

**CONSTITUTION & BY-LAWS**

Updated for San Antonio AMOPS meeting April 2017.

ARTICLE ONE

MISSION AND PURPOSE

- 1) The Association of Military Osteopathic Physicians & Surgeons (hereinafter called "AMOPS") is a chartered affiliate of the American Osteopathic Association (AOA) since 1977.
  - a) As a chartered affiliate of the AOA, AMOPS will comply with the By-Laws of the AOA at all times.
- 2) Mission of AMOPS
  - a) It is the mission of AMOPS to be a forum for osteopathic education, mentorship, and advocacy to the United States Uniformed Services and to those who care for the men and women who serve and have served our country.
- 3) Offices and Status
  - a) The principal office of AMOPS shall be located in the city of Chicago, State of Illinois. AMOPS may have such other offices, either within or without the State of Illinois, as the Executive Board (hereinafter called the "AMOPS Board") may determine from time to time.
  - b) The registered office of AMOPS required by the General Not-for-Profit Act to be maintained in the State of Illinois may be, but not be identical with the principal office in the State of Illinois, and the address of the registered office may be changed from time to time by the AMOPS Board.

ARTICLE TWO

MEMBERS AND MEETINGS

- 1) Member Categories
  - a) Active Members: Active members shall be graduates of colleges and schools of osteopathic medicine accredited by the AOA, members of the AOA, and eligible for licensure as osteopathic physicians and/or surgeons,. Active members must be:
    - i) Serving on active duty or in a reserve/guard component in the Uniformed Services of the United States.

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- ii) Retired from active service or a reserve/guard component in one of the Uniformed Services of the United States.
- iii) Active members are entitled to:
  - (1) Vote during general membership meetings.
  - (2) Nominate qualified members for officers and trustees of the Association.
  - (3) Be elected as officers or trustees in the Association.
  - (4) Participate in the management of the Association.
  - (5) Represent AMOPS at all levels of office and responsibility at the AOA to include, but not limited to committee appointments, delegates to the AOA House of Delegates, Trustees and officers in the AOA.
- b) Associate Members: Associate members of this Association shall be graduates of colleges and schools of medicine accredited by the AOA or other accrediting body and be eligible for licensure as physicians and/or surgeons in the United States.
  - i) Associate Members must have:
    - (1) Served on active duty or in a reserve/guard component in the Uniformed Services of the United States.
  - ii) Associate members shall be entitled to all the rights and privileges afforded to Active members, except the right to vote, or hold elective offices
- c) Postgraduate Members: Postgraduate members shall be graduates of colleges and schools of osteopathic medicine accredited by the AOA, members of the AOA, and be currently enrolled, or enrolled in the past 6 months in an accredited postgraduate training program
  - i) Postgraduate Members are entitled to the same rights as an Active Member except for:
    - (1) Holding the position of Trustee within AMOPS
  - ii) Postgraduate Members will automatically be members of the Residents of the Association of Military Osteopathic Physicians and Surgeons (RAMOPS) and will be subjected to the RAMOPS rules of business as defined by the RAMOPS executive board as overseen by the AMOPS Board.

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- d) Student Members. Student Members of AMOPS shall be fully matriculated students of a college of osteopathic medicine accredited by the members of the AOA, serving on active duty or in a reserve component in one of the uniformed services of the United States.
  - i) Student Members are entitled to the same rights as an Active Member except for:
    - (1) Right to vote in General Membership Meetings
    - (2) Hold elective office other than student representative of the AMOPS Board.
  - ii) Student Members will automatically be members of the Student Association of Military Osteopathic Physicians and Surgeons (SAMOPS) and will be subjected to the SAMOPS rules of business as defined by the SAMOPS executive board as overseen by the AMOPS Board.
  
- e) Honorary Members: By unanimous vote at any annual meeting of the membership, the title of "Honorary Member" may be conferred upon any person. Such Honorary Member shall not be required to pay dues or assessments. Honorary Members shall not have any rights or privileges of active membership.
  
- f) Life Members.: By **majority** vote at any annual meeting of the membership, the title of "Life Member" may be conferred upon any member of the Association who has rendered the profession extraordinary services: such Life Member shall not be required to pay dues or assessments. Additionally, any member in good standing, may upon payment of 15 times the annual dues rate, become a Life Member in the membership category for which **they are** eligible.
  
- g) Allied Members.
  - i) Allied members are credentialed health care professionals who contribute to the practice of osteopathic medicine in the uniformed services. They are not eligible for any other category of membership and who support the goals and objectives of AMOPS.

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- ii) Such allied members shall be required to pay dues and assessments, and be eligible for such benefits as may periodically be determined by the AMOPS Board, or the membership as the annual meeting.
- iii) Allied members shall be non-voting and not eligible for delegate appointment to the AOA House of Delegates nor hold elective office nor position on the AMOPS Board.

2) Meetings

- a) Annual Meeting: The annual meeting of the membership shall be held during the Association's annual convention for the purpose of electing trustees and officers for the ensuing year and for the transaction of such other business as may come before such meeting.
  - i) Voting: Only active members and postgraduate members may vote on matters of the Association business including, but not limited to, election of officers, trustees and delegates.
- b) AMOPS Board Meetings
  - i) The AMOPS board will conduct meetings as determined by the President to conduct the business of AMOPS.
    - (1) It is recommended that these meetings occur quarterly and can occur in person, through video/phone conference call, or other medium as approved by the AMOPS board.
    - (2) Notification of meetings must be sent at least 28 days in advance to AMOPS Board Members and to the general membership.
      - (a) Members can be notified through electronic communication, physical mail, or by telephone by the contact information last provided to the Secretary.
  - ii) Board Meetings will aim to be as brief as possible with Board Members submitting their reports in advance as determined by the President
    - (1) The President will make best attempt to provide an agenda prior to each board meeting.
  - iii) Voting:
    - (1) There are 12 voting members of the AMOPS board, with the President serving as a tie vote breaker.

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- (a) AMOPS board members, who cannot be present, may notify the President, and may designate a proxy voter in their place as approved by the president. No single individual can have more than 2 votes.
  - (2) All matters require a majority of the AMOPS board, unless specified elsewhere.
  - (3) All procedures, if not specified elsewhere, will follow the intent of Robert Rules of Order and will observe proper military bearing and conduct
- c) Special Meetings: Special meetings of the AMOPS Board may be called by or at the request of the President or any two members of the AMOPS board. Special meetings may be held within or without the State of Illinois. Due to the wide geographical distribution of members under normal circumstances, special meetings should only be called when necessity compels. These special meetings may be conducted via telephone conference calls, video-telecommunications, by electronic mail (e-mail) via the Internet or other telecommunications technology. Written record of any special actions taken by special meetings of the AMOPS Board shall be read into the record at the next regular meeting of the AMOPS Board and approved as part of that meeting's minutes. Notification of these special actions shall be read into the record of the next annual meeting of the general membership of the Association and approved as a part of that meeting's minutes.
- i) Notice. Notice of any special meeting shall be given at least ten (10) days previous thereto by written notice delivered personally, mailed to each Trustee at his current address, electronically mailed (e-mailed) by the internet or other electronic telecommunication methods. If mailed, such notice shall be deemed to be delivered when deposited in the United States Mail in a sealed envelope so addressed, with postage thereon prepaid. If notice is given by e-mail, it will be delivered "registered" and deemed delivered when the e-mail has been received. Any board member may waive notice of any meeting. The attendance of any board member at a meeting shall constitute a waiver of notice of such meeting, except where a board member attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. The business to be transacted at the meeting need not be specified in the notice or waiver of notice of such meeting.

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**ARTICLE THREE**

**AMOPS BOARD AND HOUSE OF DELEGATES**

- 1) General Powers. The affairs of the Association shall be managed by its AMOPS Board who will all be active members of AMOPS unless specified otherwise.
- 2) AMOPS Board will consist of:
  - a) President
  - b) Immediate Past President
  - c) President Elect
  - d) First Vice President
  - e) Second Vice President
  - f) Secretary
  - g) Treasurer
  - h) 3 Trustees
  - i) Post Graduate Representative
  - j) Student Member Representative
  - k) Executive Director (non-voting member)
- 3) Officer Responsibilities and length of term
  - a) President
    - i) Duties include:
      - (1) being chairman of the AMOPS Board
      - (2) Serving as representative to the AOA House of Delegates, or appointing a personal representative
      - (3) Appoint Delegates to the AOA House of Delegates if needed
      - (4) Represent AMOPS in all external affairs as needed
      - (5) Serve as a tie vote in board and membership votes
    - ii) Term: Annual term, immediately following their term as President-Elect
      - (1) The President must be on Active Duty for the majority of his term to best represent the spirit and intent of AMOPS.
  - b) Immediate Past President:
    - i) Duties include:
      - (1) Advising the president and president elect on board matters

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- (2) Serving as representative to the AOA House of Delegates, or appointing a personal representative if additional delegates are needed.
- (3) Represent AMOPS as directed by the President
- ii) Term: annual term, starting at the completion of their term as President.
- c) President Elect:
  - i) Duties include:
    - (1) Developing and implementing the strategic plan of AMOPS
    - (2) Serving as representative to the AOA House of Delegates, or appointing a personal representative
    - (3) Represent AMOPS as directed by the Presidents
    - (4) Any other duties as determined by the President
    - (5) Assume the role of President when the Presidency is vacant or not in meeting attendance.
  - ii) Term: annual term, starting at the election during the annual conference. The President-Elect will automatically assume the presidency at completion of his annual term.
    - (1) The President Elect must be on Active Duty for the entirety of their term as President-Elect and for the majority of their term as President.
- d) First Vice-President
  - i) Duties include:
    - (1) Representing the active duty members of AMOPS and their interests.
    - (2) To build ties between the branches of the Uniformed Services
    - (3) Assume the role of president when the presidency and presidency-elect are vacant or absent in meetings.
    - (4) Any other duties as determined by the President
  - ii) Term: annual term of service starting at the time of election at the annual conference.
    - (1) The First Vice President must be on active duty status throughout the majority of their term of service.
- e) Second Vice President
  - i) Duties include:
    - (1) Representing the reserve/guard and retired members of AMOPS and their interests.

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- (2) To strengthen communication between AMOPS and members who have retired or separated from the uniformed services.
- (3) Any other duties as determined by the President
- ii) Term: annual term of service starting at the time of election at the annual conference.
  - (1) It is highly recommended that the Second Vice President be a current member of the reserve/guard component of the uniformed services or have served in the reserve/guard component.
- f) Secretary:
  - i) Duties include:
    - (1) Recording all official meetings of AMOPS and AMOPS board
    - (2) Notifying members of official meetings and of board meetings.
    - (3) Maintaining accurate membership records
    - (4) Serving as parliamentarian
    - (5) Any other duties as determined by the President
  - ii) Term: annual term of service starting at the time of election at the annual conference.
    - (1) The Secretary must be an active member of AMOPS
- g) Treasurer
  - i) Duties include:
    - (1) Developing and maintaining an annual budget to be presented to the AMOPS board annually.
    - (2) Ensuring appropriate financial keeping is done and reporting to the board, at a minimum, quarterly
    - (3) Any other duties as determined by the President
  - ii) Term: annual term of service starting at the time of election at the annual conference
    - (1) The Treasurer must be an active member of AMOPS
- h) Trustees
  - i) Duties include:
    - (1) Maintaining the honor and integrity of AMOPS
    - (2) Serving as Advisors for other groups of membership including but not limited to the VA, Post Graduate, and Student members.

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- (3) Serving as representatives to the AOA House of Delegates, or appointing a personal representative if additional delegates are needed.
- ii) Term: Each Trustee will serve a 3 year term, elected at staggering annual intervals, starting at the time of election at the annual conference, so that one trustee is elected every year.
  - (1) Trustees must be active members of AMOPS
- i) Post Graduate Representative
  - i) Duties include:
    - (1) Representing the interests of all AMOPS members currently in post-graduate training.
    - (2) Attempt to maintain points of contact all military GME sites
    - (3) Other duties as determined by the president
  - ii) Term: Annual term of service starting at the time of election at the annual conference.
    - (1) Post Graduate Representative must be in post graduate training at the time of the election, or will be in post-graduate training for the majority of their term and be in good academic standing.
    - (2) Post Graduate Representative will be nominated by the majority of post-graduate members, then will be elected by the majority of all active members.
- j) Student Representative
  - i) Duties include:
    - (1) Represent the students enrolled in colleges and schools of osteopathic medicine that are accredited by the AOA
    - (2) Attempt to maintain a student point of contact at all colleges and schools of osteopathic medicine.
    - (3) Other duties as determined by the President
  - ii) Term: Annual term of service starting at the time of election at the annual conference.
    - (1) Student Representative must be in student status for the majority of their term.
    - (2) Student Representative will be nominated by the majority of post student members, then will be elected by the majority of all active members.
- k) Executive Director (ED)

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- i) Duties include:
    - (1) day-to-day management of the Association to include, but not limited to, administrative decisions, financial management and interaction with the AOA
    - (2) Actions of the ED will be reported to the AMOPS board at their next meeting, be read into the minutes and approved by the AMOPS board.
    - (3) Other duties as determined by the AMOPS board
    - (4) The ED is a non-voting member of the AMOPS board
  - ii) Term: The ED will serve continuous in keeping with their contract
    - (1) New contracts will be approved by a 2/3 quorum of the AMOPS board which will then be ratified at the next AMOPS membership meeting.
    - (2) Preexisting contracts will be ratified every 3 years at the AMOPS membership meeting.
    - (3) Vacancy: if the ED becomes vacant, the president will appoint an active member of AMOPS to fulfill the obligations of the role until such time that a replacement can be found.
- 4) Order of Succession
- a) President
  - b) President-Elect
  - c) First Vice President
  - d) Second Vice President
  - e) Secretary
  - f) Treasurer
  - g) Trustees by order of serving the longest
  - h) Post Graduate Representative
  - i) If none of the above members are present AMOPS will remain inactive, until such time that it can be reactivated by members of the uniformed services.
- 5) Informal Action by AMOPS Board Members. Unless specifically prohibited by the Articles of Incorporation or Bylaws, any action required to be taken at a meeting of the AMOPS Board, or any other action which may be taken at a meeting of the AMOPS Board, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all the Board Members entitled to vote with respect to the subject matter thereof. Any such consent signed by all the Board Members shall have the same effect as a unanimous vote and may be stated as

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such in any document filed with the Secretary of State. [Extremely unclear as to what situation this by-law was written for and what the utility of it is. Any suggestions are appreciated].

- 6) AOA House of Delegates
  - a) AMOPS, as the AOA affiliate representing the uniformed services, will provide representation to the AOA House of Delegates as according to the AOA constitution and by-laws, last updated in July 2016.
  - b) The Secretary of AMOPS (and/or the ED) will be notified by the AOA Chief Executive Officer of the number of delegates AMOPS needs to provide 75 days before the AOA House of Delegates
    - i) The Secretary will certify all delegates and their alternates and will provide, in writing, the names to the AOA Chief Executive Officer no less than 30 days before the beginning of the House of Delegates.
  - c) The Primary delegate and the Alternate delegate will be the President and President-Elect, or their chosen representatives.
    - i) Additional delegates will be:
      - (1) Each of the Trustees or their chosen representative
      - (2) Members identified by the President
  - d) The Annual Meeting of the AOA will be held in June, July, or August of every year or as required by the AOA.

**ARTICLE FOUR**

**ELECTIONS, REMOVAL, VACANCIES**

- 1) Elections
  - a) The officers of AMOPS shall be elected annually by the active members of AMOPS at the regular meeting of the membership. If the election of officers is not held at such meeting, elections shall be held as soon thereafter as is convenient. Each officer shall hold office until their successor has been duly elected and qualified.
    - i) No one person may hold more than one office.
  - b) Nominations

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- i) If possible, the AMOPS board shall function as a nominating committee to prepare a slate of officers for the next term of office no earlier than three months, but no later than two months prior to the annual meeting of the membership. The AMOPS board will strive to choose nominees from each Uniformed Service in order to provide wide representation. Other nominations may be submitted to the Secretary in the same fashion, to be signed by no less than six active members of the association. Additional nominations may be made from the floor at the time of the annual meeting of the membership. [NOTE: I do not agree with this section of the by-laws and recommend that it be removed.]
- ii) To be nominated members must be in good standing within AMOPS.
- c) Election Procedures
  - i) Elections will occur in the following order:
    - (1) President Elect
    - (2) First Vice President
    - (3) Second Vice President
    - (4) Secretary
    - (5) Treasurer
    - (6) Trustee (1 per year)
    - (7) Postgraduate Representative
    - (8) Student Representative
  - ii) Elections will proceed in an orderly fashion with appropriate military bearing.
    - (1) Each officer shall be elected with a 2/3 majority of the membership present at the membership meeting.
    - (2) Proxy voting may occur after written notification to the President and their approval. No one person may have more than 2 votes.
    - (3) Special election procedures and policies may be determined by the AMOPS board in good faith of democratic process.
- 2) Vacancies
  - a) A vacancy in any office because of death, resignation, removal, disqualification, or otherwise, may be filled by the AMOPS board, requiring a 2/3 majority vote, for the unexpired portion of the term.
    - i) Each decision must be ratified by the membership at the following membership meeting.

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3) Removal

a) Any officer elected or appointed by the membership may be removed by whenever in its judgment that the best interests of the Association would be served thereby.

i) Potential reasons include: dishonorable discharge from the uniformed services, dereliction in their duties as an officer of AMOPS, or other grave matter.

b) Removal Process

i) The charges must be presented to the AMOPS board at their next regularly scheduled meeting. At that time, the most senior member of the AMOPS board (i.e. the President, then the President-Elect) will appoint an investigator.

(1) The investigator has up to 30 days to determine if the charges are credible. The investigator must make best efforts to interview the accused. The investigator will submit a report and recommended actions by the AMOPS board. This can include, but not limited to:

- (a) Censure or admonishment of the member
- (b) Removal from office
- (c) Removal from organization
- (d) Removal from organization and request investigation by the AOA

(2) The accused may also provide written statement refuting the charges and subsequent disciplinary action which will be presented to the president, or the most senior officer of the AMOPS board

ii) At the following AMOPS board meeting which shall not occur before the investigator has submitted their report, the AMOPS board will determine which action to proceed with by 2/3 majority vote.

(1) If 2/3 majority vote is not present, the matter will be tabled until the following meeting. If 2/3 majority is not present at that time, a unanimous vote by present members will be required to complete removal action.

iii) After removal of the officer, the AMOPS board will move into filling the vacant position as described above.

4) Powers and Duties. The several officers shall have such powers and shall perform such duties as may from time to time be specified in resolutions or directives of the AMOPS Board. In the absence of such specifications, each officer shall have the

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powers and authority and shall perform and discharge the duties of officers of the same title serving in non-profit corporations having the same or similar general purposes and objectives as this Association. The President shall be the chairman of the AMOPS Board and the Executive Committee.

**ARTICLE FIVE**

**COMMITTEES AND CHAPTERS**

1) Committees:

- a) Standing Committees. Standing committees shall be appointed by the AMOPS Board to serve until the following annual meeting of the AMOPS Board at which time each committee will provide the Board with a report of its activities. Each committee shall be chaired by a member of the Board and composed of each represented Uniformed Service.
- b) Task Forces: Task forces may be appointed at any time and from time to time by the President or the AMOPS Board.

2) Chapters

- a) Local Chapters. Local chapters of the Association shall be formed at each college of osteopathic medicine and at any locale where interest exists. These chapters shall be comprised of Association members in good standing. Each chapter shall submit, in writing to the Executive Director, a set of bylaws governing that chapter, which shall be complementary to the bylaws of the Association. The AMOPS Board shall review and approve that chapter's bylaws. Such chapters shall be as follows:
- b) Regional Chapters. Regional Chapters shall be formed in such locales where at least 10 members are assigned or reside. Each regional chapter shall select from its membership the following officers: President, Vice President, and Secretary/Treasurer. The Secretary/Treasurer will forward a list of the officers to the Executive Director of the Association within 15 days of organization or any leadership change. Regional chapters may provide educational activities to meet the needs of its members consistent with current Association and American Osteopathic Association guidelines and practices.

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**Deleted: Such standing committees shall be as follows:**

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Updated for San Antonio AMOPS meeting April 2017.

**ARTICLE SIX**

**RAMOPS AND SAMOPS**

- 1) AMOPS provides the opportunity for leadership and development of our post graduate and student members. As such, postgraduate and student members may organize national leadership organizations to provide leadership, support, and advocate for their members.
- 2) Residents of the Association of Military Osteopathic Physicians and Surgeons (RAMOPS)
  - a) RAMOPS purpose is to provide education, support, and advocacy for the postgraduate members of AMOPS. RAMOPS is entitled to develop their own constitution and by-laws provided they are in compliance with the AOA constitution and by-laws, and the AMOPS constitution and by-laws.
  - b) RAMOPS Board
    - i) RAMOPS will be overseen by a RAMOPS Board which will include, at minimum: President, Vice-President, Secretary-Treasurer, and postgraduate representative to the AMOPS Board. The Executive Director of AMOPS will serve as an non-voting member of the RAMOPS board.
    - ii) All RAMOPS board decisions must be presented in writing at the following AMOPS board meeting by the postgraduate representative to AMOPS
    - iii) The RAMOPS Board will have the power, but not limited to, establishing their organization, duties of Board members and other officers, and developing procedures for elections, vacancies, and removal of members.
  - c) Dues:
    - i) RAMOPS will not collect any additional dues to AMOPS members. Funding for RAMOPS activities will be allocated by the AMOPS board.
    - d) RAMOPS will strive to have a representative from all major military GME sites
- 3) Students of the Association of Military Osteopathic Physicians and Surgeons (SAMOPS)
  - a) SAMOPS purpose is to provide education, support, and advocacy for the postgraduate members of SAMOPS. SAMOPS is entitled to develop their own constitution and by-laws provided they are in compliance with the AOA constitution and by-laws, and the AMOPS constitution and by-laws.

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Updated for San Antonio AMOPS meeting April 2017.

b) SAMOPS Board

- i) SAMOPS will be overseen by a SAMOPS Board which will include, at minimum: President, Vice-President, Secretary-Treasurer, and student representative to the AMOPS Board. The Executive Director of AMOPS will serve as a non-voting member of the RAMOPS board.
- ii) All SAMOPS board decisions must be presented in writing at the following AMOPS board meeting by the student representative to AMOPS
- iii) The SAMOPS Board will have the power, but not limited to, establishing their organization, duties of Board members and other officers, and developing procedures for elections, vacancies, and removal of members.

c) Dues:

- i) SAMOPS will not collect any additional dues to AMOPS members. Funding for SAMOPS activities will be allocated by the AMOPS board.
- ii) SAMOPS may charge fees for national conferences outside of the AMOPS annual convention to solely support such conferences.

d) SAMOPS will strive to have a representative, if not a chapter, at all campuses of osteopathic medicine.

i) SAMOPS Advisors

- (1) Each campus is recommended to have a SAMOPS advisor who either has prior military experience or close familiarity of AMOPS.
  - (a) If there is no such faculty member at the campus, the campus representative may request an advisor through AMOPS who will do due diligence in assigning a mentor to the campus.
- (2) SAMOPS advisors are charged with ensuring students can complete required military training, have access to military student rotations, and become familiar with military protocols and traditions.
- (3) SAMOPS advisors are requested to attend the AMOPS national convention at least every three years.

e) SAMOPS membership

- i) All SAMOPS members must be in good academic standing with their campus of osteopathic medicine.
- ii) Each campus representative must submit a list of their membership and officers to the SAMOPS board and the ED of AMOPS by 15 Dec of each year.

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**ARTICLE SEVEN**

**ETHICS**

The code of Ethics of the Association shall be identical with that of the American Osteopathic Association. Hearings involving charges of violations of the Code of Ethics shall be conducted according to substantially the same procedures followed by the AOA in similar matters. 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 proceedings and the decision shall be forwarded to the Executive Director 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 society for rehearing. If the record and decision do comply, they shall be scheduled for review by the Board of Trustees. In either event, the Committee on Ethics shall notify the member and this society of its determination. In the case of the 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.

**ARTICLE EIGHT**

**FEEES DUES AND ASSESMENTS**

Section 1. Application and Fee.

(a) A candidate for membership shall present written application together with the appropriate fee to the Executive Director of the Association. The applicant shall mark the appropriate membership category on the application. The application shall be acted upon by the AMOPS Board at the recommendation of the Executive director.

(b) The application fee will be the last membership fee determined by the AMOPS Board and will be applied toward the annual dues when the Board

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approves membership. However, if the Board fails to approve of such enrollment, or reassigns a membership category, the Executive Director shall so notify the applicant, modify the application fee as appropriate and return any excess to the applicant. The Applicant may petition the AMOPS Board to reconsider their decision.

**Section 2. Dues and Assessments.**

(a) The dues shall be assessed as determined by the AMOPS Board with majority approval of the active membership at the annual business meeting on a per fiscal year. The AMOPS Board may reduce the annual dues herein specified in the case of a recent graduate, or reduce or cancel the dues of a member known to be in financial straits. All the dues shall be paid in advance or within thirty (30) days after the beginning of the fiscal year. Unless the AMOPS board and/or a majority of the membership as the annual business meeting approve a change in the dues and assessment structure, it will continue for the next fiscal year.

(b) In addition to the annual dues, a general contingency assessment may be called for by the AMOPS Board, the amount of which shall not exceed two (2) times the annual dues for any fiscal year.

(c) By a two-thirds (2/3) vote of the Active member respondents to a mailed ballot or by a two-thirds (2/3) of all members present at the annual business meeting, special assessment may be made by the Association for the defense or advancement of osteopathic medicine, provided that notice of such proposed action shall be distributed to all members at their last known address, allowing at least thirty (30) days for mail return or thirty (30) days prior to the annual business meeting.

**Section 3. Delinquency.** Any member of the Association who is in arrears for the payment of dues and assessments, and remains so for sixty (60) days after due notice of this delinquency as been mailed to him at his last known address by the Executive Director, without having made arrangements satisfactory to the Executive Director and the AMOPS Board for payment of the same, or is found guilty of professional or

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personal conduct detrimental to the welfare of the Association or of the profession of osteopathic medicine, or breach of the Code of Ethics, may have his or her membership revoked, suspended or be placed on probation by the AMOPS Board. The accused shall be given an opportunity to be heard in person or through a representative as hereinbefore provided.

**ARTICLE NINE**

**Conclave of Eagles**

1) Section The Conclave of Eagles

- a) The Conclave of Eagles (COE) is comprised of those Osteopathic Physicians that have made a valuable contribution to both AMOPS and to military or veteran medicine. These distinguished members are a respected part of both the Osteopathic Community at large and in military medicine and thus deserve special recognition.
- b) Duties of the COE
  - i) The COE is charged with maintaining the knowledge and history of AMOPS so that it can be passed down to future AMOPS leaders.
  - ii) The COE will select the speaker for the annual Jim Yonts Memorial Lecture to be given at the AMOPS Conference annually.
  - iii) The COE will determine the rules, procedures, and guidance for offering the position of Fellow of AMOPS.
- c) Membership: membership is granted by the membership of previous COE members.
  - i) To become a new member of the COE:
    - (1) Must be an active member of AMOPS
    - (2) Must be nominated by a member of the COE
    - (3) Must be selected for membership by the COE
  - ii) Removal of a member:
    - (1) Removal of a member will be done when a member has disgraced their position to which they represent.
    - (2) A request for removal will be made by a member of the COE to the Chair of the COE or to the AMOPS president when concerning the Chair.

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- (3) The Chair (or AMOPS President) will make a call for remarks to members of AMOPS including COE members. Remarks must be received within 60 days.
  - (4) At the end of 60 days, the Chair (or AMOPS President) will notify, in writing or electronic communication, to the COE membership, the charges, evidence, and recommendation by the Chair (or AMOPS President).
  - (5) COE members have 30 days to vote, either written or electronic. A majority vote will allow continued COE membership.
- d) Organization of the COE
- i) At each annual meeting the COE will elect from their membership a Chair to oversee activities of the COE. This is a 1 year appointment.
    - (1) If there are no COE members at the annual conference, the new President will nominate a Chair who will then be approved by majority vote by the AMOPS Board.
  - ii) The duties of the Chair:
    - (1) Maintain current and accurate membership roster of COE members
    - (2) Oversee the nomination and selection process of new members as deemed fit
    - (3) Notify the Executive Director of new members 60 days prior to the date of the Annual Conference.
    - (4) Notify the AMOPS board of any deaths of COE members.
    - (5) Discharge any other duties of the COE as recommended by the AMOPS board or COE membership.
  - iii) Removal of the Chair:
    - (1) If malfeasance or other misconduct is suspected, then the removal of the Chair can occur. The procedure is the same as removal of a member of the COE and carries the same penalty.

**ARTICLE TEN**

**Bylaw Amendments and Changes**

**Suspension of rules policy?**

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The Articles of Incorporation and these bylaws may be amended by a two-thirds (2/3) vote of the Active members present or represented by proxy as hereinafter provided, at any annual meeting of the membership providing the proposed amendment shall be in accord with the Bylaws of the AOA, that shall be prepared in advance of the meeting and that notice of the proposed amendment shall be posted on the AMOPS website not less than thirty (30) days and not more than ninety (90) days before the annual meeting at which action is to be taken. Notification of such amendments may be made to the member through their chosen mean of communication, either electronically made through electronic mail (e-mail), or physical mail An absentee vote by an absent, Active member shall be accepted and cast by the Secretary if it is received prior to the meeting.

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