

BY-LAWS
KANSAS ASSOCIATION OF OSTEOPATHIC MEDICINE
(INCORPORATED)
As amended December 2024

An affiliate society of the American Osteopathic Association organized December 15, 1980. Incorporated for educational and charitable purposes. Charter granted April 3, 1913.

ARTICLE I - NAME

The name of this organization shall be the Kansas Association of Osteopathic Medicine.

ARTICLE II - Mission

SECTION 1. The Mission of this Association shall be focused on medical education, physician support and patient advocacy.

SECTION 2. This Association shall function as an affiliate society of the American Osteopathic Association.

ARTICLE III - MEMBERSHIP

SECTION 1. CLASSIFICATION. The members of this Association shall be classified as:

- a. Active Members
- b. Associate Physician Members (non-voting)
- c. Resident Members
- d. Student Members
- e. Honorary Members
- f. Honorary Life Members
- g. Retired

SECTION 2. MEMBERSHIP REQUIREMENTS

- a. Active Membership. Any graduate of an approved college of osteopathic medicine licensed to practice osteopathic medicine and surgery in Kansas.
- b. Associate Membership. Any graduate of an approved college of osteopathic medicine licensed to practice osteopathic medicine and surgery in one or more states of the United States, but not licensed in Kansas.
- c. Resident Membership. Any graduate of an approved college of osteopathic medicine in a Kansas residency program.
- d. Student Membership. An undergraduate student enrolled in an approved college of osteopathic medicine.
- e. Honorary Membership. Persons who have made valuable contributions to the science of osteopathic medicine or have rendered important services to the profession and who shall have been elected to such honorary membership by a two-thirds vote of the Board of Trustees.
- f. Honorary Life Membership. Life membership may be granted by the Executive Committee upon written application of any regular member who has reached the age of seventy-five (75), or who has completed fifty years of osteopathic practice, whichever comes first, and who has been a member in good standing of his or her divisional society for twenty-five (25) consecutive years immediately preceding.
- g. Retired Membership: Retired membership may be granted by the Executive Committee upon written application of any regular member who has retired from all aspects of clinical and administrative medicine and who has been a member in good standing of his/her divisional society for at least twenty-five (25) consecutive years.

SECTION 3. MEMBERSHIP PRIVILEGES

- a. Active Membership. Active members shall be entitled to full privileges of membership, including holding a and voting.
- b. Associate Membership. Associate members shall be entitled to all the privileges of active membership in the Association except those of holding office and voting.
- c. Resident Membership. These members are entitled to all the privileges of active membership, except those of holding office.

- d. Student Membership. Medical student members of the Kansas Osteopathic Student Association shall be entitled to all the privileges of active membership except that of holding office and voting.
- e. Honorary Membership. Honorary members shall be entitled to all the privileges of active membership except those of holding office and voting.
- f. Honorary Life Membership. Honorary life members shall be entitled to all the privileges of active membership.
- g. Retired Membership. Retired members shall be entitled to all the privileges and benefits of active membership in the Association but shall not be required to pay any assessments established by the Association. Nothing in this section shall prevent any retired member from voluntarily contributing to the finances of the Association.

The Board of Trustees may approve, upon majority vote, Institutional memberships for Colleges of Osteopathic Medicine, Hospitals and other organizations. The dues and benefits will be approved by the Board of Trustees.

SECTION 4. APPLICATION FOR MEMBERSHIP. Application shall be made in writing or electronically, on forms prepared for that purpose. Said application shall verify that the applicant is licensed to practice. The applicant must furnish such other information as the Executive Committee may require. The application must be accompanied by the current year's dues.

SECTION 5. RESIGNATION. Any member desiring to resign from membership in this Association shall send his or her resignation in writing to the Executive Director.

SECTION 6. DELINQUENCY AND REINSTATEMENTS.

- a. Any member whose dues remain unpaid three months after the membership year begins shall no longer hold membership status.
- b. Any member dropped from the rolls for non-payment of dues shall pay the full amount of current annual dues at the time of reapplying for membership.

SECTION 7. DISCIPLINE.

- a. The Code of Ethics of this Association shall be the same as the Code of Ethics of the American Osteopathic Association.
- b. A member, who has been suspended or expelled, upon giving evidence satisfactory to the Executive Committee of his/her purpose and intent to comply with the rules governing membership in this Association, may be reinstated by a three-fourths vote of the Executive Committee.

ARTICLE IV - FEES, DUES AND ASSESSMENTS

SECTION 1. PAYMENT OF DUES. The annual dues of members of this Association shall be payable on or before the first day of the first month of each fiscal year upon receipt of notice in advance from the Executive Director. The fiscal year of this Association shall be from July 1 to June 30.

SECTION 2. ANNUAL DUES. Dues for each membership category shall be established by the Executive Committee.

SECTION 3. ASSESSMENTS. To meet emergencies the Executive Committee may levy such assessments as it deems necessary.

- a. All special assessments levied by the Executive Committee and/or members in attendance at an Association Annual Membership Meeting shall be due as levied upon receipt of notice of such assessment from the Executive Director. Failure to pay such assessment shall incur the same penalty as failure to pay dues.
- b. Members who are exempt from payment of dues and student members shall be exempt from the payment of assessments. Active members who are in their first year of membership shall pay fifty percent (50%) of assessments levied; all others shall pay the full amount of the assessment.

ARTICLE V - OFFICERS

SECTION 1. OFFICERS. The officers of this Association shall be the following:

- a. President
- b. President-Elect
- c. Immediate Past President

- d. Vice President
- e. Secretary/Treasurer
- f. Four At-Large Trustees
- g. Senior Trustee
- h. American Osteopathic Association Delegates and Alternates
- i. Executive Director (Ex Officio)

SECTION 2. ELECTIONS/SUCCESSION.

- a. In the event that any elected or appointed Delegate, or his Alternate, shall not be present at the KAOM Annual membership meeting, then the Senior Alternate Delegate shall be seated.
- b. The Vice President, one At Large Trustee, and any vacant positions, shall be elected by ballot at each annual convention or via electronic ballot.
- c. The President and the Vice President together with the Executive Director shall be ex officio officers of the Executive Committee.
- d. Trustees shall be elected for three years.
- e. Delegates and Alternates to the American Osteopathic Association House of Delegates shall be elected for four years. One Delegate and one Alternate Delegate shall be elected in each even-numbered year.
- f. The President-Elect shall succeed to the office of President; the Vice President shall succeed to the office of President-Elect; and any of the offices may be opened for nominations and election upon two-thirds vote of the members present at the Annual membership meeting.
- g. All officers shall serve until their successors are elected or appointed.
- h. In the event an officer is absent for three or more meetings and fails to perform the duties of his or her office, the Executive Committee may, by a two-thirds majority vote, declare the office vacant.
- i. The Executive Committee shall fill all vacancies in officers at the next annual meeting of the Association.

ARTICLE VI - DUTIES OF OFFICERS

SECTION 1. DUTIES OF PRESIDENT.

- a. The President, or in his or her absence, the Vice President, or the President's appointee, shall preside at all meetings of the Executive Committee and the Annual membership meeting.
- b. The President may appoint committees and task forces.
- c. The President shall call special meetings of the membership whenever necessary after approval of the Executive Committee, or by written request signed by twenty-five percent (25%) or more of the voting members.

SECTION 2. DUTIES OF PRESIDENT-ELECT.

- a. In the event the President is unable to complete his or her term in office, the President-Elect will complete his or her term as President.

SECTION 3. DUTIES OF IMMEDIATE PAST PRESIDENT.

- a. The Immediate Past President shall be a member of the Executive Committee and shall attend all regular and special meetings. The Immediate Past President shall Chair the Nominations Committee.

SECTION 4. DUTIES OF VICE PRESIDENT.

- a. The Vice President, in the absence of or at the request of the President, shall preside at all meetings of the Executive Committee and annual membership meeting.

SECTION 5. DUTIES OF ELECTED TRUSTEES.

- a. The Trustees shall perform such other duties as may be imposed upon them by the members in attendance at the Annual membership meeting.

SECTION-7. DUTIES OF EXECUTIVE DIRECTOR.

- a. The Executive Director shall be the Executive and Recording Secretary to the Association in the conduct of the affairs of the Association under direction of the President and the Executive Committee.
- b. The Executive Director shall cooperate with the committees in the execution of the policies of the association as outlined by the Executive Committee.

c. The Executive Director shall present an annual report for each fiscal year ending June 30. The report will be presented at the annual membership meeting and electronically sent to all members. The report will include the following:

- (1) Financial Report
- (2) Membership Report

d. The Executive Director shall oversee financial reporting and engage an external accounting firm or accountant to keep financial records.

e. The Executive Director shall be the managing editor of all publications, including electronic, of this Association.

ARTICLE VII - EXECUTIVE COMMITTEE

SECTION 1. CLASSIFICATION.

a. The Executive Committee shall be composed of the following members:

- (1) President
- (2) Immediate Past President
- (3) President-Elect
- (4) Vice President
- (5) Secretary/Treasurer
- (6) Executive Director.

The Executive Committee shall be the administrative and executive body of the Association and handle all urgent matters occurring between meetings of the Board of Trustees.

SECTION 2. DUTIES.

a. The Executive Committee shall appoint the Executive Director.

b. The Executive Committee shall investigate all written charges of violation of the Constitution, Bylaws, Code of Ethics, and of unprofessional conduct of any member; and shall have the power to censure, suspend, or expel as the findings warrant. The Executive Committee shall first cite the member and allow them to respond to such charge.

c. The Executive Committee shall appoint such committees and task forces not otherwise provided for in these Bylaws and shall fill, by appointment, any vacancy occurring in its membership or any other office until time of the next annual membership meeting of the Association.

d. The Executive Committee may, upon application of any eligible person, reduce or waive the dues for active membership in hardship cases, and may adopt rules to govern their actions in such cases.

e. The Executive Committee shall have the power to call special meetings when the interests of osteopathy in the state require such meetings.

f. The members of the Executive Committee shall be entitled to transportation expenses necessarily incurred in attending called meetings of the Executive Committee, provided the finances of the Association are such as to warrant such expenditures. However, no expenses shall be allowed for meetings of the Executive Committee held at the time of the annual membership meeting.

ARTICLE VIII - COMMITTEES

SECTION 1. In addition to committees otherwise provided in these Bylaws and created by the Executive Committee, there shall be a Committee on Peer Review and Professional Relations.

Members and chairmen of these committees shall be appointed by the President of the Association. The duties and responsibilities of these committees shall be determined by the Executive Committee.

ARTICLE IX - QUALIFICATIONS, NOMINATIONS, AND ELECTION OF OFFICERS

SECTION 1. ELECTED OFFICERS. The elected officers and the chairman of each committee and task force of this Association shall be active members of the American Osteopathic Association and the Kansas Association of Osteopathic Medicine.

SECTION 2. NOMINATING COMMITTEE.

a. The Executive Director shall communicate the upcoming election and any open offices or committee slots to the entire membership at least 30 days prior to the annual membership meeting and allow eligible members to self-nominate or nominate their peers for openings. The Executive Director shall furnish the Nominating Committee with any responses from this communication, along with a list of all who are and have been active members in good standing for two consecutive years. The Nominating Committee shall use these resources to select nominees. The Nominating Committee shall be charged with using utmost care and diligence in selecting only such candidates who will serve the best interests of this Association.

c. The Nominating Committee shall report to members one nominee for each of the elective offices, at least 14 days prior to the annual membership meeting. Eligible members may vote via electronic ballot prior to the annual membership meeting. The election results will be announced by the President at the annual membership meeting.

SECTION 3. DELEGATES AND ALTERNATE DELEGATES to the AOA HOUSE OF DELEGATES

a. Delegates and Alternate Delegates to the American Osteopathic Association shall be elected as follows: Delegate and Alternate No. 1, shall be elected in 1956 and every four years thereafter; Delegate and Alternate No. 2, shall be elected in 1958 and every four years thereafter.

b. The Executive Committee shall appoint Delegates and Alternates to fill any vacancy occurring for any reason, or to name additional Delegates should the Association become entitled thereto, until the next annual meeting of the AOA House of Delegates.

c. The Board of Trustees will appoint a Delegation Chair prior to each AOA House of Delegates meeting.

ARTICLE X – ANNUAL MEMBERSHIP MEETING

SECTION 1. SPECIAL MEETINGS. The Executive Committee shall have the power to call special meetings when the interests of osteopathy in the state require such meetings.

SECTION 2. ANNUAL MEMBERSHIP MEETING. An annual membership meeting shall be held in the spring and may be held electronically or in-person at the annual CME event. Special meetings shall be called by the President on written request signed by twenty-five percent (25%) or more of the certified voting members.

SECTION 3. QUALIFICATIONS FOR VOTING

a. Annual Membership Meeting of the Kansas Association of Osteopathic Medicine shall consist of members of the Association whose membership category entitles them to vote. Each member shall have one vote at the Annual Membership Meeting.

b. The Executive Director shall certify a list of all eligible voting members to the Executive Committee, prior to the convening of the any membership meeting of the Kansas Association of Osteopathic Medicine. This shall be the certified list of those eligible to vote.

c. The Annual membership meeting shall be the highest legislative body of the Association.

d. Members in attendance shall constitute a quorum for the transaction of business.

e. Officers of the Association shall be elected at the Annual Membership Meeting.

f. All matters of appropriation or expenditure originating at the Annual membership meeting must be referred to and passed by the Executive Committee before being voted upon by members in attendance.

ARTICLE XII - AMENDMENTS

SECTION 1. APPROVAL OF AMENDMENTS. These Bylaws may be amended at any Annual Membership Meeting by a two-thirds vote of the certified voting members in good standing in attendance at such session; provided that such amendments have been presented in writing to the Executive Committee and filed with the Executive Director at least 10 days prior to the vote. These Bylaws may also be amended by a 2/3 majority vote of the Board of Trustees.

ARTICLE XIII - PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order, Revised, shall govern this Association in all cases to which they are applicable, and in which they are not inconsistent with the Bylaws or special rules of order of this Association.

ARTICLE XIV - SUBSIDIARY GROUPS

The Executive Committee may approve the establishment by this Association of subsidiary organizations, not-for-profit foundations, peer review organizations, or may join as members with existing or to-be-formed not-for-profit foundations or organizations concerned with the delivery of health care to the people of this state, or the maintenance of quality controls, peer review, or other mechanism involving delivery and quality of health care. Any such action taken by the Executive Committee shall be presented to the membership at the next Annual Membership Meeting for its ratification. No subsidiary organization created by the Association or affiliation with any other organization or foundation shall be approved unless the same is a not-for-profit organization duly recognized as such under the Internal Revenue Code.

