and violation and shall serve same on the respondent member either by personal service or by certified or registered mail. The respondent member shall file a written answer to such complaint and serve same upon the Chair of the Committee within twenty (20) days of receipt of complaint. The respondent shall have the right to request a hearing conducted by the Committee. If the member does not request a hearing, the Committee shall proceed to review the complaint by such procedures as the Committee shall choose and render findings of fact and a recommendation as provided herein.

If the respondent member shall request a hearing, the Committee shall meet within sixty (60) days following the expiration of a twenty (20) day answer period for the purpose of conducting a hearing on the complaint and answer. The Committee shall serve the respondent member with a written notice of such meeting with a reasonable period of time prior thereto and the respondent member shall have the right to appear before the Committee and may be represented by legal counsel. The Committee shall be entitled to adopt such procedural and evidentiary rules as shall be in the nature of an evidentiary hearing.

Legal counsel shall be present and represent the College for the purpose of presenting any evidence in support of the complaint and the respondent member shall be entitled to present evidence in response thereof. Respondent member shall appear personally for examination and shall answer fully and fairly under oath all questions pertaining to the complaint. Respondent member shall cooperate with the Committee in its investigation by providing access to records, charts and all matter pertaining to the issue presented by the complaint. The Committee shall be entitled to obtain the services of a Court Reporter for the purpose of taking a transcript of the hearing proceedings.

If the Committee finds that the alleged violation has not been established by a preponderance of the evidence, it shall enter an Order of Dismissal of the complaint. If the Committee finds that the violation and/or violations as alleged in the complaint are established as true by a preponderance of the evidence, the Committee shall make written findings of fact and recommendations thereto and forward same with all pleadings and exhibits to the Board of Trustees by transmittal to the President and Secretary-Treasurer of the College within thirty (30) days of the date of the hearing. The Committee is empowered to adjourn the hearing for cause shown, but all parties are to recognize that all such proceedings are to be conducted in a timely and expeditious manner. The Committee shall have the right to determine the location at which the hearing is to be conducted. The vote required to transact any of the aforementioned decisions by the Committee shall be a three-fourths vote.

(d) If a member shall have been suspended or expelled as a result of a finding that such member violated the Code of Ethics, then the record of such proceeding and the decision shall be forwarded to the Executive Vice President of the AOA for ultimate review by the AOA Board of Trustees. The AOA Committee on Ethics shall first determine if the record and decision complies with AOA requirements. If the record and decision do not so comply, they shall be returned to this College for rehearing. If the record and decision do comply, they shall be scheduled for review by the AOA Board of Trustees.

In either event, the AOA Committee on Ethics shall notify the member and this College of its determination. In the case of AOA Board review, the member may file a petition similar to the petition employed in original ethical matters before the AOA, including therein if desired a request to appear personally before the Board. The AOA Executive Committee shall have sole discretion as to whether such request for a personal appearance shall be granted.

SECTION 8. Duties of the Residency Evaluation Committee

(a) This committee shall consist of nine members, one of whom is a member of an osteopathic medical school faculty, appointed for 3 years with a 2-term limit, plus one resident representative (non-voting), and the Executive Vice President (Ex-officio). The resident representative will be a third year resident elected by the resident membership to serve a two year term.

(b) To promulgate goals and objectives as minimum standards and guidelines for AOA-approved training programs in Obstetrics and Gynecology and its sub-specialties. Such goals and objectives shall be contained in the College's basic documents for residency training in Obstetrics and Gynecology and its sub-specialties.

(c) To cooperate with the AOA in the formation, supervision, and improvement of the residency training programs in the field of obstetrics and gynecology by:

- (1) Assisting Program Directors in all approved residencies in obstetrics and gynecology in standardizing, developing, and implementing residency programs.
- (2) Making a yearly evaluation of all residents and residency training programs.
- (3) Assisting residents in training by counseling and by constructive criticism of their training programs.
- (4) Substantiating compliance with the research requirements as outlined in the approved Basic Standards for Residency Training in Obstetrics and Gynecology.
- (5) Conducting a yearly meeting of residency Program Directors of obstetrics and gynecology.
- (6) Assisting the Committee on Postdoctoral Training of the AOA in the evaluation of residency applications in this specialty.
- (7) Enhancing interaction with the American Osteopathic Board of Obstetrics and Gynecology.
- (8) Assisting in the inclusion of and evaluation of osteopathic principles and practice in the training programs in Obstetrics and Gynecology.
- (9) Coordinating all Residency Evaluation Committee actions with the Council on Postdoctoral Training of the AOA.

(d) To evaluate residency inspection reports submitted to the Executive Committee of the Council on Postdoctoral Training.

(e) To hold regular meetings at least twice yearly at designated times.

(f) To assist the continued development of curriculum in Obstetrics and Gynecology in the Osteopathic Colleges.

(g) To assist in the ongoing development of faculty in the Osteopathic Colleges.

(h) To address those issues pertinent to Osteopathic education in Obstetrics and Gynecology.

(i) To act in an advisory capacity to the Editorial, Research and Awards Committee in order to encourage and sponsor basic and clinical scientific research in Obstetrics and Gynecology at pre and postdoctoral levels.

SECTION 9. Duties of the Continuing Medical Education Committee

(a) The committee shall consist of six (6) members as a one year appointment with a maximum of 6 terms per member, with a maximum of 9 members plus the Chair of the annual Fall Conference and the Chair of the Annual Convention scientific program, the Immediate Past President, a Resident Representative, and the Executive Vice President.

- (b) To insure from time to time, an in-depth postgraduate course in obstetrics and gynecology, other than the annual convention, and to insure continuing medical education to the membership of this College.
- (c) To insure that all members, as set forth by the Board of Trustees, meet the minimal standards for continued postgraduate education in obstetrics and gynecology as required by this College and approved by the American Osteopathic Association to maintain their membership in the College.
- (d) To review and recommend to the Board of Trustees Candidates for the position of Program Chair(s) for the annual scientific convention and the Midyear Postgraduate program.
- (e) To review and recommend program curricula submitted by program chair(s) to the ACOOG Board of Trustees.
- (f) To review postgraduate evaluation forms received from program attendees.
- (g) To develop long range CME course curricula.
- (h) To assist the Residency Evaluation Committee of the College in incorporating the inclusion of Osteopathic principles and practices in ob/gyn residency training.
- (i) To assure the inclusion of appropriate Osteopathic content in the Continuing Medical Education programs presented by ACOOG.

SECTION 10. Duties of the Finance Committee

- (a) The Finance Committee shall consist of three members. The Secretary-Treasurer shall be Chair; the Vice President will be a member of this committee, and one member appointed by the President from the membership at large. The Executive Vice President is an ex-officio member of this committee and is to be used in an advisory capacity.
- (b) To prepare a budget of the anticipated expenditures and income for the ensuing year. This budget shall be presented to the Board of Trustees during the midyear meeting.
- (c) To review the Auditor's annual report.
- (d) To review all matters of financial nature involving the utilization and expenditures of the funds of this College.

SECTION 11. Duties of the Strategic Planning Committee

- (a) Members of this committee shall consist of the two most recent Past Presidents with the Immediate Past President as Chair, President Elect, Vice President, and two members elected at the general membership meeting to staggered two year terms. In addition, Chairs of the following ACOOG committees shall serve;
 - Membership and Promotion Committee
 - Residency Evaluation Committee
 - Continuing Medical Education Committee
- (b) To review bi-annually the ACOOG's strategic plan and recommend to the Board of Trustees additions, deletions, or any other change in the strategic plan, missions and goals of the ACOOG.

SECTION 12. Duties of the Government Affairs Committee

- (a) This committee shall consist of five members, one of whom is the Chair, appointed annually by the President. In addition, the Executive Vice President and the Immediate Past President shall be ex-officio members of this committee in an advisory capacity.
- (b) The term shall be for three years with staggered terms.
- (c) This committee shall have as its primary goal the reporting of governmental issues important to women's health to the Board of Trustees of the American College of Osteopathic Obstetricians and Gynecologists.
- (d) Members of this committee shall function as liaison between the ACOOG and the government relations committees other national organizations pertinent to, or involved in, women's healthcare.
- (e) This committee shall report to the Board of Trustees at least twice yearly at both annual and fall meetings.

SECTION 13. Duties of the Historian Committee

- (a) This committee will recommend actions, activities, and keep a log of significant events by the membership of ACOOG.
- (b) This committee will keep a written history complete with photographs, documentation, and other personal and professional information of significant events of the ACOOG, in order to preserve its legacy.
- (c) The committee will assume a role in the recognition of current members who have achieved milestones and college events significant to the future of the profession. Award and ceremonies will be recorded so that there will be a consistent, professional documentation of these events.
- (d) The committee will meet at least once a year at the annual meeting.
- (e) The Chair of the committee will be designated as the Historian of the college and must be a Distinguished Fellow. He/she will serve for three years with no term limits. If the Historian is not present at the annual meeting, one of the other Distinguished Fellows will act as the Historian for that year.

(f) The committee shall consist of a Chair and four members, one of which will be the Resident Representative to the Board of Trustees and at least two members will be Distinguished Fellows. They shall serve three year terms and be staggered initially to allow for change in membership more frequently than every three years. The resident member will serve during his/her tenure as the resident member of the Board of Trustees.

(g) Historic information collected this committee at any function or meeting of the college will become the property of the college.

(h) Examples of historic information could include any document, photograph, print materials or electronic recording collected by the committee at any function or meeting of the college.

SECTION 14. Standing, Ad Hoc, and Special Committees

All Standing Committees, Ad Hoc Committees and Special Committees are to follow the rules and regulations as they appear in the Bylaws or as amended and found in the Manual of Procedure for Officers and Committees as prepared by the Executive Vice President and approved by the Board of Trustees of the College.

SECTION 15. The Duties of the National Osteopathic Medical Student Society of the American College of Osteopathic Obstetricians and Gynecologists (NSS-ACOOG).

(a) The mission of the NSS-ACOOG is to:

- Familiarize and educate osteopathic medical students about the mission, vision, and core values of the ACOOG
- Provide opportunities for fellowship among osteopathic medical students interested in osteopathic obstetrics and gynecology
- Educate osteopathic medical students of opportunities for post graduate education and research in the field of women's health
- Foster communication between the ACOOG and sanctioned osteopathic ob/gyn medical student interest groups at accredited COMs

(b) This society shall serve as a functionary of the ACOOG and this society and all of its functions shall be subject at all times to change, alteration, modification and abolition by action of the Board of Trustees of the ACOOG. This society shall have no authority or power to obligate the ACOOG financially or to act as an agent of the ACOOG, except pursuant to specific authority granted by the ACOOG.

(c) Members of this committee shall be appointed by the President of the ACOOG from student members of the ACOOG who have been nominated by the locally sanctioned student ob/gyn interest group (SOBIG). This committee shall meet at least annually at the time of the fall conference of the ACOOG.

(d) The NSS-ACOOG officers shall consist of a president, vice president and secretary. They shall serve for a period of one year and are elected at the fall conference of ACOOG.

It shall be the duty of the president to preside at all meetings of the society; to perform all duties usually pertaining to such office; to appoint officers to fill all vacancies; and said officers to hold office for the unexpired term thereof or until their successors are elected by the general membership.

The vice-president shall preside in the absence of, or at, the request of the president. In case of permanent vacancy in the office of president, the vice-president shall assume the powers and duties of that office for the unexpired term.

The secretary shall keep accurate records of the meetings of the society and shall cooperate with the other officers in their respective duties. If agreed upon, the society may call upon the ACOOG executive office to handle the above.

(e) The officers shall be vested with the authority to cooperate with the AOA and with the ACOOG and to act as local officers and agents thereof, provided always that, except as to specific authority granted by the AOA or ACOOG, no member or officer of this society shall have authority in way to represent or bind the ACOOG or AOA in any manner whatsoever.

(f) A regular or senior member of ACOOG advisor shall be appointed annually by the ACOOG President.

ARTICLE VIII
Sectional Societies

SECTION 1. Affiliation with the American College of Osteopathic Obstetricians and Gynecologists

Any state or provincial Osteopathic Society of Obstetrics and Gynecology may become affiliated with the American College of Osteopathic Obstetricians and Gynecologists. It shall make application on its prescribed letterhead and submit evidence that its Constitution, Bylaws and Code of Ethics generally conform to those of this College and to the American Osteopathic Association.

SECTION 2. Method of Affiliation

- (a) Upon application of an organization for affiliation as a sectional society, the Executive Committee of the American College of Osteopathic Obstetricians and Gynecologists shall investigate such organization as to its offices, its Constitution and Bylaws and its general well-being in the individual boundaries.
- (b) Upon satisfactory proof, the Executive Committee shall bring to the American College of Osteopathic Obstetricians and Gynecologists at the annual meeting, the report of such research of the sectional society. Upon adoption of the new affiliate status of a sectional society in obstetrics and gynecology and with the approval of the Board of Trustees of the American Osteopathic Association, the sectional society will receive from the Secretary of the American College of Osteopathic Obstetricians and Gynecologists a letter or certificate stating such affiliation.

SECTION 3. Maintenance of Status

To maintain affiliate status, the sectional society must submit to the Executive Vice President of the College, prior to April 1, annually, a complete officer and membership list containing the office address of all members.

ARTICLE IX
Code of Ethics

SECTION 1. Code of Ethics

- (a) All members must conform to the Code of Ethics of the American College of Osteopathic Obstetricians and Gynecologists.
- (b) The Code of Ethics of the American Osteopathic Association is the Code of Ethics of the College.
- (c) Additional provisions to the Code of Ethics of the American Osteopathic Association will be adopted by this College.
- (d) Failure to conform to the Code of Ethics is cause for dismissal from membership in the College.

ARTICLE X
Amendments

SECTION 1. Amendments to the Constitution and Bylaws

- (a) The Board of Trustees must present any proposed amendment to the Constitution and Bylaws in writing to the general membership thirty (30) days in advance of the annual meeting, at which time a two-thirds (2/3) vote of the voting members present at that annual meeting is required for the adoption of the amendment.
- (b) Any amendment proposed by an individual must be presented to the Board of Trustees in writing at a regularly scheduled meeting, at which time the Board of Trustees will refer the proposed amendment with the Board's recommendation to the Bylaws Committee for review and final language. Upon the approval by the Board of Trustees of the bylaw change prepared by the Bylaws Committee, the proposed bylaw will then be submitted to the general membership thirty (30) days in advance of the annual meeting, at which time a two-thirds (2/3) affirmative vote of the voting members present at that meeting is required for adoption of the amendment.

In the event the proposed bylaw change from an individual College member is not acceptable to the Board of Trustees and/or by the Bylaws Committee, the individual member will be advised of such action in writing. Upon receipt of this notice, the individual member may ask that the proposed amendment to the Constitution and Bylaws be submitted in writing to the general membership thirty (30) days in advance of the annual meeting, at which time a two-thirds (2/3) affirmative vote of the voting membership present at that meeting is required for adoption.

ARTICLE XI

Parliamentary Procedure

SECTION 1.

Parliamentary procedure in the transaction of all the business of the College shall be governed by Robert's Rules of Order (newly Revised Edition), unless otherwise specified in these Bylaws.