

CONSTITUTION AND BY-LAWS
OF THE
AMERICAN ASSOCIATION OF OSTEOPATHIC EXAMINERS

(Adopted February 5, 1961)

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The name of this Organization is the American Association of Osteopathic Examiners (AAOE), hereinafter referred to as the Association.

ARTICLE I – DEFINITIONS

The following definitions are accepted by this Association:

- (1) American Association of Osteopathic Examiners (AAOE) – The Association of all osteopathic physician (DO) members of U.S. member medical boards as defined in these by-laws.
- (2) American Osteopathic Association (AOA) – The national association of DOs organized to advance the philosophy and practice of osteopathic medicine by promoting excellence in education, research and the delivery of quality, cost-effective health care.
- (3) Annual Meeting – The AAOE meeting that is held annually in conjunction with the Federation of State Medical Boards’ Annual Meeting. Elections of AAOE officers take place at the annual meeting biennially in odd-numbered years.
- (4) Annual Summit – The annual educational and business meeting of the AAOE held between November and February, traditionally in conjunction with an AOA event.
- (5) Associate Members – Any person interested in the field of osteopathic medical licensure or discipline.
- (6) Executive Committee – Consists of the AAOE President, the Vice President, the Secretary-Treasurer, and the Immediate Past President, who are elected or appointed in the manner provided in Article V of these By-Laws.
- (7) Federation of State Medical Boards (FSMB) of the United States, Inc. – The FSMB is a national organization comprised of U.S. member medical boards. On behalf of its membership, the Federation’s mission is to be a leader in improving the quality, safety and integrity of health care in the United States by promoting high standards for physician licensure and practice.
- (8) AAOE Fellows – DOs who, as a result of appointment or confirmation, are designated to be members of a U.S. member medical board shall be Fellows of the AAOE during their period of service and for a period of 36 months thereafter.

- (9) Honorary Members of the AAOE – DOs who were formerly members of U.S. member medical boards, following completion of their term as a Fellow.
- (10) Public Members of the AAOE – Non-physician members of U.S. member medical boards.
- (11) U.S. Member Medical Boards – Any board, committee, or other groups in any state, territory, the District of Columbia or possessions of the U.S. that is empowered by law to pass on the qualifications of licensure to practice osteopathic medicine or to regulate/discipline such licensees. If a state or their jurisdiction has more than one entity and if such is an independent agency unrelated to the others, each is eligible for membership.

ARTICLE II – OBJECTIVES

The objectives of the Association are:

- (1) To educate members and share information regarding:
 - (a) The provisions of osteopathic medical and other healing arts practice acts of the individual states, the District of Columbia and U.S. territories, and of foreign countries, and of rules and regulations promulgated thereunder; and
 - (b) Other relevant practices, factors or models related to osteopathic licensure.
- (2) To analyze, advocate for and/or advance:
 - (a) The adoption of adequate and uniform standards for licensure in osteopathic medicine and/or in the healing arts and of proper administrative and disciplinary enforcement provisions in such practice acts by the individual states, the District of Columbia, and U.S. territories; and
 - (b) The interstate and international mobility of U.S.-licensed osteopathic physicians on such terms and under such conditions as this association may determine desirable to protect and promote the public health and uniformity in the administration of individual states' and nations' medical or healing arts practice acts.

ARTICLE III – CLASSES OF MEMBERSHIP

Membership in this association shall consist of:

- (a) Fellows
- (b) Associate Members
- (c) Public Members
- (d) Honorary Members

ARTICLE IV – RIGHTS OF MEMBERSHIP

Membership in the Association confers the following rights:

- (1) Fellows – may attend meetings of the Association, participate in proceedings, discuss and debate pending matters, serve on committees and workgroups, and are eligible for selection or appointment to AAOE office. The right to vote for AAOE officers is vested only in and is

restricted to Fellows. Only Fellows have the right to discuss candidates seeking office in the AAOE or FSMB.

- (2) Public Members – may attend meetings of the Association, participate in proceedings, discuss and debate pending matters, provide testimony on issues, and serve on committees. Public members do not have the right to vote on matters or discuss candidates seeking office in the AAOE or FSMB.
- (3) Associate Members – may attend meetings of the Association and discuss and debate pending matters.
- (4) Honorary Members – may attend meetings of the Association and discuss and debate pending matters.

ARTICLE V – OFFICERS

Section 1. Officers – the officers of this Association are the President, Vice President, Secretary-Treasurer and the Immediate Past-President.

Section 2. Qualifications – only Fellows are eligible for selection or appointment as an officer of the Association. Immediate Past-President will serve as an officer following his or her tenure as President, whether or not he or she is currently a Fellow.

Section 3. (a) Election of Officers - During the annual AAOE meeting, Fellows present at the meeting Association shall elect the President, Vice President and Secretary- Treasurer by a simple majority.

(b) Upon the election of Officers, the outgoing President shall serve as the Association’s Immediate Past-President for the subsequent term.

Section 4. Term and Tenure

The Officers shall assume office at the close of the annual meeting at which they were elected, and shall serve a term of two years until the close of the next annual meeting during which elections are held.

Section 5. Vacancies

- (a) If the President is no longer able to serve his/her office, the Vice President shall succeed to the office of the President and is responsible for the duties of this office until the next annual meeting of the Association.
- (b) If the Vice President and/or the Secretary-Treasurer is/are unable to serve his/her/their office, that position shall be filled by appointment of the President until the next annual meeting, at which time, if necessary, the Fellows present shall elect a fellow to serve the vacated office for the unexpired portion of the term.

Section 6. Rights and Duties of Officers

- (a) President - The President shall preside at all association meetings and meetings of the Executive Committee. He/she shall perform such other duties and exercise such other rights as provided in this Constitution and By-Laws, and as custom or parliamentary usage may require, and as the Executive Committee shall direct.
- (b) Vice President - The Vice President shall assist the President in the discharge of his or her duties and shall officiate for the President during his/her absence or at his/her request.
- (c) Secretary-Treasurer - The Secretary-Treasurer shall:

- (1) Keep minutes of the proceedings of the Association and of the Executive Committee and submit a draft promptly after each meeting for distribution and posting;
 - (2) Perform such other duties as may be required by these By-Laws, custom or parliamentary usage, or by the Association.
- (d) Immediate Past President – The Immediate Past President shall serve on the Executive Committee for the purposes of assisting the officers and providing continuity to aid in the past, pending, and future business before the Association. The Immediate Past President shall participate in meetings of the Association and of the Executive Committee.

ARTICLE VI — GENERAL POWERS OF THE ASSOCIATION

All legislative powers of the Association, including the power to alter, amend or repeal this Constitution and By-Laws is vested in, and resides solely in, the Fellows present and voting, in annual or special session, in accordance with the provisions of these By-Laws. The Association, so voting, shall have the power by resolution at any session to adopt, for such action or future action as it deems proper, what it deems to be desirable criteria or minimum standards with respect to any matter coming within the scope of its objectives. In the determination of such criteria or minimum standards it shall give consideration and weight to the findings, determinations and/or recommendations of any recognized educational or regulatory agency. The Association at any meeting shall have the power by resolution to create such committees as it may deem advisable, to be constituted and appointed as the Association shall determine to investigate and study such issues as the Association shall designate, and to make recommendations thereon to the Association provided only that the jurisdiction of such committee or committees shall in no way conflict with the provisions of these By-Laws.

ARTICLE VII – COMMITTEES

Section 1. Executive Committee

- (a) General Powers - The Executive Committee shall carry out the mandates and policies of the Association as determined by the Fellows. Subject only to the provisions of these By-Laws and to all resolutions and enactments of Fellows passed at any meeting, the committee has full and complete power and authority to perform all acts and to transact all business for and on behalf of the Association and to manage and conduct all property, affairs, work and activities of the Association. The committee shall have such other powers and duties as these By-Laws may elsewhere provide and as the Association may in addition grant or impose.

Section 2. Nominating Committee

- (a) Duties – The Nominating Committee shall meet in person, telephonically, or electronically at least thirty days prior to the annual meeting of each election year and submit to the Executive Committee a list of names for nomination to replace officers whose terms will expire at the end of the annual meeting. Such list of nominees shall be forwarded to members no later than thirty (30) days prior to the annual meeting.

ARTICLE VIII — ANNUAL MEETINGS

Section 1. Sessions of the Association - The Association shall hold a regular annual meeting concomitantly with the annual meeting of the Federation of State Medical Boards of the United States. The Association

may be called into special session at any time during the year by the President on the written request of ten (10) Fellows.

Section 2. Meetings of the Executive Committee - The Executive Committee shall meet at such times immediately preceding, during or following a meeting of the Association as determined by the President. The President may call a special meeting of the committee at other times and must call a special meeting on the written request of two members of the committee.

Section 3. Annual Summit - The Association shall hold an Annual Summit between November and February, in conjunction with an AOA event where possible. This will be an educational summit and a business meeting.

Section 4. A business meeting shall be held at the AOA annual House of Delegates meeting.

Section 5. Order of Business at Meetings - The Association at any meeting, whether in regular or special session, shall proceed in the order of business set by the Executive Committee. At any meeting the Association, however, by specific motion, may change the order of business previously set by the committee and proceed thereunder in accordance with the terms of the motion.

Section 6. Rules of Order- In the absence of any provision in this Constitution and By-Laws to the contrary, all meetings of the Association, of the Executive Committee, and of any other committee or workgroup created by the Association shall be governed by the parliamentary rules and usages contained in the then current edition of Robert's "Rules of Order."

Section 7. Quorum – a quorum shall consist of those Fellows present in person and voting.

ARTICLE IX — FINANCES

Section 1. Raising of Funds- Funds for conducting the affairs of the Association may be raised:

- (1) By such annual dues as are imposed on State Licensing Board Members, on Fellows, and on Associate Members;
- (2) By such special assessments as the Association may determine;
- (3) By voluntary contributions, devices, bequests and other gifts; and
- (4) In any other manner approved by the Association.

Section 2. Fiscal Year - The fiscal year of the Association is from June 1 to May 31 inclusive.

Section 3. Annual dues (if any) as determined by the Association, are due and payable by June 1 of the year.

Section 4. Appropriation and Expenditure of Funds - At the annual meeting, the Executive Committee shall submit to the Association an accounting of the current fiscal year's budget and expenditures (to date).

ARTICLE X — OFFICIAL PUBLICATION

The official publication of this Association is direct email to the membership. The Website is <http://www.aaoe-net.org>. It is the responsibility of the members to update and submit email addresses to the AOA Staff Liaison at the email address provided on the website and in communications to the Fellows.

ARTICLE XI — AMENDMENTS

These By-Laws may be amended at any meeting by the affirmative vote of at least two-thirds of the Fellows present and voting. Amendments must be presented to the members of the association at least thirty (30) days prior to any scheduled or called meeting.

ARTICLE XII — REPEAL OF PREVIOUS CONSTITUTION AND BYLAWS, MOTIONS AND RULES

On the adoption of these By-Laws, the following are repealed:

- (1) The By-Laws in force at the time, and
- (2) All previous motions or record and rules and regulations in conflict with these By-Laws, provided, however, that all officers now in office shall continue their incumbency until their successors are duly elected as provided in these By-Laws.