

**COLUMBUS OSTEOPATHIC ASSOCIATION
CODE OF REGULATIONS**

ARTICLE I – NAME

The name of the Academy, incorporated under the laws of Ohio as a not-for-profit, educational corporation, shall be the Columbus (District VI) Academy of Osteopathic Medicine, Inc., hereinafter referred to in this Code of Regulations as “the Academy.”

ARTICLE II – PURPOSES

The purpose of the Academy shall be as follows:

- (A) To exchange and disseminate information among its members as to the improvements and advancements in the field of medicine and surgery as disclosed through the reported work and research of scientific societies.
- (B) To encourage mutual understanding and cooperation between the members of the Academy and between the agencies of the local, state and federal government, having to do with the health and welfare of the people.
- (C) To support the growth and development of Osteopathic schools of medicine, its organizations at national, state and local levels, its hospitals and colleges.
- (D) To maintain and promote the highest moral and ethical standards in the practice of Osteopathic Medicine.

ARTICLE III – ORGANIZATION

Section 1. The Academy, a sub-divisional society of the Ohio Osteopathic Association (OOA), is governed by the Code of Regulations of that Association insofar as they relate to divisional societies. The Academy shall embrace the following counties; (1) Crawford (2) Delaware (3) Fairfield (4) Fayette (5) Franklin (6) Hocking (7) Knox (8) Licking (9) Madison (10) Marion (11) Morrow (12) Perry (13) Pickaway (14) Ross (15) Scioto (16) Union.

ARTICLE IV - MEMBERSHIP

Section 1. The membership shall consist of the present members of the Academy and of such others as shall be elected in the manner prescribed by the Code of Regulations.

Section 2. An applicant for regular membership in this Academy shall be a graduate of a recognized college of Osteopathic Medicine and shall be licensed to practice in the state of Ohio. Candidates for membership shall present a written application, together with the full amount of the dues, through the OOA or to the Secretary-Treasurer of the Academy. The application shall be on the prescribed form with the endorsement of two members of the Academy. This application shall be acted upon by the Executive Council of the Academy. The name of the applicant shall be read at the next meeting of the Academy and, if no objection is received within thirty days, the Secretary-Treasurer shall enroll the applicant as a regular member and notify said applicant of his election to membership provided, however, that the applicant is a member in good standing of the OOA. If an objection is filed, within the specified time, the Executive Council shall make full investigation and take such actions as its findings warrant.

Section 3. Delinquencies and Reinstatements

A member whose dues shall remain unpaid, for three months, either in the Academy or in the OOA, shall become suspended and his name shall be dropped from the roll until such time as he shall be reinstated. He may be reinstated in both the Academy and the OOA before the expiration of six months, by the payment of his delinquent dues. If dues are not paid as stated, the individual shall forfeit his membership in the Academy and reinstatement can be made only through the normal procedure required of all applicants as outlined in Article IV, Section 2.

Section 4. Regular members residing in Franklin County must attend at least seventy-five percent of all; regularly scheduled meetings of the Academy. Members residing in other counties, in the Academy area, must attend at least fifty percent of all regularly scheduled meetings. The Executive Council will consider reasonable excuses, when a member finds it impossible to attend the meeting because of illness, attendance at a postgraduate study course, etc. Membership may be revoked if the attendance requirements is violated.

Section 5. Associate Membership
The Executive Council of the Academy may grant Associate Membership to Allopathic physicians, to teaching, research, administrative or (executive) employees of approved osteopathic hospitals and to administrative employees of this Academy or affiliated organizations accepting doctors of osteopathy and students in osteopathic colleges. Dues will be set by the Executive Council. Associate members shall not have the right to vote.

Section 6. Life Membership
By action of the Executive Council of the Academy, the Academy may confer the title, Life Membership, on anyone who has attained the age of seventy years or who has completed fifty years of Osteopathic practice, whichever comes first, and who has been in good standing for twenty-five consecutive years immediately preceding. Such members shall have the privileges and duties of regular members but shall not be required to pay dues or assessments. The Academy may recommend names of Academy members to the Board of Trustees and the House of Delegates to the OOA for consideration of Life Members in the OOA, in accordance with the Code of Regulations (By-Laws) of the Osteopathic Association. Such nominations shall be submitted in writing to the OOA Executive Director for presentation to that Board of Trustees.

Section 7. Special Membership
By specific action of the Executive Council of the Academy, special membership may be granted to Osteopathic physicians who are in training or meet other regular membership requirements but have retired, maintain limited practice or live out-of-state, providing such applicants maintain membership in the OOA or in the state Osteopathic Association of the state in which the applicant resides or practices. Dues for special membership will be established by the Executive Council on an individual basis.

Section 8. Honorary Memberships
By a two-thirds vote by the Executive Council and approval of the majority of the membership, the Academy may confer the title of

honorary member upon any person, not eligible to regular membership, as an honorary reward for outstanding service to the profession.

Section 9. Provisional Membership

Upon receipt of a completed membership application including full payment of appropriate dues, the Executive Council shall consider the applicant for provisional membership in the Academy. A two-thirds vote of the Executive Council is required for this membership.

The category is in effect until the applicant is considered at the earliest possible meeting of the Academy membership and under no condition can membership in this category be longer than none months. Members in this category shall enjoy all privileges and responsibilities of regular membership except they shall not be eligible to vote.

ARTICLE V – CODE OF ETHICS

Section 1. The membership of this Academy shall be governed by the Code of Ethics adopted by the OOA and the American Osteopathic Association.

Section 2. Discipline and Ethics

Any member of this Academy who is found guilty of professional or personal conduct detrimental to the welfare of the Academy, the OOA, or the profession of Osteopathic medicine and surgery, or who violated the Code of Ethics, may be temporarily suspended or disciplined by the Executive Council of the society whose rules are violated, provided the accused has been given the opportunity to be heard in person, or through a representative, and is found guilty. All cases involving disciplinary action or violation of the Code of Ethics shall be reported to the OOA Ethics Committee through its Executive Director. Such reports will be made in writing and will set forth all available information pertinent to the case. Under this section, the Board of Trustees of the OOA will be the final authority in directing that a member be suspended or expelled from the Academy.

ARTICLE VI – OFFICERS

Section 1. The Officers of the Association shall be: President, Immediate Past president, President-Elect, Vice President, Secretary-Treasurer, Trustee to the OOA and Executive Director, if appointed. All officers, herein described, except the President, Immediate Past President and executive Director, shall be elected for a term of one year. The President-Elect shall be presumed to succeed to the Presidency at the installation ceremonies following the year of his election as President-Elect. In the event of resignation or inability to serve in his elected capacity, this vacancy shall be filled by a special election following the declaration of said vacancy.

The vacancy in the other offices shall be filled by presidential appointment and approval by at least two-thirds of the Executive Council and the term of such appointment shall be for the duration of the term of office that it replaces.

Section 2. The President and all Officers of the Academy shall be installed at the Academy meeting in which the election of officers occurs. The President is from that time on the official head of the Academy and shall preside as Chairman of the delegation to the OOA House of Delegates.

ARTICLE VII – DUTIES OF OFFICERS

Section 1. The President shall preside over meeting of the Executive Council and general meeting of the Academy and shall direct the activities of the Academy, and with the advice and consent of the Executive Council, shall name the members of all special and standing committees. The Vice-President shall preside over the business meetings of the Executive Council, and the meeting of the general membership in the absence of the President. The Secretary-Treasurer or Executive Director shall deposit all monies of the Academy in a depository designated by the Executive Council and may be bonded in an amount to be determined by the Executive Council. All disbursements of the Academy shall be made by check. All checks must be co-signed by two officers of the Academy.

The executive Director of the Academy shall perform those duties assigned by the Executive Council.

Section 2. All officers of the Academy, excluding the Executive Director but including members of the committees, boards and delegations, shall be members in good standing in the Academy and in the OOA, and shall cooperate to the fullest practical extent will all component associations of a like nature, within the State of Ohio.

ARTICLE VIII – EXECUTIVE COUNCIL

Section 1. The Executive Council of the Academy shall consist if the President, President-Elect, Vice President, Secretary-Treasurer, OOA Trustee, Executive Director (serving without vote) and three elected District Councilmen. These elected councilmen shall be elected in a manner described in a later article.

Section 2. Duties of the Executive Council shall be to transact all business of the Academy and shall report the actions thereof to the membership at each regular meeting succeeding the Council's action or by printing such action in the official paper (if any) of the Academy.

The membership shall have the right, by a majority vote by those present at a regular meeting, providing the quorum is present, to veto any action of the Executive Council. The Executive Council shall advise the President on the appointment of all standing and special committees not otherwise provided for in this Code of Regulations.

Section 3. The Executive Council shall have the management of the finances of the Academy and shall authorize and supervise all expenditures thereof. It shall advise the President in the appointment of an Auditing Committee, to audit the financial records and certify to the accuracy of the statement as to the financial condition of the Academy as submitted at the annual meeting of the Academy. It shall also affix the duties of the Secretary-Treasurer, the Academy Executive Director, the committees and departments necessary to the proper execution of the policies of the Academy dictated by the membership and not fixed by the Code of Regulations.

Section 4. The Executive Council of the Academy shall administer the affairs of the Academy to the best interest of the profession as a whole, carrying out the mandates of the OOA as may be adopted at the annual meeting, by the

Board of Trustees or by the provisions of the Code of Regulations of the OOA.

- Section 5. The Executive Council shall have the power after careful consideration and by a three-fourths vote, to remove any officer from his position for incompetency or failure to perform his duties. Such vacancy shall be filled in a manner previously described.
- Section 6. The Executive Council shall decide all questions of an ethical or judicial character, all charges of violations of the Code of Regulations or Code of Ethics or of gross unprofessional conduct by any member and shall have the power to suspend membership, after due trial, as the findings warrant, and may further site the member to appear before the Ohio State Medical Board to answer such charges, provided the findings of the Executive Council shall have first been submitted to the Executive Director of the Board of Trustees of the OOA for approval. A member who has been suspended or expelled may be reinstated by a three-fourths vote of the Executive Council upon furnishing satisfactory evidence of an intent to comply with the rules governing membership in the Academy.
- Section 7. A majority of one-third or more of the Executive Council present at any meeting may appeal to the Board of Trustees of the OOA from the decision of the majority of the Academy members in any question.

ARTICLE IX – SESSIONS

The Academy shall meet in regular sessions, not less than four times annually. One of these meetings may be social. Such time and place for the meetings are to be decided by the Executive Council. Special meetings may be called by the Executive Council or by a majority vote of the membership at any meeting, if necessity shall warrant. In the event of such special meeting being called, proper notice shall be made as soon as it is reasonable to the entire membership. This notice shall include particular matter to be considered at the special meeting.

ARTICLE X – QUORUM

A quorum for a regular or special meeting of the Academy shall consist of a minimum of one quarter of the membership. A quorum for a committee shall be constituted by a majority of the members of that committee.

ARTICLE XI – FINANCIAL OBLIGATIONS

- Section 1. The annual dues of this Academy shall be \$125.00 the first year after adoption of this Code of Regulations. Dues may be changed by the Executive Council after first giving notice to the entire membership if sanctioned by a majority of the regular members voting at the next regular meeting of the Academy following 30 days notice. The Academy dues shall be payable in advance to the Academy on or before the beginning of the fiscal year. New applications of members made within one month of the close of the fiscal year accompanied by the full amount of annual dues, shall be credited as dues paid to the end of the succeeding year.
- Section 2. Special assessments to meet emergencies: The Executive Council of the Academy, after first giving notice to the entire membership, may at the

next regular membership meeting, by a majority vote of those present, level such assessments as may be necessary for efficient operation of the Academy. Assessments will be collected by and made payable to the Secretary-Treasurer of the Academy. Assessments shall not exceed one half of the annual dues. Failure to pay such assessments shall incur the same penalty as failure to pay dues.

- Section 3. Interns and Residents serving an internship or residency in an approved hospitals may become members of the Academy upon application (and for the duration of their internship or residency in a dues-free status.)

ARTICLE XII – DELEGATES, METHODS OF ELECTION, DUTIES

- Section 1. Election of Delegates: The Executive Director of the OOA shall furnish to the Secretary-Treasurer of the Academy at least ninety days prior to the annual meeting of the House of Delegates, the number of regular members of the OOA located in the territory represented by the Academy. Based on that statement, the Academy shall elect, in the manner prescribed by this Code of Regulations, the number of Delegates and Alternates to the House of Delegates to the OOA to which this Academy is entitled under the provisions of the Code of Regulations of the OOA.

The Secretary-Treasurer of the Academy shall certify this delegation (Delegates and Alternates) to the Executive Director of the OOA in writing or by wire, at least thirty days prior to the first of the annual meeting of the House of Delegates. Such Delegates and Alternates must be regular members in good standing of the Academy and the Ohio Osteopathic Association.

- Section 2. Method of Election: Approximately sixty days prior to the annual meeting of the OOA House of Delegates, the President of the Academy shall appoint a Nominating Committee, consisting of three members, who shall place in nomination one name for each Delegate and one name for each Alternate allowed the Academy to the OOA House of Delegates. The Nominating Committee shall present its report within thirty days following said appointment and will be prepared to present said report at a meeting of the Academy to be held at least thirty days prior to the annual meeting of the OOA. The Chair shall recognize additional nominations from the floor and the vote to elect Delegates and Alternates shall not be by written ballot unless requested by a majority of those voting. Elected Delegates and Alternates shall be members in good standing in the Academy and in the OOA.

Alternates shall be elected in numerical order (not paired with delegates) and shall be seated as needed according to the numerical order in which they are elected. The numerical order shall be determined and listed, 1-2-3, etc., by the Nominating Committee. Any Alternates nominated from the floor and elected shall receive numbers as they are nominated beginning with the next number following those of the Nominating Committee.

Delegates seated (including Alternate Delegates) shall be the official delegate for the remainder of the session; if they are unable for good reason to remain at the meeting, they may be replaced by another

delegate or alternate delegate who is not seated at that time. Delegates and alternates shall serve until their successors are elected.

Delegates and Alternates to the House of Delegates to the OOA shall be governed by the Code of Regulations relative to seating and duties as prescribed by the Code of Regulations of the OOA.

ARTICLE XIII – ELECTION OF OFFICERS AND DISTRICT COUNCILMEN AND REPRESENTATIVES TO THE OOA BOARD OF TRUSTEES

Section 1. All officers of the Academy, except those otherwise provided for in the Code of Regulations, shall be elected at the regular meeting immediately preceding the OOA Annual Meeting.

Nominations for each office shall be made by a nominating committee consisting of members of the Executive Council. Additional nominations may be made from the floor. Election to each office shall be by a majority vote of regular members.

Section 2. Three District Councilmen shall be elected from the membership to serve on the Executive Council. The term of office, for these elected Councilmen shall be for three years, one Councilman being elected each year at the annual meeting.

Section 3. In accordance with the provisions of the Code of Regulations of the OOA, the Academy will elect on 1975 and every three years thereafter a representative from the Academy to serve on the Board of Trustees of the Ohio Osteopathic Association. The method of election of the representative to the Board of Trustees of the OOA will follow the same procedure as is outlined for the election of Academy officers.

If the elected representative to the OOA Board of Trustees is unable to attend a regular or special meeting of the OOA Board of Trustees, the President of the Academy shall appoint an alternate trustee for that one meeting or until the elected trustee is able to return to his duties.

Section 4. Present officers and Council members of the Academy shall remain in office until their successors are duly elected or appointed as prescribed in this Code of Regulations.

ARTICLE XV – AUXILIARY OR LAY ORGANIZATIONS

Any Auxiliary or Lay Organization wishing to form a society to be chartered as a federated unit of this Academy shall make application to the Secretary-Treasurer of the Academy and submit evidence that the Code of Regulations or By-Laws and Code of Ethics conform to those of this Academy. Upon approval of two-thirds vote of the membership of this Academy, the application and evidence and action of this Academy shall be forwarded to the Executive Director of the OOA. The Executive Director of that Association shall investigate such organization and upon satisfactory proof of the Board of Trustees of the OOA, and its order, shall issue a charter to the applying organization and record the same. The OOA Executive Director shall then extend to the chartered organization the fullest cooperation as provided herein and shall from time to time furnish it with such information and directions as shall best further the interest of both parties to the charter.

ARTICLE XVI – COMMITTEES

Section 1. The President shall appoint annually with the advice and consent of the Executive Council, standing committees to deal with the following matters: Ethics and Peer Review; Public Relations; Continuing Medical Education and Code of Regulations.

Ethics and Peer Review: The duties of the Ethics and Peer Review Committee shall be to investigate all complaints of an ethical or judicial character and any charges of violations of the Code of Regulations, Code of Ethics or grossly unprofessional conduct of any member of the Academy. Findings and recommendations of the committee shall be reported to the Executive Council for further action if warranted.

Public Relations: The duties of the Public Relations Committee shall encompass the establishment and maintenance of a comprehensive program directed toward the Academy and its constituents.

Continuing Medical Education: The Committee on Continuing Medical Education shall have as its duties the responsibility for the continuing education of the professional members of the Academy in the latest medical and scientific advances of the osteopathic profession.

Code of Regulations: The Code of Regulations Committee shall study and make recommendations for revisions or amendments to the Code of Regulations as deemed necessary and report its findings and recommendation to the Executive Council.

Section 2. Additional committees may be appointed and shall have the powers, authority and duties specified at the time of their establishment. They shall report their findings and recommendations to the Executive council at the time specified in their appointment.

The President may appoint a parliamentarian to assist the Academy, Executive Council, Committees, Delegates to the OOA House of Delegates, if requested by appropriate officers or committee chairmen.

Section 3. All committees shall perform such duties as the Academy or Executive Council may direct. It shall be the duties of all committees of like nature to cooperate with each other, and each and all shall cooperate with other committees when requested to do so.

ARTICLE XVII – PARLIAMENTARY

The parliamentary authority for this Academy shall be this Code of Regulations and Roberts Rules of Order, newly revised.

ARTICLE XVIII – AMENDMENTS

The Code of Regulations may be amended at any regular or special meeting of the Academy by a two-thirds vote of the accredited voting members present, provided that quorum is present, and provided that a copy of the said proposed amendments had been distributed to all Academy members at least thirty days prior to the meeting at which a vote upon the amendments will be taken.

This Code of Regulations shall be effective immediately upon adoption of this Academy, and all previous regulations in conflict herewith are hereby repealed.