

# The Auxiliary to the Missouri Association of Osteopathic Physicians and Surgeons

Organized October 1935

*By Mrs. Homer E. Bailey*

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## **ARTICLE I – NAME**

The name of the organization shall be the Auxiliary to the Missouri Association of Osteopathic Physicians and Surgeons.

## **ARTICLE II – OBJECTIVE**

The objective of this organization shall be to unite the spouses/significant others of Osteopathic Physicians and Surgeons and the spouses/significant others of Administrative Officers of Osteopathic Institutions and organizations, to correlate the activities of the State and District Auxiliaries for the purpose of creating a better understanding of Osteopathic Medicine among lay people and thus aid in the improvement of public health. The organization shall function as an affiliate of the Advocates to the American Osteopathic Association.

## **ARTICLE III – MEMBERSHIP**

### **Section A. Classification**

The members of AMAOPS shall be classified as follows:

1. Regular Member
2. Associate Professional Member
3. Associate Member
4. Student Advocate Member
5. Intern/Resident Spouse or Significant other
6. Supporting Member
7. Honorary Life Member

### **Section B. Eligibility**

Membership shall be granted to those who qualify in accordance with ARTICLE IV.

1. Regular membership shall be granted to the members of the immediate family or the significant other of an Osteopathic Physician belonging to MAOPS.
2. Associate Professional membership shall be granted to any Osteopathic Physician

3. Associate Membership maybe granted to:
  - a.) The spouse or significant other of one who is not an Osteopathic Physician, but who is eligible or who has been granted Associate Membership in MAOPS as defined in the AAOA Bylaws, Article III, and Section 1. d Associate membership.
  - b.) Spouses/significant others of graduates of Accredited Schools of Medicine, Dentistry, Podiatry holding teaching, research or administrative positions in AOA approved hospitals and colleges or who practice jointly with an Osteopathic Physician.
  - c.) Doctors of philosophy or education and non-doctoral personnel holding teaching, research or administrative positions in AOA approved hospitals and colleges.
  - d.) Administrative employees of MAOPS, affiliated organizations and divisional societies.
  - e.) Any other professionals as determined by MAOPS excepting Doctors of Osteopathic Medicine and students in Osteopathic Colleges.
  - f.) Any family member of an AMAOPS member.
4. Student Advocate Membership shall be granted to the spouse/significant pursuing an Osteopathic Medical Degree in the state of Missouri and who is a member of their Student Advocate Associate.
5. Membership shall be granted to the spouse/significant other of an intern/resident who is in an active training program in Missouri.
6. District Auxiliaries and SAA may provide for a supporting membership category in their bylaws. Membership may be defined in the AAOA Bylaws.
7. Honorary Life Membership shall be conferred upon any AMAOPS member who has served as AAOA President. Any AMAOPS member who has served, as AAOA President shall be conferred an Honorary Life Membership.

**Section C. Rights of Membership**

1. Regular and Associate Professional Members shall be eligible to participate in all activities.
2. Associate Members shall not be able to hold office or to serve on committees or serve as a delegate or alternate delegate to the House of Delegates of the AAOA.
3. Individual Student Advocate Members from any Missouri Osteopathic medical educational institutions shall not be eligible to vote, to hold office, or chair a committee. They may serve on a committee.
4. The SAA Presidents or designated representatives who shall be a spouse/significant other is entitled to one vote. They shall not be eligible to hold office or chair a committee, but may serve on a committee.

5. The SAA Presidents or designated representatives, limited to one representative from each Osteopathic Medical Institution who shall be a spouse/significant other may be represented in a AAOA House of Delegates as additional members of the AMAOPS delegation.
6. Spouses/Significant others of Osteopathic Interns/Residents who are:
  - 1.) Active program in Missouri
  - 2.) Members of MAOPS shall be eligible to participate in all activities, to hold office, vote and serve as a delegate to the AAOA annual meeting.
7. Honorary Life Members shall have full membership privileges.

**Section D. Termination of Membership**

1. Regular membership shall be automatically terminated if the license of the Osteopathic Physician has been revoked, suspended, or recalled.
2. Regular membership shall be automatically terminated upon divorce and/or marriage outside the Osteopathic profession.
3. Associate Professional membership shall be terminated should the Osteopathic Physician re-enter private practice.
4. Student Advocate Membership shall be terminated when the student ends the relationship with the Osteopathic educational institutions.
5. Honorary Life Membership cannot be terminated.

**ARTICLE IV – DUES**

**Section A. The Annual Dues shall be:**

1. Regular members except a,b,c & d	\$25.00
a. Spouses or significant others of Interns or Residents	\$10.00
b. Spouses of Physicians First Year in Practice	\$10.00
c. Spouses of Retired or Deceased Osteopathic Physicians	\$10.00
d. Spouses of Osteopathic Physicians on active duty in The Armed Forces during their residence in MO	EXEMPT
e. Student Advocate Members	EXEMPT
2. Associate Members	\$25.00
3. Associate Professional Members	\$25.00
4. Intern/Resident	\$10.00
5. Honorary Life Members	EXEMPT

**Section B. Dues Payment**

1. Dues are payable upon notification from the MAOPS Central Office and shall be delinquent if not paid by January 31<sup>st</sup>.
2. Dues not received by the annual meeting shall result in forfeiture of membership.
3. New members going into internships, residencies, or practice after July 1<sup>st</sup> shall pay one half annual dues.
4. The Treasurer and Membership Chairman shall be responsible for billing thru the MAOPS Central Office.
5. Out of each \$25.00 annual dues payment, 20% shall be deposited in the Student, Intern, and Resident Advocate Fund.
6. Out of each \$10.00 annual dues payment, 20% shall be deposited in the Student, Intern, and Resident Advocate Fund.

**Section C. AAOA Dues** may be collected and forwarded by this auxiliary to the AAOA office if not paid with the physician's AOA dues; or they may be paid directly to the AAOA office.

**Section D. Reinstatement** for those whose membership was forfeited for non-payment of dues may be re-instated by paying the current year's dues.

**Section E. The Fiscal Year** shall be from January 1<sup>st</sup> to December 31.

**ARTICLE V – MEETINGS**

**Section A.** The annual meeting of the Auxiliary shall be at the same time and place of the annual meeting of MAOPS. At this meeting all officers, chairmen, and committees shall make reports.

**Section B.** The President or the Executive Board may call special meetings of the Auxiliary during the year. Every member shall be notified, and the purpose of the meeting shall be stated in the call.

**ARTICLE VI – OFFICERS**

**Section A.** The elected officers of the organization shall be: President, Vice President, Recording Secretary and Treasurer.

**Section B.** The appointed officers shall be: Corresponding Secretary, Historian and Parliamentary Consultant.

**Section C.** All officers must be members of the Advocates for the American Osteopathic Association (AAOA) and the Auxiliary to the Missouri Association of Osteopathic Physicians and Surgeons (AMAOPS).

## **ARTICLE VII – NOMINATIONS AND ELECTIONS**

**Section A.** A nominating committee of three members shall be elected at the annual meeting. Their duty shall be to nominate one candidate for each elective office. The committee shall elect a chairman from its own membership and report at the MOAC/AMAOPS meeting. The parliamentary consultant may serve as an ex-officio member.

**Section B.** The Nominating committee shall make its report during the Annual meeting at which time nominations shall be taken from the floor.

**Section C.** No name shall be placed in nomination without the consent of the nominee.

**Section D.** All elections shall be by ballot. The Nominating Committee shall prepare the ballots. Exception – see Section G.

**Section E.** Ballots shall be collected and counted by the Elections Committee.

**Section F.** A majority of all votes cast shall be necessary to elect.

**Section G.** If there is only one nominee for each of the elected officers, then the elections may be held by viva voice. If there is the exact number of candidates nominated to the Nominating Committee, then elections may be held by viva voice.

**Section H.** Meeting the qualification of membership in both the AAOA and AMAOPS, delegates and alternates to the AAOA Annual Convention shall be elected by unanimous consent. The AMAOPS President shall automatically be a delegate and serve as chairman of the delegation.

## **ARTICLE VIII – DUTIES OF OFFICERS**

**Section A. PRESIDENT:** It shall be the duty of the President to:

1. Preside at all meetings of the organization, the Executive Committee and the Executive Board.

2. Appoint all Standing Committees, all appointed officers, and the Parliamentary Consultant, subject to the approval of the elected officers except as otherwise provided by the Bylaws.
3. Appoint the special committees that shall serve during the annual meeting, including and but not limited to Courtesy Resolutions, Convention Rules, Credentials Committee, Elections Committee and Tellers.
4. Appoint a committee of two to audit the books of the Treasurer. The committee shall report in writing to the organization.
5. Appoint a Chaplin to provide inspiration at all meetings.
6. Promote the objectives of the organization and perform all other duties pertaining to the office.
7. Be ex-officio member of all committees except the Nominating Committee.
8. Call a meeting of the Executive Board prior to June 30.
9. Call meetings of the Executive Committee or Executive Board at such other times as deemed advisable.
10. Call meetings of the elected officers immediately following the annual meeting.
11. Automatically be a delegate and serve as chairman of the delegation to the AAOA Annual Convention and be responsible for a written report to the AMAOPS Executive Board and the AMAOPS Annual Meeting following the AAOA convention. Should the President be unable to attend then the next highest ranking officer attending the AAOA convention shall serve as Chairman of the delegation.

**Section B. VICE PRESIDENT:** It shall be the duty of the Vice-President to:

1. Preside in the absence or inability of the President and to perform all duties of the office.
2. Become President for the unexpired term in the event of the death or resignation of the President.
3. Render assistance to the President at all times.

4. Be Chairman of the Membership Committee.
5. Maintain and publish a membership roster and make it available to all members.

**Section C. RECORDING SECRETARY:** It shall be the duty of the Recording Secretary to:

1. Keep an accurate record of all business proceedings of this organization, the Executive Board and the Executive Committee.
2. Keep a list of all committees.
3. Maintain all permanent records of the Auxiliary.
4. Keep a copy of the Bylaws and the standing Rules in a separate record book.
5. Maintain a supply of official stationery.
6. Record proceedings of all conference calls, a quorum being mandatory. All votes by mail shall be verified and preserved until the next regular meeting of the Executive Board and shall be made a part of the minutes of that meeting.

**Section D. TREASURER:** It shall be the duty of the Treasurer to:

1. Receive all funds of the Auxiliary.
2. Pay all bills for expenses budgeted and/or approved by the Executive Board.
3. Maintain a file of all paid bills.
4. Keep an account of receipts and expenditures and present the same for auditing prior to the annual meeting.
5. Prepare and present a written financial report at all Executive Board meetings and the Annual Membership Meeting.
6. Be bonded when the funds shall exceed one hundred dollars.
7. Be responsible for billing through the Central Office of MAOPS.

8. Be chairman of the Budget Committee.
9. Prior to the annual meeting, if necessary, the Treasurer shall order the President's pin from the AAOA office.
10. Be responsible for completing Income Tax form 990 at the end of each fiscal year and shall be responsible for distributing the original to the IRS District Director in which the organization is located, send a copy to the AAOA office, and retain a copy for the permanent file.
11. File and maintain 501 C3 statuses.

**Section E. CORRESPONDING SECRETARY:** It shall be the duty of the Corresponding Secretary:

1. To conduct such unofficial correspondence as requested by the President or Executive Board.
2. Notify members of the Executive Board of the dates and places of the Executive Board Meetings.
3. Assemble Delegate Handbooks prior to the annual meeting. The Handbook may be distributed by electronic means.

**Section F. HISTORIAN.** It shall be the duty of the Historian to:

1. Maintain a scrapbook in which shall be recorded the printed and pictorial accounts of the activities of the Auxiliary.
2. Write the annual summary history of the Auxiliary at the conclusion of each year. The Executive Board prior to the reading of the history at the annual meeting shall approve this annual summary.
3. Enter each annual chapter into the official history of the Auxiliary, a copy of which shall be maintained in the permanent file of the Recording Secretary.

**Section G.** All officers, of the Auxiliary, both elected and appointed, shall be members of the Executive Board.

**Section H.** The elected officers shall meet immediately following the annual meeting for the purpose of taking action on appointments of the President.



## **ARTICLE IX – EXECUTIVE BOARD**

- Section A.** The elected and appointed officers, immediate past president, chairmen of all standing and special committees, and the SAA President or designated representative who shall be a spouse/or significant other shall comprise the Executive Board.
- Section B.** The duties of the Executive Board shall be to conduct business of the organization between annual meetings, make recommendations to the body, approve bills, and fill vacancies occurring within its body.
- Section C.** Meetings of the Executive Board shall be held immediately preceding and following the annual meeting. One meeting shall be held prior to June 30, and at other times called by the President or five (5) members of the Executive Board.
- Section D.** Five (5) members shall constitute a quorum.
- Section E.** The Executive Board shall fill any vacancies occurring in the elective officers except the office of the President.
- Section F.** The Executive Board has the authority to hold a conference call meeting. A quorum of 5 members is required on a conference call.

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

- Section A.** The President, Vice President, Recording Secretary, Treasurer, and one member at large which is appointed by the President and approved by the elected officers.

The Executive Committee shall be comprised of the President, Vice President, Recording Secretary and Treasurer and one member at large, which is appointed by President and approved by the elected officers.

- Section B.** The Executive Committee shall conduct the business of the organization between meetings of the Executive Board and make a full report to the board.
- Section C.** Three (3) members shall constitute a quorum.
- Section D.** In the event of an emergency, the Executive Committee has the authority to hold a conference call or vote by mail or e-mail. A quorum is mandatory on a conference call.
- Section E.** All votes by mail or e-mail shall be sent to the Recording secretary,

verified, and preserved until the next regular meeting and made a part of the minutes of that meeting.

#### **ARTICLE XI. - VOTING BODY**

**Section A.** Each member of the state auxiliary, with exception of the individual SAA members, shall constitute the voting body.

**Section B.** The SAA President or designated representative who shall be a spouse/significant other is entitled to one vote per Osteopathic Institution.

**Section C.** Fifteen (15) members shall constitute a quorum of the voting body.

#### **ARTICLE XII – COMMITTEES**

**Section A.** The Standing Committees may include but not be limited to; the AAOA Special Projects; Budget; Bylaws; Membership; the Student, Intern, Resident Advocate Fund (SIRA); MOAC/AMAOPS meeting; Public Health/Public Relations; SAA; Legislative; the MOAC AD BOOK; and the AMAOPS Emergency Relief Fund.

**Section B.** The President as deemed necessary might appoint special committees.

**Section C.** It shall be the duty of the **AAOA Special Projects Committee** to Stimulate interest in and encourage contributions to the projects adopted by the AAOA. They shall solicit and encourage donations to the affiliated auxiliaries and the public.

**Section D.** The **Budget Committee** shall consist of the Treasurer and one appointed member. It shall be the duty of the committee to:

1. Prepare the budget for the next 2 fiscal years.
2. Present the proposed budget to the Executive Board at its meeting preceding the annual meeting.
3. Present the proposed budget for approval at the annual MOAC/AMAOPS meeting.

**Section E.** The **Bylaws Committee** shall consist of a chairman and two other members. It shall be the duty of this committee to:

1. Promote conformity of the state bylaws to that of the AAOA. They shall receive, consider, and present proposed bylaws to the AAOA according to their bylaws.

2. Approve District Auxiliary Bylaws before a copy is sent to the AAOA Bylaws committee for approval.
3. Present the proposed bylaw amendments for approval at the annual MAOC/AMAOPS meeting, as needed.

**Section F. The Membership Committee** shall consist of the Vice President, at least one appointed member and the Membership Committee Chairmen of the District Auxiliaries. It shall be the duty of this committee to promote increased membership in the respective districts, to encourage SAA membership in the AAOA and AMAOPS, and the chairman of this committee whenever possible, visit proposed or organized auxiliaries throughout the state.

**Section G. The MAOC/AMAOPS Committee** shall work in conjunction with AMAOPS and MAOPS to successfully plan the MOAC/AMAOPS meeting.

**Section H. The Public Health Committee/Public Relations Committee** shall cooperate with city, county and state organizations and shall encourage participation in recognized public health projects.

It shall consist of the chairman and the Public Relations Committee chairmen of the Districts. It shall be the duty of this committee to encourage and stimulate ethical publicity and good press relationships; to work in close cooperation with the American Osteopathic Association's work and the Missouri Association of Osteopathic Physicians and Surgeons' Public Relations Departments; to maintain a current supply of public relations periodicals; and cooperate in such community-wide projects as shall reflect favorably on the profession, as appropriate.

**Section I. The Student Advocates Committee** shall consist of an advisor who shall serve as a liaison with the local advisors to the SAA. The committee shall also inform SAA members of state auxiliary activities and encourage the SAAs' participation.

**Section J. The Legislative Committee** shall study legislation relating to public health and medical care in the state of Missouri and shall distribute information on pending legislation to the State and District Presidents.

**Section K. The MOAC AD Book Committee** shall consist of three members appointed by the President. The objective of the committee is to acquire and solicit from various resources ads that will be placed in the annual MOAC Ad Book. The purpose of the MOAC AD Book is to serve as a fundraising venture of AMAOPS. The MOAC Ad Book

will be made available to convention attendees. Various publishing methods, not limited to electronic means may be determined and utilized by the committee.

**Section L. The AMAOPS Emergency Relief Committee** shall consist of three members appointed by the President. The committee shall elect its' chairman. The objective of the committee is to make available AMAOPS emergency funds to MAOPS and AMAOPS members when a catastrophic or an act of God event has occurred. Emergency funds may also be granted to students attending an osteopathic educational institution.

**Section M. The Student, Intern, Resident Advocate Fund (SIRA) Committee** is responsible for introducing incoming students, interns or resident spouses to the profession in Missouri through social avenues. On an annual basis, twenty (20%) percent of each dues paying category will be deposited into the SIRA fund. (New 2017)

**Section N.** All committee chairmen must be members of the AAOA and AMAOPS.

#### **ARTICLE XIII – DELEGATION**

**Section A.** Delegates and Alternates to the AAOA annual meeting shall be elected by unanimous consent at the state annual membership meeting. Our delegate quota will be determined by the AAOA and its' bylaws. The President of the State Auxiliary shall serve as chairman of the delegation and shall be responsible for a written report to the Districts and the Executive Board after the AAOA meeting. The chairman of the delegation is authorized to fill vacancies occurring in the delegation.

**Section B.** Delegate fees will be paid by AMAOPS.

#### **ARTICLE XIV. – OFFICIAL VISITS**

**Section A.** The President or members of the Executive Committee shall as designated notify each district of their availability for official visits.

**Section B.** The state Treasurer shall pay the current IRS approved business mileage rate for travel for the official visit of the state President and other expenses as submitted by the state President associated with the district visit.

**ARTICLE XV. – PARLIAMENTARY AUTHORITY**

ROBERT'S RULLES OF ORDER, NEWLY REVISED shall govern all proceedings of this organization not provided in these bylaws.

**ARTICLE XVI. – AMENDMENTS**

These bylaws may be amended by a two-thirds vote of the organization at the annual MOAC meeting provided that notice of such amendments have been presented in writing at least thirty (30) days prior to the meeting.

**ARTICLE XVII. – DISSOLUTION (New MOAC 2014)**

**Section A.** In the case of dissolution of this association, all assets remaining after payment of authorized expenditures shall be distributed to an organization which qualifies for tax exemption as provided for under the Internal Revenue Service laws of the United States of America. No assets will be distributed to any private individual of member. The distribution of funds shall be determined by a majority of current paid members of AMAOPS.