

SECTION B: BYLAWS

ARTICLE VII. Committees

SECTION 3

The nominating committee shall consist of the immediate past president and four members elected by the members of this organization at the Annual Meeting. One of these members must have previously served on this committee and shall be its Chairperson. No more than one member from any regional component society shall be on this committee. They shall review all open elective positions including those of the Nominating Committee, prior to June 1 and contact all qualified candidates in person or in writing to determine their willingness to serve and accept the full responsibility for the position concerned. The committee may nominate two people for the same position. The committee's report must be received by the Secretary of the AAO no later than October 1, and the membership shall be notified at least 30 days prior to the Annual Meeting. Nomination for any elective position may be presented from the floor by any voting member at the annual business meeting of the Academy.

ARTICLE IX. Component Societies

SECTION 1

Component Societies may be organized on a national or regional basis, as approved by the Board of Trustees.

SECTION 2

Student Component Societies may be organized by students enrolled in any accredited osteopathic college, with the approval of the Board of Trustees.

SECTION 3

Application for charter as a Component Society shall be made to the Board of Trustees in a form approved by the Board of Trustees. Each proposed Component Society shall, as a minimum requirement, submit with its application the following:

- A. A brief description of the geographic area to be included.
- B. The names and addresses of a minimum of six initial members of the new Component Society.
- C. A copy of the proposed constitution and bylaws of the new proposed Component Society.
- D. A brief statement of the new proposed Component Society's objective.
- E. In the case of Student Societies, a letter of approval of the formation of such Component Society from the president or dean of the college.

SECTION 4

The Board of Trustees shall return each disapproved application and its supporting documents to the submitting group within thirty days following the next Board of Trustees meeting. Similarly, the Board of Trustees shall notify the submitting group of any modifications required in its organizational plan within the same thirty days.

SECTION 5

Applications accepted by the Board of Trustees shall be submitted to the Membership at its next succeeding Annual Meeting for approval. Proposed component society applications approved by the Board of Trustees and the General Membership at an Annual Meeting shall be presented with a charter in a form approved by the Board of Trustees within thirty days following approval of the proposed component society's application by the General Membership at an Annual Meeting.

SECTION 6

All members of the Component Society who are eligible to be AAO members must be members in good standing of the AAO. For continued certification, the Component Society must have a minimum of six AAO members. Each Component Society shall at least sixty (60) days prior to the annual membership meeting make an annual report of its activities to the Board of Trustees.

SECTION 7

Approved Component Societies that make an annual report shall be recertified as component societies by the Board of Trustees each year following the Annual Business Meeting. Each Component Society shall include in its annual report the following:

- A. Proof of membership of the AAO in the form of name and AOA number on an annual basis
- B. A copy of the bylaws should be submitted every five years and yearly if there have been any changes made by the society.

Such recertification shall be by letter, by issuance of annual certificate, or by listing in a publication of this corporation.

SECTION 8

The Board of Trustees may, on its own initiative or by special committee appointment, study the activities of any Component Society which it has reason to believe is functioning outside the authority of its charter, or is carrying on activities contrary to the best interests of this corporation. Upon a finding of fact by the Board of Trustees, or the appointed special committee, that the Component Society is functioning outside its authority or contrary to the best interests of this corporation, the Board of Trustees is authorized at its discretion to fine, suspend, or expel the Component Society involved.

Reference *MP INTRODUCTION, Component Societies*, page 4

The Academy has granted Component Society status to the American Academy of Pediatric Osteopathy, to The Osteopathic Cranial Academy, to the Sutherland Cranial Teaching Foundation, to state and regional Academies of Osteopathy, to the Postgraduate American Academy of Osteopathy and to Student Academies of Osteopathy in all osteopathic colleges.

Reference *MP Section 2, BOARD OF TRUSTEES, Duties and Procedures*, pages 15-16

As the executive body of this corporation, the Board of Trustees has authority as follows:

6. Disciplinary Action

- a. Investigate and take disciplinary action against any member of the Academy acting in violation of the AOA Code of Ethics. (Bylaws I, 5, B)
- b. Investigate and take disciplinary action against any Component Society suspected of violating the terms of its charter or acting contrary to the best interests of the Academy. (Bylaws IX, 8)

7. Component Societies

- a. Maintain jurisdiction over the format of, and the requirements set forth in, the application for charter by a proposed Component Society. The format must conform to the Academy Bylaws. (Bylaws VIII, 1)
- b. Submit applications which have been approved by the Board of Trustees to the Membership at its annual meeting. Upon approval, present a charter to the Component Society.
- c. Maintain jurisdiction over the annual recertification of Component Societies and the manner in which notification to the Component Societies is made. (Bylaws VIII, 7) Such recertification shall be by letter, by issuance of annual certificate, or by listing in a publication of this corporation.

Upon approval of a Component Society's annual report, the Board of Trustees will recommend recertification of that component society by the membership at the Annual Business Meeting.

- 1) Component Societies will submit to AAO headquarters at least sixty (60) days prior to the annual membership meeting, an annual report of its activities to the Board of Trustees via telephone, voice mail, facsimile, e-mail or common carrier. The annual report is to include:
 - a) a minimum of six AAO members,
 - b) proof of AAO membership in the form of name and AOA number, and
 - c) a copy of the bylaws anytime changes are made or every five years, whichever is first.
- 2) Those Component Societies not submitting a report prior to the Annual Business Meeting will be suspended until they become active enough to report and not have to go through the process of applying via new bylaws, etc. After three (3) years of continuous suspension of a Component Society, the Society will then be decertified.
- 3) When announcing the recertification orally at the Annual Business Meeting, the AAO President will list the name of each Component Society being recertified.

Reference *MP Section 6, AWARDS COMMITTEE, THE ANDREW TAYLOR STILL MEDALLION OF HONOR*, Submission of Petitions, page 37

Members of The Academy or Component Societies of the Academy, seeking to honor a deserving member for outstanding accomplishment in scientific or professional affairs, may petition the Academy, through its Board of Trustees, to award the Andrew Taylor Still Medallion of Honor as its highest award to its nominee. It should be noted that the Academy cherishes the Andrew Taylor Still Medallion of Honor as its highest award and grants it to deserving members only after careful consideration and investigation. It is recommended that all petitions be considered confidential.

1. The Executive Director shall:

- a. Inform the component society officers and membership Component Societies concerning the procedures for petitioning and the rules and regulations for awarding the Medallion of Honor, by January 31st of each year.

2. Component Societies or Individuals submitting petitions shall:

- a. Ensure that the petition contains both biographical information about the proposed nominee and a clear statement of the accomplishment.
- b. Ensure that the petition is signed by at least eight (8) members in good standing of the Academy. (Any member of the Board of Trustees may sign the petition as a gesture of support. However, they may not be counted as one of the eight required petitioners.)
- c. Forward to the Executive Director of the Academy any petition to be acted upon by the Awards Committee prior to August 1st, and then to the Board of Trustees at its Fall Meeting.

Reference MP Section 6, Awards Committee, [AAO RESIDENT OF THE YEAR AWARD](#), Nominations of Potential Recipient, pages 41-42.

1. The potential recipient must be nominated via any AAO component (including the PAAO) or osteopathic approved residency program. A standard application with brief description/essay of why this individual deserves this award must be submitted to the Awards Committee via the AAO component society or osteopathic residency program. This form will be available via the AAO website. Only one (1) nomination per AAO component, the PAAO or individual residency program will be permitted.
2. Nominees will be required to complete an application appropriate for the award, which will include a current CV and personal statement. This packet of information must be submitted in one complete application via the nominating component.
3. Individuals nominated for this honor MUST exhibit osteopathic principles and practices at their residency programs and encourage other residents, faculty and students to continue to use osteopathic principles and practice during their residency career and practice.

Reference MP Section 8, Education Committee, ANNUAL CONVOCATION, pages 49-50.

Component Society Forum

The Chairperson will provide time in the schedule for a Component Society Forum, the purpose of which is to:

1. Increase communication among AAO component societies.
2. Share long-range plans or projects which might be mutually adopted to improve their implementation.
3. Expand membership participation in meeting the Mission of the Academy.
4. Provide a forum whereby the incoming AAO President can hear the needs and desires of the component membership and share his/her vision for the upcoming year.

Component Society Forum

There will be no reimbursement of expenses for any participant in this Forum.

Reference MP Section 17, Nominating Committee, page 65.

Composition of the Committee

No more than one (1) member from any regional Component Society may be elected to this committee in the same year.

Duties and Procedures

2. The Committee shall make every effort to equalize representation from the Component Societies.

Reference *MP Section 23, Student Academies Committee*, Procedures, page 74

1. For Establishing a Student Academy:
 - a. Any group of six (6) or more students in good standing at an approved college of osteopathic medicine, if the college approves, may organize a Student Academy and apply for recognition by the American Academy of Osteopathy.
 - b. Granting of a charter shall depend on obtaining the approval of the Student Academies Committee, of the Board of Trustees, and finally of the membership. Approval means adopting the model Constitution and Bylaws, selecting an approved faculty sponsor and fulfilling the requisites set down by the Academy for a Component Society.

2. For Continuing as Component Society:
 - a. The Student Academies Committee shall review any proposed changes in the Constitution and Bylaws suggested by the Student Academy and must give its approval before adoption.
 - b. Annual recertification by the Board of Trustees shall depend on the recommendation of the Student Academies Committee.