<table>
<thead>
<tr>
<th>TABLE OF CONTENTS</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>5</td>
</tr>
<tr>
<td>AOA Mission Statement and Vision</td>
<td>1</td>
</tr>
<tr>
<td>Overview of Corporate Structure</td>
<td>3</td>
</tr>
<tr>
<td>Overview of Governance Structure</td>
<td>4</td>
</tr>
<tr>
<td>Overview of Financial Operations</td>
<td>6</td>
</tr>
<tr>
<td>Overview of Policy Making Process</td>
<td>6</td>
</tr>
<tr>
<td>House of Delegates – Duties</td>
<td>7</td>
</tr>
<tr>
<td>Board of Trustees – Duties</td>
<td>8</td>
</tr>
<tr>
<td>Executive Committee and Departmental Chairs – Duties</td>
<td>8</td>
</tr>
<tr>
<td>Officers of the American Osteopathic Association – Duties</td>
<td>8</td>
</tr>
<tr>
<td>Staff and Personnel Issues</td>
<td>12</td>
</tr>
<tr>
<td>Departments, Committees, Bureaus and Councils</td>
<td>12</td>
</tr>
<tr>
<td>Appendix A – Articles of Incorporation</td>
<td>17</td>
</tr>
<tr>
<td>Appendix B – Constitution, Bylaws and Code of Ethics</td>
<td>18</td>
</tr>
<tr>
<td>Appendix C – House of Delegates</td>
<td>19</td>
</tr>
<tr>
<td>Appendix D – AOA Official Family</td>
<td>20</td>
</tr>
<tr>
<td>Appendix E – Colleges of Osteopathic Medicine</td>
<td>21</td>
</tr>
</tbody>
</table>
Introduction

This is the Administrative Guide of the American Osteopathic Association (AOA). It is a document that the AOA’s Board of Trustees is required to maintain. As described in the AOA’s Bylaws, the Administrative Guide serves as a “handy reference book of concise statements of the duties” of the AOA’s officials, committees, departments, bureaus, and employees. The administrative guide serves as a summary of critical components of the constitution and bylaws, the controlling governance documents of the AOA, but this guide is not, in and of itself, controlling or authoritative. The AOA’s Articles of Incorporation, Constitution, Bylaws, and the Handbook for Delegates to the House of Delegates are attached as appendices.

The Bylaws specify that copies of the Administrative Guide should be available to the following constituencies: divisional societies and other affiliated organizations, to the AOA’s officers and other groups or individuals designated by the Board of Trustees. The Administrative Guide is intended to provide readers with a quick overview of the AOA’s administration and operations. Descriptions found in this Guide are, therefore, brief. Readers seeking greater detail should contact the office of the AOA’s CEO.

AOA Mission Statement, Vision and Strategic Plan

Strategic Plan

The AOA is dedicated to advancing the osteopathic profession consistent with its mission and vision. In order to do so, effective governance and long-range planning are essential. The AOA appoints a committee on strategic planning periodically to provide oversight of this process on two levels: (1) the AOA Strategic Plan is revised and updated approximately every three years; and (2) the committee monitors the AOA’s progress in meeting the objectives of the plan. The Strategic Plan is approved by the Board of the Trustees. Through the strategic planning process, all units of the AOA leadership and staff are involved in the development and review of the plan. The strategic plan then becomes a resource for determining the appropriate allocation of the AOA’s resources.

Mission & Vision Statement

The strategic plan includes a formal Mission and Vision Statement.

The strategic plan approved by the Board of Trustees states that the AOA’s mission is:

To advance the distinctive philosophy and practice of osteopathic medicine.

The Vision of the AOA is “To be the professional home for all physicians who practice osteopathically.”
Overview of the AOA’s Corporate Structure

The AOA is incorporated in the State of Illinois under the Illinois Not for Profit Corporations Act. It is recognized by the Internal Revenue Service (IRS) as exempt from federal taxation under section 501(c)(3) of the Internal Revenue Code. The AOA received its 501(c)(3) status because of its involvement in medical education and research.

The 501(c)(3) tax exemption provides the AOA with significant advantages, including exemption from certain federal, state, and local taxes and the ability to receive tax-deductible contributions. However, as a 501(c)(3) organization, there are strict limitations on the AOA’s activities. The IRS expects that revenues and resources will be used to advance the AOA’s tax-exempt purposes and monitors the AOA’s financial activities through detailed financial reporting requirements. Additionally, the AOA is only permitted a limited range of political activity that allows for lobbying up to a specific financial limit and the AOA is not permitted to endorse candidates for office or contribute to political campaigns or maintain a political action committee.

The osteopathic family includes a variety of divisional (state), specialty and philanthropic affiliates. The divisional and specialty affiliates are separately incorporated, freestanding organizations. However, as part of the process of becoming an affiliated organization, our bylaws require organizations to provide their basic documents (i.e., constitution and bylaws) and certain other organizational information for the AOA’s review and approval.
Overview of Governance Structure

House of Delegates

The AOA is organized as a federation of the AOA’s divisional societies (i.e. state associations and the Association of Military Osteopathic Physicians and Surgeons). The divisional societies administer the affairs of the AOA through a House of Delegates, which meets once each year, traditionally in July. Specialty affiliates are also represented in the House of Delegates. The House of Delegates is the AOA’s legislative body. (AOA Constitution, Article VI.)

Concurrence (agree) with the Board of Trustees’ actions, regarding approval of the expenditures of the AOA, as defined in that fiscal year's budget, is required. Such concurrence can be achieved via resolution from the Joint Board House Budget Review Committee which states that the House of Delegates concurs (agrees) with the Board of Trustee's approval of the expenditures for the current fiscal year.

Changes to the Constitution and Bylaws of the AOA require approval of the House of Delegates. As a mandatory order of business, each year the House elects a President-elect and several members of the Board of Trustees. The Speaker of the House of Delegates is the presiding officer at meetings of the House. The Vice Speaker presides during the absence or at the request of the Speaker. The CEO serves as the Secretary to the House of Delegates. The installation of the new president takes place during the house of delegates meeting.

Board of Trustees

The House of Delegates elects the members of the AOA’s Board of Trustees, which is made up of 28 positions: President, President-elect, the past presidents from the past two years, First Vice President, Second Vice President, Third Vice President, eighteen at-large trustees who serve staggered three-year terms, a student trustee, a postdoctoral trainee trustee, and one trustee who is a new physician in practice. Beginning in the 2018-19 year, the Board added three emerging leader advisors to the Board: one student, one postdoctoral trainee, and one new physician in practice. The advisors may attend and participate in the Board meetings but are not members of the Board. For reasons of attorney-client privilege, they may be dismissed from certain executive session discussions.

The Board of Trustees has authority to “direct the affairs of the Association” between meetings of the House of Delegates. (Bylaws, Article VII, Section 1.) The Board of Trustees typically has at least two business meetings each year: an annual meeting prior to the House of Delegates and a mid-year meeting. Additionally, the board may convene a business (“Conclave”) meeting prior to OMED. Other business meetings and special meetings may be called from time-to-time when necessary.

Executive Committee

When the full Board of Trustees is not in session, a 10-member Executive Committee of the Board of Trustees has authority to “transact business of the Board of Trustees.” (Bylaws, Article VII, Section 3.) The Executive Committee is drawn from the following positions: President, President-
elect, the two Past Presidents on the Board, and the Chairs of the six Departments (Affiliate Relations; Finance; Education; Governmental Affairs; Membership; and Research and Public Health) The AOA President may also designate one other trustee who serves as a non-voting advisor to the Executive Committee. The Executive Committee typically meets once each month, except in months when the full Board of Trustees meets. Most meetings are conducted by telephone or video conference. Other Board members are welcomed and encouraged to attend, without voting.

Departments/Committees/Bureaus/Councils

The AOA Board of Trustees typically decides issues based on the advice and recommendations of a network of committees, bureaus, councils, commissions, and task forces. The AOA President, subject to approval by the Board of Trustees, appoints members and chairs of these groups. The committee-bureau-council-structure is divided among six departments:

Affiliate Relations, Finance, Education, Governmental Affairs, Membership, Research and Public Health (Bylaws, Article IX).

Additionally, several Committees of the Board of Trustees are categorized as non-departmental governance. These include: The Executive Committee and the Ethics Review and Board Appeals Committee of the Board of Trustees; The President’s Advisory Council House of Delegates Committee on Credentials; Committee on Administrative Personnel Committee on Awards; the Committee on AOA Governance and Organizational Structure (CAGOS); the CAGOS Constitution and Bylaws Subcommittee; and the CAGOS Basic Documents Subcommittee.

The AOA Board of Trustees has the authority to create new departments, as well as new committees, bureaus, councils, commissions, and task forces. The Board has discretionary authority to determine how best to deploy these groups within the department structure in order to create policy and provide oversight for the activities of the AOA.

Staff

The AOA staff is responsible for implementation of the policy set by the House of Delegates, Board of Trustees and the Committees, Bureaus and Councils. The Board of Trustees is responsible for hiring four administrative officers -- the CEO (chief administrative officer), the Controller (chief financial officer), the General Counsel (chief legal officer) and the Editor -- who oversee various aspects of the AOA’s day-to-day operations and are subject to the directives of the Board of Trustees through the Chief Executive Officer. Of these positions, the CEO serves as the primary administrator and is responsible for the hiring and supervision of all other AOA employees.

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1 The AOA is considering amendments to the Constitution and Bylaws that when approved will change the names of the departments as follows: Affiliate Relations (instead of Affiliate Affairs), Finance (instead of Business Affairs), Education (instead of Educational Affairs), Governmental Affairs, Membership (instead of Professional Affairs), and Research and Public Health (instead of Research and Development).
Overview of Financial Operations

A key obligation of the AOA’s officers and trustees is to review and understand the AOA’s financial statements and make decisions that are in the best interests of the AOA. The AOA’s fiscal year runs from June 1 to May 31. Spending decisions are made based upon an annual budget that is submitted to the Finance Committee of the Board of Trustees for approval prior to the beginning of the fiscal year and subsequently approved by the full Board of Trustees. Budgeting decisions are made to advance the goals set forth in the AOA’s Strategic Plan and other identified organizational priorities.

The Finance Committee has authority to review requests for additional funding and/or approval of programs or services. However, as explained in a September 2013 Board resolution, the Finance Committee does not need to review or approve “internal budget reallocations” (budget-neutral repurposing of identified operating expense savings or excess revenues to fund other specifically identified operating costs) of less than $100,000. Once acted upon by the Finance Committee the recommendations are then sent to the full Board of Trustees for their review and action.

As a measure of financial prudence, the AOA maintains a financial reserve. The reserve serves multiple functions: (a) it is a measure of the AOA’s financial strength and ability to thrive, rather than subsisting “hand to mouth”; (b) it is added insurance/“rainy day fund” in the event of disaster or financial downturns; and (c) it is a “savings account” to set aside resources for use when special opportunities arise. The AOA has a policy governing the financial reserve, which is reviewed by the AOA Joint Board / House Budget Review Committee and acted upon by the AOA House of Delegates.

The Controller and staff from the AOA’s finance department prepare monthly financial statements. The information is available for review by the Board of Trustees. Financial statements may also be discussed and reviewed by the Finance Committee.

The AOA’s financial statements are audited at the end of each fiscal year by an outside accounting firm selected by the Board of Trustees’ Audit Committee and approved by the Board of Trustees. The Audit Committee is comprised of members of the Board of Trustees who do not serve on the Finance Committee. It is responsible for oversight of the audit process and meets with the auditors at the conclusion of the audit process and as needed and appropriate during the audit process. It has the right to meet with the auditors without staff present.

Overview of Policymaking Process

The AOA’s policy can be set by the House of Delegates or the Board of Trustees; AOA staff maintains a compendium of official policies. Policies in the House of Delegates are determined by majority vote of the House of Delegates acting on a resolution submitted by a delegate, an affiliated organization or an appropriate AOA Committee, Bureau or Council. Typically, resolutions are first reviewed by one of the House Reference Committees, which make recommendations and submits a final version of the resolutions to the entire House of Delegates for deliberation and action. After approval of resolutions, staff is responsible for implementing the policy and will prepare a report to the next year’s House of Delegates to identify steps taken to implement the policies set by the House. The AOA staff maintains a tracking tool, which indicates the status and implementation progress on all resolutions dating back to 2017.
The Board of Trustees can also set policy in certain areas for the AOA and, because of the committee-bureau-council infrastructure and expertise, is the preferred vehicle for setting policies related to education, certification, and accreditation. The Board of Trustees reviews resolutions submitted by appropriate AOA Committees, Bureaus or Councils or AOA officers. The Board also reviews all resolutions submitted to the House of Delegates and determines its collective position on each, making such positions available to the House of Delegates. Except where otherwise provided in the AOA’s Constitution or Bylaws as an area of specific Board of Trustees’ responsibility, policy set by the Board of Trustees can be overturned by vote of the House of Delegates.

AOA policy set by the House of Delegates is subject to a process of automatic sunset review every five years—Staff, in consultation with the Speaker of the House, identifies policies that should be reviewed. The policies are then circulated to the appropriate bureaus, councils or committees for evaluation and recommendation. The recommendations are then compiled and presented to the House of Delegates for its consideration in determining whether to affirm, amend or disaffirm the policy. The CEO reviews resolutions from the Board of Trustees and provides updates to the Board regarding implementation.

Although the AOA, through the Board of Trustees or House of Delegates, can make policy decisions on a very broad range of issues, the AOA’s Board of Trustees and House of Delegates cannot set policy or make decisions regarding accreditation of colleges of osteopathic medicine. Similarly, the Board and House are not permitted to set accreditation standards. Because of regulations set by the U.S. Department of Education, the AOA’s Commission on Osteopathic College Accreditation (COCA) has final decision-making authority on accreditation of colleges of osteopathic medicine.

**House of Delegates - Duties**

The House of Delegates is the legislative body of the American Osteopathic Association. Through its deliberations, the House sets policy for the Association and reviews and approves the strategic plan and receives the budget from the Board of Trustees. The House also elects members of the Board of Trustees, officers of the Board of Trustees, and officers of the House of Delegates and has authority to set membership dues.

**Board of Trustees - Duties**

The AOA Board of Trustees is the administrative and executive body of the Association. It has the following duties:

- Directing the management of the affairs of the Association between annual meetings. The Board accomplishes this by: (1) Appointing the Administrative Officers (CEO, Controller, General Counsel, and Editor); (2) providing oversight of the AOA CEO and staff in their execution of the AOA’s policies and goals as determined by the House of Delegates and Board of Trustees; (3) creating departments, committees, bureaus, councils and task forces as necessary to carry out the AOA’s mission and policy, and (4) confirming the President’s appointment of the chairs and members of the organization’s governance entities (i.e. committees, bureaus and councils).
Overseeing the management of the AOA’s finances, including, with the concurrence (agreement) of the House of Delegates, setting a budget, authorizing substantive expenditures outside of the budget, appointing an independent outside certified public accountant to audit the AOA’s financial statements certify to the accuracy of the statement of financial condition of the Association to be reported at the annual meeting of the House of Delegates.

Where appropriate and in the best interests of the Association, as determined by careful investigation and by a three-fourths vote, removing any officer or revoking, suspending, or placing on probation the charter of divisional or specialty societies.

Serving as the final authority on all questions of an ethical or judicial character.

Maintaining and revising the Administrative Guide.

Arranging for the publication (in electronic or printed format) of an official journal of the Association and other publications that may be deemed necessary or are directed by the House of Delegates.

Role of AOA Board and Staff.

The AOA is a large organization with employed staff to help carry out its mission. The role of the Board of Trustees is to represent the interests of the members by setting direction for the AOA and then providing general oversight to ensure that the policy and directions are followed and that the financial and substantive performance goals set by the Board are met. Additionally, the AOA’s Bylaws include a specific list of responsibilities of the Board. Among their duties is the responsibility to hire and evaluate the performance of the CEO. The CEO, in turn, is responsible of oversight of the staff and implementation of the goals set by the Trustees. Day-to-day operations, as directed by the CEO, are managed and implemented by the staff, which reports to the CEO.

AOA Executive Committee - Duties

The Executive Committee is responsible for conducting the business of the Board of Trustees between meetings of the full Board of Trustees. It typically meets once each month by telephone or video conference, but special meetings can be called as necessary when matters require expedited review and action.

AOA Departmental Chairs - Duties

Department Chairs are responsible for oversight of the committees, bureaus, and councils that are within their respective Departments within the Board of Trustees governance structure. The Department Chairs serve on the Executive Committee and report to the Board of Trustees regarding activities within their Department. As a general matter, the activities of all departments, bureaus and committees are targeted to advancing the AOA’s strategic plan and are executed in close cooperation with the CEO and AOA staff. Upon the expiration of the terms of office of chairs
and members of the departments, bureaus, or committees, all records of the same shall be delivered by the chairs to the CEO. All employed staff primarily serve in a department within the operations structure of the AOA and may be assigned to departments, bureaus, and committees, but remain under the jurisdiction of the CEO.

**Officers of the American Osteopathic Association - Duties**

**Elected Officers and Order of Succession**

The Constitution identifies the following five elected positions as officers of the American Osteopathic Association: President, President-elect, First Vice President, Second Vice-President and Third Vice-President. The President-elect and the three vice presidential positions are elected annually by the House of Delegates to one-year terms of office.

The order of presidential succession is specified in the Constitution and Bylaws. The President-elect automatically succeeds to the presidency upon installation at the House of Delegates meeting approximately one year after election to President-elect as part of a 4-year presidential cycle (President-elect to President to Immediate Past President/Treasurer to Past President). If the President is unable to serve during the term of office as President, the President-Elect automatically becomes president for the unexpired portion of the predecessor’s term before completing the term for which the President-Elect was originally elected. If, during the remainder of the unexpired term, the former President-Elect becomes unable to serve out the balance of the President's office, then the Board of Trustees determines who serves as President for the remainder of the unexpired term. The Vice-Presidential positions are not part of the presidential succession plan.

**AOA President**. The President has the following duties:

- Serve as Chair of the Board of Trustees, Executive Committee, and the President’s Advisory Council.
- Appoint (with the approval of the Board of Trustees) the chairs and members of the various committees, bureaus and councils unless a position is already filled on a multi-year basis or a different method of appointment is specified.
- Create (with the approval of the Board of Trustees) Task Forces when necessary for investigation of specific issues.
- Serve as a member of the Finance Committee and as a member on the Committee on Administrative Personnel.
- Conduct the annual performance and compensation review for the CEO.
- Represent the AOA at appropriate meetings, functions or appoint someone to attend.
- Approve all travel of the AOA Board of Trustees; and
- Serve as an ex-officio member of all the AOA’s committees, bureaus, and councils.

Additionally, following the term of office of AOA President, the President continues to serve for two additional years on the Board of Trustees -- first, as Immediate Past President/Treasurer; and then, as Past President.

**AOA President-elect**. The President-elect performs the duties of the office of the President in the absence or at the request of the President. In the event that the President is unable to complete the
term of office, then the President-elect completes the President’s term of office before completing
the term for which the President-Elect was originally elected.

Immediate Past President/Treasurer. The Immediate Past President/Treasurer plays an active role in the
oversight of AOA’s financial activities by serving as Chair of the Finance Committee.

Past President. The Past President is the final year of the Presidential cycle. The Past President serves
as Chair of the Committee on Administrative Personnel.

Vacancy. If a vacancy in position of the Treasurer or Past President occurs, the President appoints
the Chair of the Finance Committee or the Committee on Administrative Personnel and a new
trustee is designated/elected to fill the vacant seat on the Board of Trustees for the remainder of the
Treasurer or Past President’s term.

AOA Vice Presidents. The Vice Presidents in the order of their designation and in the absence of the
President and President-elect, perform the duties of the Office of the President. The positions are
not related to the presidential succession sequence.

Administrative Officers

The Constitution and Bylaws identify the following four administrative officers: a Chief Executive
Officer (CEO), a Controller, a General Counsel, and an Editor. These positions are appointed by
the Board of Trustees and serve for a term of office determined by the Board of Trustees.

CEO. The CEO has the following duties:

- Serve as the Chief Executive Officer of the Association. This entails coordinating the work
  performed by the various departments, bureaus, and committees of the Association
  necessary to carry out the policies set by the House of Delegates and Board of Trustees.
  Except as otherwise provided, all of the AOA’s employed staff are supervised by the CEO.
- Serve as the executive secretary of the Association. In this capacity, the CEO is responsible
  for: making certain that the Association keeps appropriate records of its actions and
  transactions; keeping and overseeing the Association’s official correspondence; maintaining
  accurate records of the proceedings of the House of Delegates and the Board of Trustees;
  keeping an accurate record of all transactions conducted by the CEO’s office, which shall be
  subject to examination by the President or the Board of Trustees;
- Present an annual report to the House of Delegates and Board.
- Deliver all AOA property and records to the successor CEO at the expiration of
  employment; and
- Perform such other duties as may be prescribed by the Board consistent with the
  Constitution and Bylaws of the Association.

Controller. The Controller has the following duties:

- Management of the funds and assets of the Association, and disbursement of funds in the
  manner prescribed by the Board of Trustees.
- Collection of dues and assessments.
- Keep accurate records of the transactions handled by the Controller’s office, which shall
  always be subject to examination by the Board of Trustees. The Controller shall prepare
reports on at least a quarterly basis for the Board of Trustees and annually for the House of Delegates and the Board; and

- Perform such other duties as may be prescribed by the Board consistent with the Constitution and Bylaws of the Association. Deliver to the successor Controller or to the Board, or their assigned agent, all monies, records, and other property of the Association at the conclusion of employment as Controller.

**General Counsel.** The General Counsel has the following duties:

- Serve as the chief legal officer of the Association, responsible for oversight and management of all legal services provided to the Association, its trustees, officers and staff to ensure protection of the Association’s legal rights and maintenance of its operations consistent with the limits established by law;
- Provide legal advice and guidance to the trustees, officers and staff, bureaus, councils and committees of the Association on the legal implications of matters relevant to the Association, including compliance with federal, state and local laws and regulations applicable to a tax-exempt, not-for-profit membership organization and adherence to internal organizational policies and procedures;
- Draft and review contracts and other legal documents, policies, and procedures; research pertinent legal issues; prepare written and oral opinions and position statements on issues identified by the Association’s trustees, officers, staff, bureaus, councils, and committees.
- Represent or coordinate the representation of the Association in judicial and administrative proceedings; select, retain, and supervise outside counsel, as required, to obtain legal opinions or to handle claims and litigation; and
- Perform such other duties as may be prescribed by the Board consistent with the Constitution and Bylaws of the Association.

**Editor.** The Editor has the following duties:

Exercises editorial direction, in accordance with the established policies of the Board of Trustees and House of Delegates, for *The JAOA – the Journal of the American Osteopathic Association* and other AOA publications (printed and electronic) under the general supervision of the Chief Executive Officer.

**AOA Staff and Personnel Issues**

The AOA CEO oversees the activities of all employed staff of the AOA. The CEO reports on material, staff, and personnel issues to the Committee on Administrative Personnel, which reports to the Finance Committee and the Board of Trustees. Concerns regarding individual staff members should be brought to the attention of the CEO or the Director of the Department of Human Resources.

The Board of Trustees’ Committee on Administrative Personnel fulfills the Board’s responsibilities with respect to oversight of personnel issues.
Departments, Committees, Bureaus and Councils

The AOA's policy is developed through a network of Committees, Bureaus, Councils, Commissions and Task Forces, which are arranged under six Departments in the Board of Trustees governance structure. The Departments focus on advancing the specific strategic paths identified in the AOA's Strategic Plan. Each Department is led by a Department Chair, who is a member of the Board of Trustees and the Executive Committee. These departments mirror, but are not synonymous with, the departments which reside in organizational operations.

The different units of organizational structure are generally understood to have the following meanings:

- A “Committee” is an entity created by the Board of Trustees to provide oversight of a Board function. Committee members are appointed by the President (subject to approval by the Board of Trustees) but, with the exception of public members or student or postdoctoral trainee/members, the membership is usually comprised of Board members. Under Illinois law, a majority of a Committee must be Board members and there must be at least two Board members serving on the Committee. Committees report to the Board of Trustees through a Department.

- A “Bureau” is an entity created by the Board of Trustees to provide oversight of a non-Board function. Bureau members are appointed by the President (subject to approval by the Board of Trustees). Membership of Bureaus can be drawn from a combination of AOA members and other individuals from outside the AOA who can provide specific expertise on an issue or issues overseen by the Bureau. Bureaus report to the Board of Trustees through a Department.

- A “Council” is an entity created by the Board of Trustees to report to a Committee or Bureau. Councils provide oversight of specific issues within the purview of a larger Committee or Bureau. The Council’s membership is appointed by the President (subject to approval by the Board of Trustees) and can be comprised of AOA members and other individuals from outside the AOA who can provide specific expertise on an issue or issues overseen by the Council.

- A “Commission” is an entity created by the Board of Trustees with responsibility for a non-Board function, whose membership shall be appointed by the President (subject to approval by the Board of Trustees). Commission membership can be drawn from AOA members and other individuals from outside the AOA who can provide specific expertise on the issues assigned to the Commission. Commissions report to the Board of Trustees through a Department and are subject to budgetary and other constraints but shall have independent decision-making with respect to defined subject matter.

- A “Task Force” is an entity created by the President (with approval of the Board of Trustees) to review a specific assigned issue. The President (subject to approval of the Board of Trustees) appoints the members of a Task Force and the members may include a combination of AOA members and other individuals from outside the AOA who can provide specific expertise on the issue assigned to the Task Force. The Task Force should
report back to the Board of Trustees through a Department regarding its progress and conclusions. Task Forces are expected to resolve their business expeditiously and disband upon completion of their assignments.

A brief description of the current department-committee-bureau-council structure is set forth below. Except as otherwise stated, multi-year appointments to all AOA bureaus, councils and committees are for staggered terms.
Department of Affiliate Relations

The Department of Affiliate Relations consists of the Committees, Bureaus and Council that may be established by the House of Delegates or the Board of Trustees that are dedicated to issues related to collaboration with other organizations, including osteopathic and non-osteopathic entities.

Bureau of Affiliate Relations. The Bureau of Affiliate Relations was created by the Board of Trustees at the February 2020 midyear meeting. It is charged with responsibility for working closely with AOSED (Association of Osteopathic State Executive Directors) and SOSE (Society of Osteopathic Specialty Executives) to facilitate effective communications between the AOA and its state and specialty affiliate organizations.

Finance Department

The Finance Department consists of committees, bureaus and councils that may be established by the House of Delegates or the Board of Trustees related to the businesses and operations of the AOA. The Department has general supervisory authority over all AOA activities involving the AOA’s finances.

Finance Committee

The Finance Committee plans and prepares the AOA’s fiscal program. It reviews and approves the annual budget and budget adjustments. It receives financial statements and other reports from the Controller concerning the AOA’s financial status. The Committee reviews all resolutions with fiscal impact prior to Board of Trustees action. Similarly, the House of Delegates cannot authorize an appropriation without first securing the recommendation of the Finance Committee approved by the Board of Trustees, although an adverse ruling on such motions may be overruled by a three-fourths vote of the House of Delegates. The Finance Committee also provides oversight for the AOA’s external audit and tax preparation and monitors the AOA’s investments and the 142 East Ontario building operations.

Audit Committee

The Audit Committee is comprised of members of the Board of Trustees who do not serve on the Finance Committee. It is responsible for oversight of the audit process, including selection of the audit firm and meeting with the auditors as needed and appropriate during the audit process. The Committee has the right to meet with the auditors without staff present.

Joint Board House Budget Review Committee

The Joint Board House Budget Review Committee includes members of the Board of Trustees and House of Delegates (appointed by the speaker of the house of delegates) and serves as a House of Delegates reference committee. Each year, following the Board of Trustees’ approval of the annual budget, the budget is reviewed with and reported to the Joint Board House Budget Review Committee. Additionally, the committee also is responsible for review of the AOA’s policy governing use and maintenance of a financial reserve.
The Department of Educational Affairs consists of the committees, which may be established by the House of Delegates or the Board of Trustees to carry out efficiently the work of the AOA related to the full continuum of osteopathic medical education, including accreditation of the colleges of osteopathic medicine, approval of postdoctoral education programs and continuing medical education and board certification.

Bureau of Osteopathic Education (BOE) and BOE Appeal Committee.

The BOE provides governance to all educational endeavors of the association, except for those conducted by the Commission on Osteopathic College Accreditation. The BOE also has an appeal committee that reviews the actions of the BOE’s subordinated committees. As part of the recommendations from the 2010-11 Educational Policy and Procedures Review Committee, BOE was given responsibility for development of policy and procedures necessary for the entire continuum of osteopathic medical education. Typically, the regular meetings of the BOE occur three times per year while the BOE Appeals Committee meets on an as needed basis.

Program and Trainee Review Council (PTRC)

The PTRC provides oversight for the osteopathic (AOA-accredited) postdoctoral training programs that did not transition into the single accreditation system. It is scheduled to be sunset after all remaining residents in aoa-accredited programs complete training. It reviews residency program recommendations from the specialty college IEC/REC for final approval, denial or deferral of action and reports on its actions to the BOE.

Council of Osteopathic GME Development (COGMED)

The Council on Osteopathic GME Development formerly provided advice and counsel, regarding osteopathic graduate medical education. With the completion of the transition to a single GME accreditation system, COGMED will focus its efforts on preserving the osteopathic heritage and philosophy within the ACGME through expanding osteopathic recognition and will assist the board of trustees with ACGME policy related questions and ACGME appointments.

Commission on Osteopathic College Accreditation (COCA)

The COCA, which is the successor to the former Bureau of Professional Education (BPE), is recognized by the United States Secretary of Education as the only accrediting agency for colleges of osteopathic medicine (COMs) in the United States. The COCA’s membership and procedures are described in the Handbook of the Commission on Osteopathic College Accreditation.

Bureau of Osteopathic Specialists (BOS)

The BOS is the supervisory body for the approved specialty certification boards of the American Osteopathic Association. It is dedicated to establishing and maintaining high standards for certification of osteopathic physicians. The BOS seeks to ensure that the osteopathic physicians it certifies demonstrate expertise and competence in their respective areas of specialization. The BOS was organized in 1939 to meet the needs resulting from the growth of specialization in the osteopathic profession. The membership of the Bureau consists of 18 representatives, one from
each of the AOA-approved Boards as well as a Chair, Vice Chair and a Public Member appointed by
the AOA President. The BOS has an Executive Committee and may have several specialized
subcommittees that report to the full BOS on their actions and recommendations, including a
standards review committee, a committee on basic documents, and an appeal committee.

Council of OMED
The Council of OMED is responsible for the programming and planning of the annual convention
and scientific seminar of the AOA. The AOA annual convention & scientific seminar is the premier
source for quality osteopathic continuing medical education. The convention includes didactic
programs, commercial and scientific exhibits, and special seminars. The Council typically meets
three times each year.

Department of Governmental Affairs
The Department of Governmental Affairs consists of the committees, bureaus and councils
established by the House of Delegates and the Board of Trustees to advocate on behalf of the
osteopathic profession and its members.

Bureau of Federal Health Programs (BFHP)
The Bureau of Federal Health Programs (established in 1960) provides direction on the federal
legislative and regulatory activities of the AOA Department of Governmental Affairs. The Bureau:

- Studies and evaluates federal health and education issues of interest of osteopathic
  physicians and those they serve;
- Ensures that the policies of the AOA and the directives of the board of trustees are followed
  and promoted;
- Provides timely information on federal legislative and regulatory issues to the osteopathic
  medical community;
- Promotes the active involvement of members of the osteopathic medical community in
  grassroots activities that promote the interests of the community, and
- Provides a forum for the recognition of the osteopathic heritage policy fellowship program
  and the training in policies studies program.

The Bureau’s membership structure includes a Council on State Health Affairs (formerly the Bureau
of State Government Affairs) and a Council on Economic and Regulatory Affairs (formerly the
Bureau of Socioeconomic Affairs). Council appointees may participate in BFHP meetings at the
discretion of the BFHP chair.

Council on State Health Affairs (CSHA)
The CSHA was established in 1949 and changed to its present form in March 1991. It is the
representative body created to assure the AOA Board of Trustees and the osteopathic family
that the tenets of the profession are protected and advanced in all 50 states and Washington,
DC. The CSHA carries out this mission by providing detailed information to state
osteopathic associations and specialty colleges on issues impacting the profession. The
CSHA also has the obligation to deliberate and recommend new policy and policy revisions
Council on Economic and Regulatory Affairs (CERA)
The purpose of the CERA, (formerly the Bureau of Socioeconomic Affairs, first organized in 1998) is to provide advice on physician socioeconomic issues to the Department of Physician Services of the AOIA and other AOA entities for use in the development and review of policies concerning the “business of medicine.” The CERA was originally formed to address member concerns about the growth of managed care. However, in 1998 the charge was expanded to include all payers and business issues confronting practicing osteopathic physicians.

Membership Department

The Membership Department consists of the committees, bureaus and councils that have been established by the House of Delegates or the Board of Trustees related to concerns of members and other osteopathic physicians. The department has general governance authority over all Association activities directed toward the profession.

Bureau of Membership
The Bureau of Membership makes recommendations to the Board of Trustees on policies affecting AOA membership development including recruitment and retention. Members of the Bureau evaluate trends, may conduct research to make policy recommendations, review exceptions to policy, review proposals for programs that provide tangible member benefits and encourage the membership focus of the organization.

Bureau of Emerging Leaders (BEL)
The BEL is the representative body and advocate for all osteopathic medical students, osteopathic physicians in postdoctoral training and osteopathic physicians who are in practice but graduated from medical school within the last 10 years.

The primary goals of the BEL are to:

- focus on issues important to their colleagues, and
- develop opportunities and resources that will further the AOA’s strategic plan and engage students, postdoctoral trainees and new physicians in the osteopathic medical profession and the AOA.

These opportunities and resources may include events, online content, leadership roles, networking, mentorship, and community outreach. The BEL may create working groups. The BEL will focus on policy development to best represent their constituents and has three delegates and three alternates attend the annual aoa house of delegates.
Bureau of International Osteopathic Medicine (BIOM)

The BIOM promotes the highest standards of osteopathic medical education and practice throughout the world. The Bureau’s vision is acceptance of osteopathic medicine as a complete system of medical care throughout the world.

**Department of Research and Public Health**

The Department of Research and Public Health consists of the committees established by the House of Delegates or the Board of Trustees that relate to issues of research and public health.

**A. T. Still Foundation & Research Institute**

The A.T. Still Foundation is a separate organization that funds research programs, rather than conducting research programs. Research activities are restricted to clinical research and research involving osteopathic manipulative treatment / osteopathic principles and practices. The AOA appoints a committee that oversees the expenditure of funds from the A.T. Still Foundation. Recommendations for funding may come from the Bureau of Osteopathic Research and Public Health (BORPH) as well as from other committees of the AOA. The A.T. Still Foundation generally meets once each year at the time of the AOA Annual Meeting.

**Bureau of Osteopathic Research and Public Health (BORPH)**

The BORPH directs all AOA research and public health activities. These activities include managing all research grant and fellowship programs, developing public health educational programs and initiatives, and advising AOA on public health and research policy. Members also participate in the development of activities for OMED, such as educational programs on important public health issues and presentations on current clinical research and the research call for abstracts and poster competition. Additionally, the bureau also reviews existing AOA policy and develops new policy for submission to the annual house of delegates meeting.

**Non-Departmental Governance**

**Committee on AOA Governance and Organizational Structure (CAGOS)**

The CAGOS is responsible for review and recommendations on governance issues. Additionally, the Committee reviews and makes recommendations with respect to the internal structure of the AOA, including review of committee, bureau, and council structure and the development of new Task Forces, Ad Hoc Committees and/or committees.

**Subcommittee on AOA Constitution and Bylaws**

The subcommittee is responsible for reviewing the wording of all proposed amendments to the Constitution, Bylaws and Code of Ethics of the AOA as well as the Administrative Guide. It reports on its recommendations to the Board of Trustees through the Committee on AOA Governance & Organizational Structure.

**Subcommittee on Basic Documents and Operations of Affiliated Organizations (SBDOAO)**

The SBDOAO is the Board’s reference committee responsible for the review of the basic documents and other pertinent documentation from the AOA’s state, specialty, and non-practice affiliates to ensure that they are in compliance with their AOA Charters. Additionally, the
Committee works with all members of the osteopathic family of organizations to resolve disputes that may arise between affiliated organizations. The Committee meets in conjunction with meetings of the AOA Board of Trustees.

Committee on Strategic Planning (CSP)
The CSP is not a standing committee of the AOA. It will be formed and engaged whenever the AOA is involved in the strategic planning process. It is responsible for the development of a three-year strategic plan to be reviewed and approved by the AOA Board of Trustees and House of Delegates.

Committee on Administrative Personnel (COAP)
The COAP is responsible for the business aspects of AOA staffing and development. The Committee reviews and makes recommendations with respect to new positions, and employee salaries and benefits within budgeted parameters.

Committee on Awards
The AOA Committee on Awards is responsible for the determination of certain awards, including the annual A.T. Still Memorial Lecturer and Distinguished Service Award recipient. The STAR awards for strategic planning are determined by the Committee on Strategic Planning.

Ethics Review Subcommittee
The Ethics Review Subcommittee of the Ethics Review and Board Appeals Committee reviews complaints received regarding alleged ethical misconduct by AOA members and, where appropriate, recommends disciplinary action to the Board of Trustees. The committee also researches questions of ethics in order to develop and refine AOA policy to guide member physicians in their professional lives. The committee conducts up to four meetings each year on an as-needed basis to review complaints of ethical misconduct.

Board Appeals Subcommittee
This Subcommittee of the Ethics Review and Board Appeals Committee serves to administer the final appeals process of the organization, making their recommendations to the Board of Trustees.

President’s Advisory Council (PAC)
Each AOA president may select a committee of former AOA Presidents to provide advice and counsel concerning various issues that confront the AOA and the osteopathic profession. Members of the PAC may attend deliberations of the Board of Trustees.

House of Delegates Committee on Credentials
Under the AOA’s Bylaws (article v [House of Delegates], section 3 [Committee on Credentials]), the AOA President is responsible for selecting three or more members of the house committee on credentials. The Committee is to be provided with a list of delegations invited to attend the house and the number of delegates to which each such delegation is entitled. Additionally, the committee is responsible for reviewing credentials of delegates and reporting to the house concerning the delegates entitled to be seated in the house.
STATE OF ILLINOIS
OFFICE OF
THE SECRETARY OF STATE

To all to whom these presents shall come, greeting:

I, Edward J. Hughes, Secretary of State of the State of Illinois, do hereby certify that the following and hereinafter attached is a true photostatic copy of the Certificate of Amendment to Articles of Association of THE AMERICAN OSTEOPATHIC ASSOCIATION, filed July 28, 1938.

The original of which is now on file and a matter of record in this office.

In Testimony Whereof, I have hereunto set my hand and cause to be affixed the Great Seal of the State of Illinois.

Done at the City of Springfield this 28th day of July, A. D. 1938.

[Signature]
Edward J. Hughes
Secretary of State
STATE OF ILLINOIS,
County of Cook

I hereby certify that at a regular meeting of the body
authorized to adopt amendments to the Articles of Association of
The American Osteopathic Association pursuant to the rules of the Association
held on July 25th, A.D. 1938, at 9:00 o'clock A.M., pursuant
to the rules of said corporation, the following resolutions were adopted, in accordance with the By-Laws of said corporation:

"Be it Resolved that Paragraph Number 2 of the Articles of Association be and the same is hereby amended by striking out the entire paragraph and substituting in lieu thereof the following:

The objects of this Association shall be to promote the public health, and the art and science of the osteopathic school of practice of the healing art;

By elevating and maintaining high standards of osteopathic education and by advancing the profession's knowledge of surgery, obstetrics, and the prevention, diagnosis and treatment of disease in general;

By stimulating original research and investigations and by collecting and disseminating the results of such work for the education and improvement of the profession and the ultimate benefit of humanity;

That the evolution of the osteopathic principles shall be an ever-growing tribute to Andrew Taylor Still, whose original researches made possible osteopathy as a science."

Be it Resolved that Paragraph Numbered 3 of the Articles of Association be and the same is hereby amended by eliminating the entire paragraph and inserting in lieu thereof the following:

"The management of the aforesaid Association shall be vested in a Board of twenty Trustees, the powers of which may be delegated to an Executive Committee pursuant to the rules of the Association."

STATE OF ILLINOIS,
County of Cook

L. Arthur P. Allen being duly sworn, declare on oath that I am
President of the corporation mentioned in the foregoing certificate, and that the statements therein are true in substance and in fact.

In witness whereof, I have hereunto set my hand and caused the seal of said Corporation to be affixed, this 25th day of July, A.D. 1938.

(Corporate Seal Here)

Subscribed and sworn to before me this 25th day of July, A.D. 1938.

[Signature]

[Commissioner]
Article I - Name
The name of this Association shall be the American Osteopathic Association.

Article II - Objectives
The objectives of this Association shall be to promote the public health, to encourage scientific research, and to maintain and improve high standards of Osteopathic medical education.

Article III - Divisional Societies
This Association shall be a federation of divisional societies organized within state or foreign country boundaries, or within the uniformed services of the United States, which may be chartered by this Association as provided by the Bylaws, and all such organizations or divisions now a constituent part of the American Osteopathic Association are declared to be chartered as federated units of this Association.

Article IV - Affiliated Organizations
Affiliated organizations may be organized in conformity with the Bylaws of the Association.

Article V - Membership
The membership of this Association shall consist of Osteopathic and allopathic physicians and of such others who meet the requirements prescribed by the Bylaws of the American Osteopathic Association.

Article VI - House of Delegates
The House of Delegates shall be the legislative body of the Association, shall exercise the delegated powers of the divisional societies in the affairs of this Association, and shall perform such other functions as are set forth in the Bylaws.

Section 1-Composition
The House of Delegates shall consist of delegates elected by the divisional societies and other authorized units, the elected officers and trustees of the Association and of such other members as may be provided for in the Bylaws.

A. Divisional Societies and Uniformed Services Society  Four hundred seventy-three delegate positions shall be allocated among the divisional societies for each of the states and the District of Columbia and the affiliated organization that represents osteopathic physicians serving in the uniformed services as follows: each divisional society and the uniformed services affiliate shall be entitled to one delegate and one alternate delegate. The remaining delegate positions shall be allocated among divisional societies and the uniformed services affiliate based on the proportion of members of this association who are located in the state represented by that divisional society or, in the case of the uniformed services divisional society, the proportion of members of this association currently serving on active duty in the uniformed services of the United States. The allocation of additional delegates shall be recalculated each year.
B. **Student Council Representation in Divisional Societies**  Divisional societies shall be awarded one additional delegate as a student council representative for each college of osteopathic medicine accredited by this Association and located in the state represented by that divisional society, such student delegate to be elected according to the Bylaws of the American Osteopathic Association.

C. **Specialty Affiliates**  Each AOA recognized Specialty College shall be represented by one delegate to be selected as provided in the bylaws of the American Osteopathic Association.

**Section 2-Presiding Officer**

The presiding officer of the House of Delegates shall be the Speaker and, in his absence or at his request, the Vice Speaker shall preside.

**Article VII - Officers**

**Section 1-Elected Officers**

The elected officers of this Association shall be the President, President-Elect, First Vice-President, Second Vice-President and Third Vice-President. The First Vice-President shall be a person who has had previous experience as a member of the Board of Trustees. The officers shall be elected annually by the House of Delegates for a term of one year, or until their successors are elected and installed. The President-Elect shall automatically succeed to the presidency upon his installation, during the annual meeting of the House of Delegates following his election to the office of President-Elect. In the case of the inability upon the part of the president to serve during the term of office for which he/she has been elected, and therefore the office becomes vacant, the President-Elect shall become president for the unexpired portion of the term and continue in that office for the term in which the President-Elect was originally elected. In such case, if the President-Elect is unable to serve for the full unexpired term of the president's office, then the responsibility of filling the office of President shall devolve upon the Board of Trustees.

**Section 2-Administrative Officers**

The administrative officers shall be Chief Executive Officer, a Controller, a General Counsel, and an Editor who shall be appointed by the Board of Trustees and employed to serve for such term as the Board shall define. The duties of these officers shall be those usual to such officers in their respective offices and such others as are set forth in the Bylaws. The Chief Executive Officer shall be the Secretary of the Association.

**Article VIII - Board of Trustees and Executive Committee**

**Section 1-Board of Trustees**

The Board of Trustees shall be the administrative and executive body of the association and perform such other duties as are provided by the bylaws. The Board of Trustees of this association shall consist of twenty-eight members.

A. Seven elected officers: The President, President-Elect, The Past Presidents for the preceding two years, First Vice-President, Second Vice-President, and Third Vice-President;

B. Eighteen at-large trustees, six of whom shall be elected annually by the house of delegates to serve for three years;

C. One new physician in practice member elected by the House of Delegates to serve for one year. Candidates for the new physician in practice position shall be osteopathic physicians who have completed their postdoctoral training within the past five years or received the DO degree within the previous ten years shall be nominated by the council
of new physicians in practice;

D. One postdoctoral trainee, to include intern, resident, or a fellow, member elected by the House of Delegates to serve for one year. Candidates for the postdoctoral trainee position shall be enrolled in an ACGME or AOA-approved internship, residency or fellowship. Candidates for the postdoctoral trainee position shall be nominated by the Bureau of Emerging Leaders. Candidates should be members in good standing of the AOA; and

E. One student member elected by the House of Delegates to serve for one year. Candidates for the student position shall be nominated, in altering years, by the Council of Osteopathic Student Government Presidents (COSGP) and the Student Osteopathic Medical Association (SOMA).

Section 2-Executive Committee
The Executive Committee of this Association shall consist of the President, President-elect, Past Presidents for the preceding two years, the chairs of the Departments of Affiliate Relations, Business Affairs, Educational Affairs, Governmental Affairs, Professional Affairs, and Research, Quality and Public Health.

Section 3-Term Limit
For all trustees, with the exception of the President, President-Elect and the Past Presidents for the preceding two years, the aggregate terms of Office of Trustees shall be limited to twelve (12) years, with the exception that a trustee may complete the term in which twelve (12) years or more of service is completed. Time served as a student member, postdoctoral trainee member, or as new physician in practice member shall not be included in calculating the twelve years of service.

Article IX - Amendments
This Constitution may be amended by the House of Delegates at any annual meeting by a two-thirds vote of the total number of delegates accredited for voting, provided that such amendments shall have been presented to the House and filed with the Chief Executive Officer at a previous annual meeting, who shall cause them to be distributed by first class mail, postage prepaid, to each divisional and specialty society entitled to and voting representatives to the house of delegates, posted on the AOA’s website, and published in the Journal of the American Osteopathic Association not less than two months or more than four months prior to the meeting at which they are to be acted upon.

Article X - Gender Disclaimer
The American Osteopathic Association is open to persons of both sexes and does not discriminate against any persons because of sex; therefore, the wording herein importing the masculine or feminine gender includes the other gender and imports no such discrimination.
BYLAWS

Article I - Divisional, District and Affiliated Societies

Section 1 - Divisional Societies
Any state, territorial, provincial or foreign osteopathic organization, or an organization of osteopathic physicians serving in the uniformed services of the United States, which may desire to become a divisional society of the American Osteopathic Association and be chartered as a divisional society of this Association, shall apply on a prescribed form, submit evidence that its constitution, Bylaws, and Code of Ethics generally conform to those of this Association, and maintain an organizational structure which shall generally conform to that of this Association.

Upon such application, the Chief Executive Officer and the Board of Trustees shall investigate and, finding satisfactory proof, shall recommend to the House of Delegates that a charter be issued. The Association shall not issue such a charter to more than one divisional society in a given area.

Section 2 - District Societies
Divisional societies may, within their own areas, organize district societies whose relationship to the divisional society shall in all respects conform to that existing between the division and this Association.

Section 3 - Affiliated Organizations
Upon application from any organization for a charter as an affiliated organization, the Board of Trustees and the Chief Executive Officer shall investigate such organization and, upon satisfactory proof of a general agreement in policy and governing rules with those of this Association, shall recommend to the House of Delegates the issuance of such a charter. The Association shall not issue a charter to any organization, which duplicates the function or prerogatives of any presently affiliated organization. All organizations which have as their membership osteopathic physicians in good standing with the AOA, whether holding a current charter of affiliation or not, shall have as a medium of communication all publications of the AOA.

Section 4 - Amendments to Governing Documents
Any amendments to the Constitution, Bylaws, Code of Ethics, and other governing documents, by whatever name called, of such a divisional society or affiliated organization shall be submitted to the Board of Trustees of the American Osteopathic Association, who shall review such amendments to determine whether, with the proposed amendments, the Constitution, Bylaws, Code of Ethics, or other governing documents would continue to conform generally to those of this Association and, with respect to the divisional society only, whether the organizational structure would continue to conform generally to those of this Association. Until such proposed amendments are given written approval of the Board of Trustees of the American Osteopathic Association, the divisional society or affiliated organization shall continue to operate under its previously approved Constitution, Bylaws, or other governing documents.

Article II – Membership

Section 1 - Classification
The members of this Association shall be classified as follows:

- a. Regular Members
- b. Honorary Life Members
- c. Life Members
- d. Associate Members
- e. Student Members
- f. Honorary Members
- g. International Physician Members
- h. Allied Members
Section 2-Membership Requirements

a. Applicats for Regular Membership
An applicant for regular membership in this Association shall be a graduate of a college of osteopathic medicine approved by the American Osteopathic Associations Commission On Osteopathic College Accreditation or a graduate of an allopathic medical school accredited by the Liaison Committee on Medical Education or a graduate of a school of medicine located outside of the United States who completed residency training in a program accredited by the Accreditation Council on Graduate Medical Education and shall be eligible for licensure as an osteopathic or allopathic physician and/or surgeon or shall be in a training program, which is a prerequisite for licensure. Allopathic applicants should have an interest in promoting, advocating for and representing the interests of osteopathic medicine and osteopathic physicians.

Application shall be made on the prescribed form and shall be accompanied by payment of the appropriate dues amount.

Unless specifically noted, an applicant whose completed application and payment of appropriate dues has been received and processed shall be enrolled as a regular member. An applicant whose membership in this Association has previously been withdrawn for reasons other than failure to meet CME requirements or non-payment of dues, or who has previously been convicted of a felony offense or whose license to practice has at any time been revoked, shall be further required to obtain the endorsement of the secretary of the divisional society in the state, province, or foreign country in which the applicant resides (or the endorsement of the secretary of the uniformed services divisional society in the case of applicants currently serving in the uniformed services of the United States), or, lacking this endorsement, an applicant who is in good standing in his community shall provide letters of recommendation from three members of the Association and provide a personal written statement as to why membership in the Association should be extended or restored. Such information and application shall be carefully reviewed by the Committee on Membership, which shall make an appropriate recommendation for reinstatement to the Board of Trustees.

An applicant whose license to practice is revoked or suspended, or who is currently serving a sentence for conviction of a felony offense, shall not be considered eligible for membership in this Association.

b. Honorary Life Member
Honorary life membership shall be conferred on each president upon conclusion of his term of office.

Such honorary life membership shall not exempt the holder thereof from the maintenance of regular membership in his divisional society or from assessments levied by this Association.

Honorary life membership may also be conferred by the Board of Trustees on a regular member who has been in good standing for 25 consecutive years immediately preceding, and who has rendered outstanding service to the profession at either the state or national level, or who is recommended for such a membership by official action of his divisional society and the Committee on Membership. Such honorary life members shall have the privileges and duties of regular members including the payment of assessments levied by the Association, but shall not be required to pay dues.

c. Life Member
Life membership may be granted to any regular member who has reached the age of 70 years, or who has completed 50 years of osteopathic practice, whichever comes first, and who has been in good standing for 25 consecutive years immediately preceding. The Committee on Membership may waive this requirement on individual consideration. Such members shall have the privileges and duties of regular members, but shall not be required to pay dues or assessments beginning the year...
in which the age of 70 is attained.

Life membership may also be granted by the Board of Trustees or its Executive Committee on recommendation of his divisional society, to any regular member who has become permanently totally disabled. Such members shall have the privileges and duties of regular members, but shall not be required to pay dues or assessments.

d. Associate Member
By specific action of the Board of Trustees, or its Executive Committee, associate memberships may be granted to the following:

Graduates of accredited schools of medicine, dentistry or podiatry holding teaching, research or administrative positions in AOA accredited healthcare facilities and colleges or who practice jointly with regular members of this Association;

Doctors of philosophy or education and other nondoctoral personnel holding teaching, research or administrative positions in AOA accredited healthcare facilities or colleges; administrative employees of this Association, affiliated organizations and divisional societies; and any other professionals as determined by the Board of Trustees, excepting osteopathic physicians and students in colleges of osteopathic medicine.

Such associate members shall be required to pay dues and assessments as determined by these Bylaws. They shall receive a complimentary online subscription to the Association's publications and shall be eligible for such benefits as are periodically established by the Board of Trustees.

Associate members shall not be eligible for membership in the House of Delegates or the Board of Trustees, or to hold any elective offices of this Association. Special listing in the AOA Yearbook and Directory of the Osteopathic Profession shall be provided.

e. Student Member
Student membership status shall be granted to each undergraduate student in an approved college of osteopathic medicine.

At such time as a student member graduates from his osteopathic college, he shall automatically become enrolled as a regular member of the Association. Each student member shall receive such publications and other literature, except the AOA Yearbook and Directory, as may be directed by the Board of Trustees or the House of Delegates.

f. Honorary Member
By specific action of the Board of Trustees, honorary membership may be granted to individuals, not eligible for any other category of membership, who support the goals and objectives of this Association. Such honorary members shall not be required to pay dues or assessments. They shall receive complimentary copies of the Association's publications and such other services as authorized by the Board of Trustees. Honorary members shall not be eligible for membership in the House of Delegates or the Board of Trustees, or hold any elective offices of this Association. Special listing in the AOA Yearbook and Directory shall be provided.

Such membership, when conferred, shall remain in full force and effect unless revoked by action of the Board of Trustees of the American Osteopathic Association.

g. International Physician Members
By specific action of the Board of Trustees, or its Executive Committee, international membership may be granted to the following allopathic physicians who are:

Graduates of schools of medicine located outside of the United States on an official list of schools recognized by the AOA, and holding a license for unlimited scope of medical practice including
the authority to prescribe without limitation in their country of practice, and these allopathic
physicians reside and practice outside of the United States and who support the goals and
objectives of the AOA and the AOA Code of Ethics

Such International Physician Members will be required to pay dues and assessments as determined
by these Bylaws. They shall receive a complimentary subscription to the Association’s publications
and shall be eligible for such benefits as are periodically established by the Board of Trustees.

International Physician Members shall not be eligible for membership in the House of Delegates
or the Board of Trustees, or to hold any elective offices of this Association. Special listing in the
AOA Yearbook and Directory shall be provided.

b. Allied Member
By specific action of the Committee on Membership, allied membership may be granted to those
licensed allied healthcare providers who are currently employed, with an active member of the AOA,
contribute to the practice of that member, are not eligible for any other category of membership and
who support the goals and objectives of this Association.

Such allied members shall be required to pay dues and assessments as determined by these Bylaws.
They shall be eligible for such benefits as may periodically be determined by the Board of Trustees.

Allied members shall not be eligible for membership in the House of Delegates or the Board of
Trustees, or to hold any elective offices of this Association. Special listing in the AOA Yearbook and
Directory will be provided.

By specific action of the Committee on Membership, allied membership may be granted to
allopathic physicians holding an MD degree and licensed to practice in the United States
who support the AOA mission and subscribe to its Code of Ethics.

Individuals who have received their training and/or degree in osteopathic medicine from a school
that is not accredited by the AOA Bureau of Professional Education are not eligible for
membership in the AOA.

Section 3-Disciplinary Action
The membership of any member of the Association who, in the opinion of the Executive
Committee of the Association, purposely and persistently violates the established policy of the
Association or who seeks to undermine the unity of the osteopathic profession or of any of its
divisional societies or affiliated organizations may be revoked, suspended, or placed on probation
by action of the Executive Committee of the Association upon the recommendation of the
Committee on Membership, after the member has been given notice and an opportunity to be
heard before such action is taken. Any individual whose membership has been so revoked,
suspended, or placed on probation shall have the right of appeal to the Board of Trustees of the
AOA at its next regular meeting, requesting a review of the action of the Executive Committee, and
the Board of Trustees, on review, may in its discretion take such action in regard thereto as it deems
appropriate.

Section 4-Continuing Medical Education
Regular members shall be required to satisfy Continuing Medical Education (CME) requirements.
The CME requirements shall be determined and administered by the Board of Trustees. Members
who do not meet the CME requirement are subject to such disciplinary action as is determined to
be appropriate by the Board of Trustees, including revocation of membership, suspension, censure
or probation.
Article III - Dues and Assessments

Section 1 - Payment of Dues

The annual dues of regular members of the Association shall be payable in advance on or before 1 June, the beginning of the fiscal year.

A member whose dues shall remain unpaid for three months shall become suspended. He may be reinstated upon payment of dues and assessments provided such payments are received prior to the end of the current fiscal year, or, if later, by applying as a new member.

Section 2 - Dues Rates

a. Members

The annual dues of all members of the Association (except for allied members discussed in section 2c and student members discussed in section 2d, below) shall be determined by the House of Delegates and administered by the Board of Trustees.

b. Hardship Cases

Upon recommendation of the Committee on Membership, the Board of Trustees, or its Executive Committee, may remit a part or all of the annual dues of a member in good standing who, because of physical disability, maintain a limited practice or no practice. For just cause, properly authenticated, similar action may be taken by the Board of Trustees, or its Executive Committee, in regard to regular members not otherwise specifically covered by other provisions of this Article.

c. Allied Members

The annual dues rates for allied members shall be determined and administered by the Board of Trustees.

d. Student Rate

Student members shall not be liable for dues or any assessment.

e. International Physician Members

The annual dues rates for International Physician Members shall be determined and administered by the Board of Trustees.

Section 3 - Assessments

To meet emergencies the Board of Trustees may levy such assessments as may be necessary, provided that the total of such assessments in any one-year shall not exceed the amount of the annual dues. Failure to pay such assessments shall incur the same penalty as failure to pay dues. Those dropped from membership for nonpayment of dues during the fiscal year in which an assessment is levied shall be required to pay the assessment prior to reapplying for membership.

Section 4 - Refunding Dues

No dues will be refunded if a membership is terminated for cause or because of resignation.

Article IV - Code of Ethics

Section 1

The House of Delegates shall establish a Code of Ethics for the information and guidance of the members. Members of the Association, in their daily conduct, shall comply with the provisions of the Code of Ethics. The Code shall cover duties of physicians to patients, duties of physicians to other physicians and to the profession at large, and responsibilities of physicians to the public. The House of Delegates shall not adopt any provisions of the Code of Ethics, which may be in conflict with the Constitution or Bylaws of the Association.
Section 2
The Code of Ethics may be amended by the House of Delegates at any annual meeting by two-thirds vote of the total number of delegates accredited for voting, provided a copy of the proposed amendment is deposited with the Chief Executive Officer at least 90 days before the annual meeting at which it is to be voted upon.

It shall be the duty of the Chief Executive Officer to have the proposed amendment distributed by first class mail, postage prepaid, to each divisional and specialty society entitled to send voting representatives to the House of Delegates, posted on the AOA's website, and published in *The Journal of the American Osteopathic Association* not later than one month before the annual meeting at which the amendment is scheduled for consideration.

The American Osteopathic Association has formulated this Code to guide its member physicians in their professional lives. The standards presented are designed to address the osteopathic physician's ethical and professional responsibilities to patients, to society, to the AOA, to others involved in healthcare and to self.

Further, the American Osteopathic Association has adopted the position that physicians should play a major role in the development and instruction of medical ethics.

**Article V - House of Delegates**

**Section 1 - Certification of Delegates and Alternates**

*a. Divisional Societies*

The Chief Executive Officer of this Association shall furnish to the secretary of each divisional society, 75 days before the first day of the annual meeting of the House of Delegates, a statement of the number of regular members of this Association located in the area represented by that divisional society or, in the case of the uniformed services divisional society, the number of regular members of this Association currently serving in the uniformed services of the United States.

Based on that statement, each divisional society shall select, in a manner prescribed by its Constitution and Bylaws, the number of delegates (and their alternates) to the House of Delegates of this Association to which it is entitled under the provisions of the Constitution of the American Osteopathic Association. Delegates and alternates must be regular or student members in good standing of this Association and of the divisional societies, which they represent. Delegates (and their alternates) shall serve during the annual meeting of the House of Delegates and during the interim between annual meetings or until their successors are elected. The secretary of each divisional society shall certify its delegates and alternates to the Chief Executive Officer of this Association in writing at least 30 days prior to the first day of the annual meeting of the House of Delegates.

In the event that any state, provincial or foreign osteopathic association does not become a chartered divisional society, the regular members of this Association in that jurisdiction, at a regularly called meeting, may elect or appoint one delegate (and alternate) as their representative in the House, and such delegate (and alternate) shall be accredited in the same manner and have the same privileges as those of a divisional society.

*b. Specialty Colleges*

Each AOA recognized specialty college shall select one delegate and at least one alternate to the AOA House of Delegates in a manner prescribed in its constitution and Bylaws. No specialty college delegate or alternate shall concurrently serve as a delegate for a divisional society at the AOA's House of Delegates. The Secretary of each specialty college shall certify the name of its delegate and alternate to the Chief Executive Officer of the AOA at least 30 days prior to the first day of the
annual meeting of the AOA House of Delegates. Each delegate and alternate must be a member in good standing of this association and his specialty college.

Section 2-Voting
Each delegate shall have one vote in the House.

Section 3-Committee on Credentials
The Committee on Credentials shall consist of three or more members appointed by the President and it shall be the duty of the Committee to receive and validate the credentials of the delegates to the House and to report all delegates entitled to be seated in the House. The Chief Executive Officer shall furnish the Credentials Committee a list showing the number of delegates to which each divisional society is entitled. In case any organization has selected more than its legal representation, the Chief Executive Officer shall drop surplus names from the list, beginning at the bottom, and shall notify the divisional society of his action.

Section 4-Seating of Delegates
A delegate having been seated shall remain the accredited delegate throughout the meeting. In the event that an accredited delegate has failed to qualify and assume his seat when the House convenes on the second day of the meeting, his accredited alternate may be seated. If a delegate, having been seated, finds himself unable to be present on account of physical disability or other cause acceptable to the House, his alternate may be seated for that roll call period and shall continue as delegate until the previously seated delegate shall return for duty at a subsequent roll call. In that case the alternate delegate who has been seated may, by direction of the House, be dropped from the roll and the previously seated delegate shall return to his seat in the House.

Section 5-Annual Meeting
The annual meeting of the House of Delegates shall be held during June, July or August, and separate from the annual convention or clinical assembly of the Association, upon call of the President. Special sessions of the House of Delegates may be called by the President. The delegates shall be given at least two weeks notice and the object or objects shall be stated in the call of such special meeting.

Section 6-Presiding Officer
The Speaker of the House of Delegates shall be its presiding officer. The Vice Speaker shall preside over the House of Delegates in the absence of or at the request of the Speaker and assume all duties of the Speaker.

Section 7-New Business
No new business shall be introduced on the last day of the meeting of the House of Delegates except by a two-thirds consent of those members present, provided two-thirds of the seated delegates are in attendance.

Section 8-Quorum
One-half of the accredited delegates of the House shall constitute a quorum.

Section 9-Governing Rules
The meetings of the House of Delegates and of all other bodies of this Association shall be governed by Robert's Rules of Order Newly Revised, except in such instances as are specifically provided for in the Constitution and Bylaws of the Association or in the order of business which may be adopted from time to time. The order of business and any special rules adopted at the beginning of the meeting shall govern the procedure unless unanimously suspended.

Section 10-Representation of Student Councils
The student council of each accredited college of osteopathic medicine, each branch campus and each additional location may be represented in the House of Delegates by its president (and such
president’s alternate elected by such student council) as a member of the delegation of the divisional society representing the state in which such college of osteopathic medicine and branch campus is located. Each such student delegate shall be accredited in the same manner and have the same privileges as the other members of the divisional society delegation; however, the chief administrative officer of each accredited college of osteopathic medicine and each branch campus shall certify the student council president and alternate to the Chief Executive Officer of this Association in writing or by electronic communication at least 30 days prior to the first day of the annual meeting of the House of Delegates and such Chief Executive Officer shall forthwith similarly certify each student council president and alternate to the secretary of the appropriate divisional society.

Section 11-Representation of Osteopathic Postdoctoral Trainees and/or New Physicians In Practice
Osteopathic postdoctoral trainees and/or new physicians in practice may be represented in the House of Delegates by three individuals who, at the time of the annual meeting, shall be enrolled in postdoctoral training programs or currently a new physician in practice as defined by the association. At least one of the three individuals shall be enrolled in an accredited fellowship training program and at least one of the three individual shall be enrolled in an accredited residency program. The three individuals and their alternates shall be selected by vote of the AOA’s Bureau of Emerging Leaders (BEL). The delegates (and alternate delegates) selected by the BEL shall serve as the representatives of osteopathic postdoctoral trainees and new physicians in practice. Individuals serving as a BEL delegate shall not concurrently serve as a delegate for any other group at the AOA House of Delegates. The Chair of the BEL shall certify the names of the delegates and alternate delegates to the Chief Executive Officer of the AOA in writing or by electronic communication at least 30 days prior to the first day of the annual meeting of the AOA House of Delegates. Each delegate and alternate must be a member in good standing of this Association.

Section 12–Representation of Student Osteopathic Medical Association
The Student Osteopathic Medical Association (SOMA) may be represented in the House of Delegates by one member of the SOMA Board selected by vote of the SOMA Board (or such SOMA member’s alternate, who shall also be a member of the SOMA Board selected by the SOMA Board). No SOMA delegate or alternate shall also be a member of a divisional society’s delegation representing the state in which such SOMA Board member’s osteopathic college is located. The SOMA delegate shall be accredited in the same manner and have the same privileges as the other members of the divisional society delegation; however, the Chief Administrative Officer of SOMA shall certify the SOMA delegate and alternate to the Chief Executive Officer of this Association in writing or by electronic communication at least 30 days prior to the first day of the annual meeting of the House of Delegates.

Article VI - Elections
Section 1--Qualifications
Except where positions are designated as public members, membership in both the AOA and a divisional society shall be a requisite for qualification for any officer or for any member of any department, division, bureau or committee of the Association, however selected, if the incumbent shall be an osteopathic or allopathic physician.

Section 2--Nominations
Nomination of all officers and trustees of this Association, and nomination of the Speaker and Vice Speaker of the House of Delegates, excepting nomination of those otherwise provided for in the Constitution, shall be a regular order of business in the House of Delegates at the annual meeting of the House. Nominations may be made from the floor immediately preceding the balloting. Nominating speeches shall not exceed two minutes.
Section 3--Method of Election
Election of such officers and trustees as are elected by the House of Delegates shall take place during the last day of the annual meeting. All elections shall be by ballot except as hereinafter provided in this section and a majority of all votes cast shall be necessary to elect. If there shall be but one nominee for a given office or trusteeship it shall be the duty of the secretary to cast the elective ballot for that nominee. The Speaker and Vice Speaker of the House shall be elected to serve for one year or until their successors are elected and installed.

Section 4--Installation
The officers who have served throughout that meeting shall complete all business of the annual meeting so far as is practicable. The officers-elect shall be installed as the final order of business and shall assume the authority of their respective offices upon adjournment of the meeting.

Article VII - Board of Trustees
Section 1--Duties
The Board of Trustees shall:

a. Direct the management of the affairs of the Association between annual meetings. It shall meet coincident with the annual meeting of the House of Delegates and at other times on call of the President, shall make all arrangements for the annual meetings, shall appoint all standing and special committees not otherwise provided for in these Bylaws, and may fill by appointment any vacancy occurring in its own membership or any other elective office until the time of the next meeting of the House of Delegates. A quorum of the Board shall be a majority of the members thereof.

b. Appoint a Chief Executive Officer, a Controller, a General Counsel, and an Editor, and shall fix the amount of their salaries and the length of their terms of office. It shall fix the duties of the Chief Executive Officer, Controller, General Counsel, Editor and all other officials, committees, departments and bureaus necessary to the proper execution of the policies of the Association and not fixed by these Bylaws.

c. Have the responsibility of management of the finances of the Association and shall authorize and supervise, the House of Delegates concurring, all expenditures thereof. It shall appoint a certified public accountant to audit the financial records of the Association and certify to the accuracy of the statement of financial condition of the Association to be reported at the annual meetings.

No appropriation shall be made by the House of Delegates except upon recommendation of the Finance Committee approved by the Board of Trustees, and all resolutions, motions or otherwise, having for their purpose the appropriation of funds, shall first be referred without discussion to the Finance Committee of the Board of Trustees. An adverse ruling on such motions may be overruled by a three-fourths vote of the House of Delegates.

d. Provide for the publication of an official journal of the Association and such other publications as are deemed necessary or shall be directed by the House of Delegates.

e. Maintain and revise the Administrative Guide annually. The general purpose of this manual shall be to provide a handy reference book of concise statements of the duties of all officials, committees, departments, bureaus and employees of the Association, to the end that there shall be no conflict of jurisdiction or duplication of effort. Copies of such Guide shall be furnished to each divisional society and affiliated organization as well as officers of the American Osteopathic Association and other groups or individuals as directed by the Board of Trustees of the Association.
f. Establish such departments, committees, bureaus, councils, and commissions, and authorize the president’s creation of such task forces, as shall be necessary to further the policies of the Association and determined by the House of Delegates and shall determine the duties and powers of such departments, committees, bureaus, councils, commissions and task forces.

g. Approve from its own membership, based on the President’s appointment, the chairs of the departments. The department chairs shall direct the activities of their respective departments. The Board shall also approve, based on the President’s appointment, the members of the various committees, bureaus, councils, commissions and task forces under the departments.

h. Decide finally all questions of an ethical or judicial character. It shall have investigated by the Committee on Ethics all charges or complaints of violation of the Constitution, Bylaws, or of grossly unprofessional conduct of any member. The Board shall have the power to censure, place on probation for not exceeding a three-year period, suspend for not exceeding a three-year period or expel a member, as the findings warrant. A member may be cited to appear before it by the Board of Trustees or the Committee on Ethics to answer charges or complaints of unethical or unprofessional conduct. Upon the final conviction of any member of an offense amounting to a felony under the law applicable thereto, or the final revocation of, or suspension of, his license to practice in a state on the grounds of having committed a violation of a disciplinary provision of the licensing law by a duly constituted state licensing agency, or the voluntary surrender of his license while under charges of having committed said violation, such member shall automatically be deemed expelled from membership in this Association; a conviction shall be deemed final for the purposes hereof when affirmed by an appellate tribunal of final jurisdiction or upon expiration of the period allowed for appeal. The Committee on Membership shall be granted the authority to restore to membership a doctor whose license was revoked, and later retroactively reinstated by his licensing board.

If, because of a breach of the Code of Ethics, a member shall have been suspended, or expelled from a divisional society or affiliated organization by proper action of such divisional society or affiliated organization, the Board of Trustees of this Association shall review the record of such decision. The decision may first be referred to the Committee on Ethics for recommendations. If the Board shall concur in the action of the divisional society or affiliated organization, such member shall be suspended for the same period of time or expelled from this Association upon the same basis as in the decision of the divisional society or affiliated organization. The Board is authorized to adopt and amend from time to time, in the manner directed by the Board, a Guide for Administrative Procedure regulating the procedure applicable to matters involving violations of the Code of Ethics.

Section 2--Appeal
A minority of one-third or more members of the Board of Trustees present at any session may appeal to the House of Delegates from the decision of the majority on any question at the current meeting.

Section 3--Executive Committee
The Executive Committee shall transact the business of the Board of Trustees between meetings.

Section 4--By-Mail Vote
Between meetings of the Board of Trustees and of the Executive Committee, a by-mail vote, or vote by other means of electronic communications, on any urgent matter may be taken of the
members of the Board of Trustees, or Executive Committee, if a consent in writing setting forth the action so taken shall be signed by all of the trustees or members of the Executive Committee entitled to vote with respect to the subject matter thereof, any such vote to be entered into the records at the next meeting of the Board.

Section 5--Indemnification
Each trustee, officer, and employee of this Association now or hereafter in office and his heirs, executors, and administrators, and each trustee, officer, and employee of this Association and his heirs, executors, and administrators who now acts, or shall hereafter act at the request of this Association as employee, trustee, director, or officer of another corporate entity controlled by this Association, shall be indemnified by this Association against all costs, expenses, judgments, fines, and amounts or liability therefore, including counsel fees, reasonably incurred by or imposed upon him in connection with or resulting from any action, suit, proceeding, or claim to which he may be made a party, or in which he may be or become involved by reason of his acts of omission or commission, or alleged acts of omission or commission as such trustee, officer, or employee, or, subject to the subsequent provisions of the section, any settlement thereof, whether or not he continues to be such trustee, officer, or employee at the time of incurring such costs, expenses, judgments, fines or amounts, provided that such indemnification shall not apply with respect to any matters as to which such trustee, officer, or employee shall be finally adjudged in such action, suit, or proceeding to have been individually guilty of misconduct, misfeasance, or malfeasance in the performance of his duty as such trustee, officer, or employee. The indemnification herein provided shall, with respect to any settlement of any such suit, action, proceeding, or claim, include reimbursement of any amounts paid and expenses reasonably incurred in settling any such suit, action, proceeding, or claim, when the Board of Trustees has determined that such settlement and reimbursement appear to be for the best interests of this Association. Such determination shall be made (1) by the Board of Trustees or by a majority vote of a quorum consisting of trustees who were not parties to such action, suit, or proceeding, or (2) if such a quorum is not obtainable (or, even if obtainable, a quorum of disinterested trustees so directs) by independent legal counsel in a written opinion. The foregoing right of indemnification shall be in addition to and not exclusive of any and all other rights as to which any such trustee, officer, or employee may be entitled under any bylaw, agreement, or otherwise.

Expenses incurred in defending a civil or criminal action, suit, or proceeding may be paid by the Association in advance of the final disposition of such action, suit, or proceeding as authorized by the Board of Trustees or Executive Committee in the manner heretofore provided, upon receipt of a written undertaking by or on behalf of the trustee, officer, or employee to repay such amount unless it shall ultimately be determined that he is entitled to be indemnified by the Association as authorized in this section.

The Board of Trustees may authorize the Association to purchase and maintain insurance on behalf of any person who is or was a trustee or employee of the Association or is or was serving at the request of the Association as a trustee, director, officer, employee, or agent of another corporate entity controlled by the Association against any liability asserted against him and incurred by him in any such capacity, or arising out of his status as such, whether or not the Association would have the authority or power to indemnify him against such liability under the provisions of this section.

Article VIII - Duties of Officers
Section 1--President
The President shall be the chairman of the Board of Trustees and of the Executive Committee and shall perform the duties usually pertaining to his office. He shall nominate, subject to approval by the Board of Trustees, all appointive officers, unless otherwise specified in the Bylaws and in
accordance with the directives contained in the Administrative Guide or as established by the Board of Trustees or the House of Delegates.

Section 2--President-elect
The President-elect shall perform the duties of the office of the President in the absence of or at the request of the President.

Section 3--Vice-Presidents
The Vice-Presidents, in the order of their designation and in the absence or at the request of the President and President-elect, shall perform the duties of the office of the President.

Section 4--Immediate Past President/Treasurer
The immediate past president shall serve as chair of the Finance Committee and hold the office of treasurer and shall perform, or cause to be performed, the functions usually pertaining to that office.

Section 4--Speaker/Vice-Speaker of the House of Delegates
The Speaker or the Vice-Speaker of the House of Delegates shall perform such duties as custom and parliamentary usage require. The Speaker shall appoint reference committees of the House to perform functions for which they are created subject to the approval of the House. He shall have such other privileges and duties as may be assigned to him by the House of Delegates, which privileges and duties shall not be in conflict with the privileges and duties assigned by the Constitution and Bylaws to other officers of the Association. The Vice-Speaker of the House of Delegates shall assume the duties of the Speaker in his absence or at his request.

Section 5--Chief Executive Officer
The Chief Executive Officer shall:

a. Be the chief administrative officer of the Association and of the central office. He shall be the executive and recording secretary of the Association. He shall counsel with the other administrative officers and with the heads of departments in the central office to produce the greatest possible cooperation and efficiency in the conduct of the affairs of the Association under the President and the Board of Trustees. He shall cooperate with the chairmen of various agencies of the Association in the execution of the policies of the Association as outlined by the House of Delegates. It shall be his duty to coordinate the work performed by the various departments, bureaus, and committees of the Association.

b. Direct the joint activities of the Association and the divisional societies as provided by the Bylaws, and may select one or more of the trustees or like officers of the divisional societies, to assist him in this work in their respective areas.

c. Be responsible for the correspondence of the Association and shall keep accurate record of the proceedings of the House of Delegates and the Board of Trustees. d. Be responsible for the supervision of assistance to the divisional societies in all matters according to the policies laid down by the Association and for the supervision of the execution of plans of the Association with regard to colleges, affiliated organizations and campaigns.

d. Keep on file an accurate record of all transactions of his office, which shall at any time be subject to examination by the President or the Board of Trustees, shall make an annual report to the House of Delegates and Board, and shall perform such other duties as are prescribed by the Board not in conflict with the Constitution and Bylaws of this Association.

e. Be the statistical officer of the Association, and shall have charge of the archives, including legal, historical and scientific records of value to the Association.
f. Be authorized to provide such assistance as is necessary for the proper conduct of the central office, subject to the directives of the Board of Trustees, and at the expiration of his term shall deliver to his successor all property and papers pertaining to his office. He shall file bond with such surety company and in such amount as the Board of Trustees shall determine.

Section 6--Controller
The Controller shall:

a. Have charge of the funds and assets of the Association, cooperate with the Chief Executive Officer and Editor under the direction of the Board of Trustees, and disburse such funds only in the manner prescribed by the Board of Trustees.

b. Be responsible for the collection of dues and assessments as provided in these Bylaws; shall cooperate with like officers of the divisional societies and may delegate them to assist him in their respective societies.

c. Keep on file accurate records of the transactions of his office, which shall at all times be subject to examination by the Board of Trustees. He shall prepare reports quarterly for the Board of Trustees and annually for the House of Delegates and the Board, and at the expiration of his employment; he shall deliver to his successors or to the Board, or their assigned agent, all monies, records and other property of the Association subject to his jurisdiction. He shall perform such other duties as may be prescribed by the Board consistent with the Constitution and Bylaws of the Association.

d. Be provided with such assistance as is necessary to the proper conduct of his office, subject to the directives of the Board of Trustees through the Chief Executive Officer. He shall file bond with such surety company and in such sum as the Board of Trustees may determine.

Section 7--General Counsel
The General Counsel shall:

a. Be the chief legal officer of the Association, responsible for oversight and management of all legal services provided to the Association, its trustees, officers and staff to ensure protection of the Association’s legal rights and maintenance of its operations consistent with the limits established by law.

b. Provide legal advice and guidance to the trustees, officers, and staff, bureaus, councils, task forces, commissions and committees of the Association on the legal implications of matters relevant to the Association, including compliance with federal, state, and local laws and regulations applicable to a tax-exempt, not-for-profit membership organization and adherence to internal organizational policies and procedures.

c. Draft and review contracts and other legal documents, policies and procedures; research pertinent to legal issues; prepare written and oral opinions and position statements on issues identified by the Association’s trustees, officers, staff, bureaus, councils, task forces, commissions and committees;

d. Represent or coordinate the representation of the Association in judicial and administrative proceedings; and

e. Select and retain outside counsel, as required, to obtain legal opinions or to handle claims and litigation. Supervises legal work of other Association attorneys and outside counsel.

Section 8--Editor
The Editor shall:
a. Have the editorial direction, in accordance with the established policies of the Board of Trustees and House of Delegates, of *The Journal of the American Osteopathic Association*, other periodical publications of the Association and of the *AOA Yearbook and Directory*, under the general supervision of the Chief Executive Officer, and shall cooperate with all departments of the central office.

b. Be provided with such assistance as is necessary to the proper conduct of his office, subject to the directives of the Board of Trustees through the Chief Executive Officer.

**Article IX - Departments, Bureaus, and Committees**

The Board of Trustees and House of Delegates, consistent with the powers given to it by these Bylaws, shall establish and determine the duties of departments, bureaus, councils, commissions, committees, and task forces necessary to further the policies of the Association. The Association’s departments shall include the Departments of Affiliated Affairs, Business Affairs, Educational Affairs, Governmental Affairs, Professional Affairs, and Research, Quality & Public Health. The activities of all departments, bureaus and committees shall, so far as possible, be executed in close cooperation with the Chief Executive Officer. Upon the expiration of the terms of office of chairs and members of the departments, bureaus, or committees, all records of the same shall be delivered by the chairs to the Chief Executive Officer. All employed staff of departments, bureaus, and committees in the offices shall be under the jurisdiction of the Chief Executive Officer.

**Article X - Conventions and Meetings**

Whenever referred to in this Constitution and Bylaws, the words annual meeting shall refer to the annual meetings of the Board of Trustees or of the House of Delegates, respectively, and the words annual convention or clinical assembly shall refer to the annual clinical assembly of the Association.

**Section 1--Annual Clinical Assembly**

The annual clinical assembly shall be held at such time and place as may be determined by the Board of Trustees, provided, however, such action may be changed by the House of Delegates by a two-thirds vote of the total number of delegates accredited for voting.

**Section 2--Annual Meetings**

The annual meetings of the Board of Trustees shall be held at such time and place as may be determined by the Board of Trustees, provided, however, such action may be changed by the House of Delegates by a two-thirds vote of the total number of delegates accredited for voting.

**Article XI - Amendments**

**Section 1--Bylaws**

These Bylaws may be amended at any annual or special meeting of the House of Delegates by a two-thirds vote of the total number of delegates accredited for voting, provided that the amendment shall have been filed with the Chief Executive Officer at least two months before the meeting at which the amendment is to be voted upon. Upon receiving a copy of the amendment, it shall be the duty of the Chief Executive Officer to cause it to be distributed by first class mail, postage paid, to each divisional and specialty society entitled to send voting representatives to the House of Delegates, posted on the AOA’s website, and published in *The Journal of the American Osteopathic Association* at least one month before the meeting. The Board of Trustees may revise the proposed amendment if necessary to secure conformity to this Constitution and Bylaws and shall then refer it to the House for final action not later than the day prior to the end of the meeting.

**Section 2--Articles of Incorporation**
The Articles of Incorporation of this Association may be amended by the adoption of a resolution by the Board of Trustees setting forth the proposed amendment and directing that the amendment be submitted to a vote at a meeting of the House of Delegates, which may be either an annual or a special meeting. Written or printed notice setting forth the proposed amendment or a summary of the changes to be effected thereby shall be posted on the AOA’s website and delivered not less than five nor more than 40 days before the date of the meeting, either personally or by mail, by or at the direction of the President, or the Chief Executive Officer, or the officers or persons calling the meeting, to each delegate entitled to vote at such meeting.

Written or printed notice shall include the printing of the amendment in the electronic and/or printed issue of *The Journal of the American Osteopathic Association* published not less than five days or more than 40 days before the date of the meeting. The proposed amendment shall be adopted upon receiving at least two-thirds of the votes entitled to be cast by the total number of delegates accredited for voting.

**Article XII - Gender Disclaimer**
The American Osteopathic Association is open to persons of both sexes and does not discriminate against any person because of sex; therefore, the wording herein importing the masculine or feminine gender includes the other gender and imports no such discrimination.
The American Osteopathic Association (AOA) Code of Ethics is a document that applies to all physicians who practice osteopathically throughout the continuum of their careers, from enrollment in osteopathic medical college/school through postgraduate training and the practice of osteopathic medicine. It embodies principles that serve as a guide to the prudent physician. It seeks to transcend the economic, political, and religious biases, when dealing with patients, fellow physicians, and society. It is flexible in nature in order to permit the AOA to consider all circumstances, both anticipated and unanticipated. The physician/patient relationship and the professionalism of the physician are the basis for this document.

The AOA has formulated this Code to guide its member physicians in their professional lives. The standards presented are designed to address the osteopathic physician's ethical and professional responsibilities to patients, to society, to the AOA, to others involved in healthcare and to self.

Further, the AOA has adopted the position that physicians should play a major role in the development and instruction of medical ethics.

**Section 1**
The physician shall keep in confidence whatever she/he may learn about a patient in the discharge of professional duties. Information shall be divulged by the physician when required by law or when authorized by the patient.

**Section 2**
The physician shall give a candid account of the patient's condition to the patient or to those responsible for the patient's care.

**Section 3**
A physician-patient relationship must be founded on mutual trust, cooperation, and respect. The patient, therefore, must have complete freedom to choose her/his physician. The physician must have complete freedom to choose patients whom she/he will serve. However, the physician should not refuse to accept patients for reasons of discrimination, including, but not limited to, the patient's race, creed, color, sex, national origin sexual orientation, gender identity, or disability. In emergencies, a physician should make her/his services available.

**Section 4**
A physician is never justified in abandoning a patient. The physician shall give due notice to a patient or to those responsible for the patient's care when she/he withdraws from the case so that another physician may be engaged.

**Section 5**
A physician should make a reasonable effort to partner with patients to promote their health and shall practice in accordance with the body of systematized and scientific knowledge related to the healing arts. A physician shall maintain competence in such systematized and scientific knowledge through study and clinical applications.
Section 6
The osteopathic medical profession has an obligation to society to maintain its high standards and, therefore, to continuously regulate itself. A substantial part of such regulation is due to the efforts and influence of the recognized local, state and national associations representing the osteopathic medical profession. A physician should maintain membership in and actively support such associations and abide by their rules and regulations.

Section 7
Under the law a physician may advertise, but no physician shall advertise or solicit patients directly or indirectly through the use of matters or activities which are false or misleading.

Section 8
A physician shall not hold forth or indicate possession of any degree recognized as the basis for licensure to practice the healing arts unless he is actually licensed on the basis of that degree in the state or other jurisdiction in which she/he practices. A physician shall designate her/his professional degree in all professional uses of her/his name. Indications of specialty practice, membership in professional societies, and related matters shall be governed by rules promulgated by the American Osteopathic Association.

Section 9
A physician should not hesitate to seek consultation whenever she/he believes it is in the best interest of the patient.

Section 10
In any dispute between or among physicians involving ethical or organizational matters, the matter in controversy should first be referred to the appropriate arbitrating bodies of the profession.

Section 11
In any dispute between or among physicians regarding the diagnosis and treatment of a patient, the attending physician has the responsibility for final decisions, consistent with any applicable hospital rules or regulations.

Section 12
Any fee charged by a physician shall compensate the physician for services actually rendered. There shall be no division of professional fees for referrals of patients.

Section 13
A physician shall respect the law. When necessary a physician shall attempt to help to formulate the law by all proper means in order to improve patient care and public health.

Section 14
In addition to adhering to the foregoing ethical standards, a physician shall recognize a responsibility to participate in community activities and services.

Section 15
It is considered sexual misconduct for a physician to have sexual contact with any patient with whom a physician-patient relationship currently exists.
Section 16
Sexual harassment by a physician is considered unethical. Sexual harassment is defined as physical or verbal intimation of a sexual nature involving a colleague or subordinate in the workplace or academic setting, when such conduct creates an unreasonable, intimidating, hostile or offensive workplace or academic setting.

Section 17
From time to time, industry may provide some AOA members with gifts as an inducement to use their products or services. Members who use these products and services as a result of these gifts, rather than simply for the betterment or their patients and the improvement of the care rendered in their practices, shall be considered to have acted in an unethical manner.

Section 18
A physician shall not intentionally misrepresent himself/herself or his/her research work in any way.

Section 19
When participating in research, a physician shall follow the current laws, regulations and standards of the United States or, if the research is conducted outside the United States, the laws, regulations and standards applicable to research in the nation where the research is conducted. This standard shall apply for physician involvement in research at any level and degree of responsibility, including, but not limited to, research, design, funding, participation either as examining and/or treating provider, supervision of other staff in their research, analysis of data and publication of results in any form for any purpose.

AOA INTERPRETS SECTIONS OF CODE OF ETHICS (1996 - PRESENT)

Interpretation of Section 3
This section notes that a physician-patient relationship must be founded on mutual trust, cooperation and respect - a patient must have complete freedom to choose his or her physician, and a physician must have complete freedom to choose patients whom he or she will serve.

Section 3 does not address a patient’s discriminating against a physician based on the physician’s race, creed, color, sex, national origin, sexual orientation, gender identity or disability; and a patient may express a desire to not be treated by a particular physician or by a physician with certain characteristics.

Therefore, the AOA interprets section 3 of its code of ethics to permit but not require an osteopathic physician to treat a patient when the physician reasonably believes the patient is experiencing a life- or limb-threatening event, even though the patient may have previously expressed a desire to not be treated by a physician based on the physician’s race, creed, color, sex, national origin, sexual orientation, gender identity or disability. (July 2014)

Interpretation of Section 7
This section is designed to discourage practices, which would lead to false, misleading or deceptive information being promulgated.

Section 7 does not prohibit advertising, so long as advertising is designed as making proper factual information available to the public. People seeking healthcare are entitled to know the names of osteopathic physicians, the types of practices in which they engage, their office hours, place of their offices, and other pertinent factual information. On the other hand, the public should be protected
from subjective advertising material designed to solicit patients, which is essentially misleading. Such material would include attempts to obtain patients by influence or persuasion, employing statements that are self-laudatory and deceptive; the result of which is likely to lead a patient to a misinformed choice and unjustified expectations. (July 1985)

Guide to Section 8
This guide applies to AOA members' professional (as opposed to organizational) stationery, office signs, 2 telephone directories, and to other listings referred to by the general public. (July 2016)

Part I-Indications of Specialty Practice
1. Osteopathic physicians who are certified by the AOA or who devote themselves exclusively to a specialty may designate such specialty in one of the following ways: Practice Limited to Internal Medicine (or other practice area), or Internal Medicine.

The listing of terms in each of the two categories is illustrative and should act as a guideline.

Part II-Membership in Professional Organizations
The public has little or no knowledge of what membership in various professional organizations entails. Accordingly, use of the names or initials of such organizations tends to indicate unusual professional competence, which is usually not justified. Professional stationery should contain no indication whatever of membership in professional organizations or of any present or past office held in any professional organization.

Designation of membership in various professional organizations is permissible on organizational stationery (AOA, divisional and district society, practice organizations, etc.) provided the organizational stationery is not used in practice correspondence.

Part III-Osteopathic Identification
The following, in order of preference, are considered proper on practice stationery and office signs:

1. John Doe, DO
2. John Doe, Osteopathic Physician & Surgeon
3. John Doe, Doctor of Osteopathy

The following are not considered proper on practice stationery or office signs:

1. Dr. John Doe (this is considered improper even if the doctor signs his name John Doe, DO). The osteopathic identification should be printed.
2. Dr. John Doe, Specialist in Osteopathic Medicine. The term specialist should be avoided in this circumstance.

Part IV-Degrees (other than DO)
It is strongly recommended that only the degree DO appear on professional stationery. However, the following additional guides are offered: No undergraduate degree (BA, BS, etc.) should be used.

Graduate degrees (MA, MS, PhD, etc.) should not be used unless the degree recognizes work in a scientific field directly related to the healing arts. Therefore, advanced degrees in scientific fields such as public health, physiology, anatomy, and chemistry may be used but their use is not recommended.
Honorary degrees relating to scientific achievement in the healing arts or other achievements within the osteopathic profession (such as administrative excellence or educational achievement) may be used if the honorary nature of the degree is indicated by use after the degree of the abbreviation "Hon."

Law degrees may be used if the physician carries on medical-legal activities.

Part V-Telephone Directory Listings

1. It is desirable for divisional societies to have an established program to implement these guidelines and, where necessary, to meet with representatives of the telephone companies in furtherance of that objective.

2. In classified directories, it is recommended that DOs be listed under the heading "Physicians and Surgeons-(DO)" and that there be a cross-reference to that heading from the heading "Physicians and Surgeons-Osteopathic." This letter heading is also acceptable as the main listing if it has long been the heading customarily used in the community.

3. In telephone directory listings of doctors, it is recommended that the doctor's name be followed by the abbreviation DO.

4. The abbreviation "Dr" is not recommended because it is misleading. "Dr" can refer to dentists, doctors of medicine, etc. "Phys" is also misleading because it can refer to MDs.

5. In telephone directories, no indication of certification or membership in any osteopathic professional organization should appear by initials or abbreviations, because such would generally be confusing.

6. In classified telephone directories it is not improper to indicate "Practice limited to" or simply to name the field of specialty.

Interpretation of Section 17

Section 17 relates to the interaction of physicians with pharmaceutical companies.

1. Physicians’ responsibility is to provide appropriate care to patients. This includes determining the best pharmaceuticals to treat their condition. This requires that physicians educate themselves as to the available alternatives and their appropriateness so they can determine the most appropriate treatment for an individual patient. Appropriate sources of information may include journal articles, continuing medical education programs, and interactions with pharmaceutical representatives.

2. It is ethical for osteopathic physicians to meet with pharmaceutical companies and their representatives for the purpose of product education, such as, side effects, clinical effectiveness and ongoing pharmaceutical research.

3. Pharmaceutical companies may offer gifts to physicians from time to time. These gifts should be appropriate to patient care or the practice of medicine. Gifts unrelated to patient care are generally inappropriate. The use of a product or service based solely on the receipt of a gift shall be deemed unethical.
4. When a physician provides services to a pharmaceutical company, it is appropriate to receive compensation. However, it is important that compensation be in proportion to the services rendered. Compensation should not have the appearance of a relationship to the physician’s use of the employer’s products in patient care.

**Position Papers/Ethical Content**
Position papers adopted by the AOA House of Delegates define official AOA policy. Many of the position papers further clarify issues with ethical content.

Specific areas and papers related to them are:

**A. Responsibilities to the patient:**
--Confidentiality of patient records
--Counseling female patients on reproductive issues
--Death: Right to die
--Physician treating minors without parental consent
--Patient confidentiality
--Patient's bill of rights
--Patient-physician relations

**B. Responsibilities to society:**
--Abused persons
--Ethical and sociological consideration for medical care
--Healthcare institutional responsibilities
--Impaired physician, assistance
--Medicare and Medicaid Abuse
--Medicare and Medicaid - ethical physician arrangements
--Substance abuse

**C. Responsibilities to the AOA:**
--Active institutional membership--AOHA
--Dual degrees
--Industry gifts to physicians
--Professional association by DOs

**D. Responsibilities to others involved in healthcare:**
--Acupuncture
--Osteopathic medicine in foreign countries

**E. Responsibilities to self:**
--Medicare-physician coverage
--Osteopathic Manipulative Treatment (OMT) programs
--Physician administered OMT

1. "Stationery" includes letterheads, billheads, professional cards, checks, prescription blanks and any other stationery products used in practice.

2. The guide applies to door signs, listings in building lobbies, and outside signs.

3. DOs with limited licenses may obtain rulings on permissible designations on requests addressed to the AOA Committee on Ethics.
HOUSE OF DELEGATES

PRIMER

Originally named Handbook of Governing Bodies

American Osteopathic Association
142 East Ontario Street
Chicago, Illinois 60611-2864
HOUSE OF DELEGATES

INTRODUCTION

The House of Delegates (HOD), is the legislative body of the American Osteopathic Association (AOA). As such, it speaks for the members of the Association and for the osteopathic profession. This Handbook has been prepared so that all who participate in the annual meeting of the HOD may have a better understanding of the methods and rules under which it operates.

Since the HOD meets only once a year, many important actions must be taken at the annual meeting. In order that the many resolutions placed before the HOD may be considered carefully and expeditiously, it is necessary to have a well-established routine for the conduct of business.

This routine demands the close cooperation of the members of the House, the members of the Board of Trustees (BOT) and its officers, and the AOA staff. The members of the HOD have the duty of considering not only the wishes of their societies and their geographical regions, but also the welfare of the Association and of the osteopathic profession as a whole.

The following pages contain information regarding the organization and operation of the HOD. A careful reading of this material will give each member of the House an informed view of the activities and procedures that lead to the establishment of policy for the AOA and for the osteopathic profession.

At each HOD meeting, the House of Delegates ratifies the current version of this Primer as the official method of procedure when it adopts the Report of the Committee on Rules and Order of Business. In the event of apparent conflict between the Primer and an AOA Bylaw or policy, the text of the Bylaw or policy shall prevail.
GENERAL INFORMATION FOR DELEGATES AND ALTERNATES

Meeting Overview: The annual meeting of the HOD is held during the month of June, July or August and separate from the AOA’s Annual Convention and Scientific Seminar (OMED). The AOA President may call special sessions of the House. The Delegates shall be given at least two weeks' notice; the call will include the object or objects of the special session.

Delegates: The AOA will provide to the secretary/executive director of each divisional society, seventy-five (75) days prior to the first day of the annual meeting of the House of Delegates, a statement of the number of regular members of this Association located in the area represented by that divisional society. In the case of the uniformed services divisional society, the notice shall include the number of regular members of this Association currently serving in the uniformed services of the United States.

This information is made available on the HOD website. A list of all delegates and alternate delegates is published on the HOD website and becomes part of the meeting Proceedings.

It is the prerogative of the Speaker to determine the order of business at any meeting and may vary the Order if it will expedite the business of the House, subject to any objections sustained by the House. The HOD, by majority vote, may change the order of business at any meeting.

The introduction of business to the AOA House is through the presentation of resolutions on behalf of their delegation, or as individuals. Reports from the Board of Trustees and AOA Bureaus, Councils and Committees on topics of interest to physicians or in response to previously adopted or referred resolutions also are routinely received as business.

The resolutions are referred to a reference committee for consideration. A reference committee is a special committee that serves to expedite the business of the House and are the venue at which delegated, alternate delegates and others can support, oppose, voice concern or articulate their point of view on resolutions under consideration.

Following the testimony received in open session, the reference committee deliberates and prepares a report with recommendations to the full House. It is the HOD that ultimately takes action on all items of business.

Composition of the House of Delegates

All delegates and alternate delegates are required to be members of the AOA. The House of Delegates shall consist of delegates elected by the divisional societies and other authorized units, the elected officers and trustees of the Association and of such other members as may be provided for in the Bylaws. Each divisional society shall be entitled to one delegate.

The House includes:

- A total of 473 delegate positions will be allocated among the Divisional Societies for each of the states, the District of Columbia, and osteopathic physicians serving in the Uniformed Services (Military).
  - Each Divisional Society and Military automatically receives one delegate. The remaining delegate positions will be allocated among the Divisional Societies and Military based on the proportion of members of the AOA who are located in the state represented by that divisional society or in the case of the Military, the
proportion of members of the AOA currently serving on active duty in the uniformed services of the United States.
- The allocation of the remaining delegates will be recalculated each year.

- Each recognized Specialty College is entitled to one delegate and alternate. Specialty college delegate and/or alternate cannot serve as a member of the divisional society delegation to the AOA House of Delegates.
- The Council of Interns and Residents will designate two delegates and two alternates. The osteopathic interns and residents will be represented in the HOD by one intern and one resident delegate (see above) selected by vote of the Council of Interns and Residents. The intern or resident delegates or alternates cannot serve as a member of a divisional society or specialty college delegation.
- Each osteopathic medical college (and branch campus) accredited by this Association will be represented in the AOA House of Delegates by its student council president (and alternate) who is seated as a member of the delegation of the divisional society representing the state in which the osteopathic college is located.
- The student council of each accredited osteopathic college shall be represented by its president, and/or the president’s alternate, elected by the student council, as a member of the delegation of the divisional society representing the state in which the osteopathic college is located.
- The Student Osteopathic Medical Association (SOMA) shall will be represented in the House by one member of the SOMA Board selected by vote of the SOMA Board. The SOMA delegate or alternate cannot serve as a member of a divisional society delegation representing the state in which such SOMA Board Member's osteopathic college is located.

The HOD also has ex officio members without the right to vote; AOA Officers (excluding the Speaker and Vice Speaker who have the right to vote), former Presidents, former Trustees, and the Chairs of AOA Bureaus, Committees and Councils who are not delegates.

Delegate Responsibilities
During the HOD meeting delegates have a number of responsibilities, including serving on HOD committees, participating in caucuses, and testifying at reference committee hearings. After the reference committees present their reports the delegates have the opportunity to testify and vote on the recommendations of the reference committee for action.

Prior to the HOD meeting delegates should work with their colleagues to draft resolutions for consideration at HOD meetings, submit and/or review advance online testimony. Followong the meeting delegates should report highlights of HOD meetings to the leadership or membership of the organizations they represent.

Role of Alternate Delegates
Alternate delegates do not have the privilege of access to the floor but may be seated in the visitors’ section until they serve in the “delegate” capacity – at which time they would move to the delegate table.

Alternate delegates may testify on resolutions and reports in reference committees and participate in caucuses. Because alternate delegates technically are not HOD members, they cannot introduce resolutions or vote. However, they can be temporarily credentialed to substitute for a
delegate, and thus speak and debate on the HOD floor, offer amendments to pending matters, and make motions and vote on the outcome of items of business. In order to access the floor, alternate delegates must be formally recredentialed as a delegate, as described under Rules of the House of Delegates section.

Credentials:
Official credentials are available in advance to the secretaries/executive directors of the divisional societies, specialty colleges, Council of Interns and Residents, the Student Osteopathic Medical Association, and the deans of accredited colleges of osteopathic medicine, for distribution to their selected delegates and alternates. These credentials must be presented to the Committee on Credentials at the time of registration.

Registration:
Registration for delegates and alternates is conducted from 6:30 a.m. on Friday the first day the House of Delegates convenes, until adjournment. (Early registration is available on Thursday, from 2 – 6 p.m.).

Orientation Class:
The Speaker of the House conducts an orientation class for freshman members of the House of Delegates and other delegates and alternates interested in attending on Friday (8 a.m.) prior to the opening of the House (9 a.m.).

Access to Floor:
Members of the House of Delegate who wish to secure the floor for any purpose shall address the Speaker and identify themselves by name and delegation. Access to the floor of the House is limited to the officers and properly certified delegates of the HOD, the elected and appointed officers of the AOA; the past presidents; and when requested by the Speaker, the chairs of AOA departments, bureaus, committees and councils; the secretaries and executive directors of AOA affiliated groups; and members of the AOA staff. Special Seated Ambassadors also have access to the floor of the HOD and during reference committee meetings.

Seating of Alternate Delegates:
If a delegate cannot attend a meeting of the House of Delegates, then an alternate may be seated. Alternate delegates do not have the privilege of access to the floor but may be seated in the visitors’ section until they serve in the “delegate” capacity – at which time they would move to the delegate table.
Delegate seating for the HOD Business Meetings rotates from meeting to meeting. The Speaker makes delegate seating assignments to ensure that no one society sits in front (or in back) too often. Societies can request to be seated near other societies, but must do so well in advance of the meeting.

Alternate delegates sit apart from the delegates in a reserved seating area during the formal HOD sessions. Reserved seats for alternate delegates are not pre-assigned.

Seating at reference committee hearings and other programming is unassigned for all participants.

Meetings begin promptly. Delegates, alternate delegates, and guests are urged to arrive early and be in their seats 15 minutes before the stated time. Similarly, delegates are urged to schedule their departures after the meeting adjourns on the last day, so that they can give full consideration to that day’s business items.
Special Seating (non-delegate invitations)

Ambassador

- **Qualifications** – A national medical organization may apply to the AOA Board of Trustees for official ambassador status in the House of Delegates. The membership of the organization shall be national in scope and have similar goals and concerns to the AOA regarding health care issues. Each organization, upon application, must demonstrate compliance of these requirements.

- **Rights and Privileges** – Organizations provided ambassador status are entitled to send one representative to meeting(s) of the AOA House of Delegates. The Ambassador is permitted voice in the AOA reference committee meetings and on the floor of the House of Delegates. Ambassadors would not have the right to introduce business, introduce an amendment, make a motion or vote.

- Ambassadors are invited to attend:
  - Open meetings of the AOA House of Delegates, including reference committees;
  - Caucus meetings upon invitation of that group; and
  - Official meal and reception functions of the AOA House of Delegates, including the President’s Inaugural Reception.

Official Observer

- **Qualifications** – A national medical organization may apply to the AOA Board of Trustees for official observer status in the House of Delegates. The membership of this organization shall be national in scope and have similar goals and concerns to the AOA regarding health care issues. Each organization, upon application, must demonstrate compliance of these requirements.

- **Rights and Privileges** - Organizations provided observer status are entitled to send one representative to meeting(s) of the AOA House of Delegates. These representatives, upon invitation from the AOA Speaker, will be given the right to speak and debate on the floor of the HOD to issues within their organization’s expertise. Official Observers would not have the right to introduce business, introduce an amendment, make a motion or vote.

- Observers are invited to attend:
  - Open meetings of the AOA House of Delegates, including reference committees;
  - Caucus meetings upon invitation of that group; and
  - Official meal and reception functions of the AOA House of Delegates, including the President’s Inaugural Reception.
**Special Invited Guest Seat Definition**

- **Qualifications** - This Special Invited Guest Seat (SIG) category would be open to national health care organizations that have already established a relationship with the AOA to work towards issues and goals of mutual benefit (e.g., health system reform, health and wellness initiatives, etc.). The membership base of these organizations would be categorized as health care allies.

A national health care organization whose membership base are allied professionals, may apply to the AOA Board of Trustees to be considered as a special invited guest (SIG) in the House of Delegates. The organization must be national in scope and have similar goals and concerns to the AOA regarding health care issues. Each organization, upon application, must demonstrate compliance of the requirements noted above.

- **Rights and Privileges** - Organizations provided SIG status would be entitled to send one representative to meeting(s) of the AOA House of Delegates. These representatives would be recognized as attendees of the HOD meeting, but would not have the right to introduce business, introduce an amendment, make a motion or vote.

- Special Invited Guests (SIG) are invited to attend:
  - Open meetings of the AOA House of Delegates, including reference committees;
  - Caucus meetings upon invitation of that group; and
  - Official meal and reception functions of the AOA House of Delegates, including the President’s Inaugural Reception.

**Schedule of House Meetings:**
The annual sessions of the House of Delegates are as follows:

- **Friday:** The House of Delegates convenes at 9 a.m. Matters relating to the organization of the House, presentation of reports of the president, executive director, appointed officers, staff members, chairs of departments, bureaus, committees and councils, and resolutions of the component societies and other affiliated organizations are scheduled.
  - HOD reference committee sessions are usually scheduled at 1:30 p.m. and the individual chairs determine the length of the sessions.
  - The HOD reference committees hold open hearings with the time and location announced by the Speaker. The composition of the standing and reference committees are listed in the Agenda of the House of Delegates. All members of the AOA are invited to attend the hearings of these committees.

- **Saturday:** Nominations of all officers, trustees, and of the Speaker and Vice Speaker of the House of Delegates, is a regular order of business beginning at 7:30 a.m.
  - Reports of the reference committees of the House of Delegates will be given at approximately 9 a.m.

- **Sunday:** Election of all officers and trustees, and of the Speaker and Vice Speaker of the House of Delegates, is a regular order of business at 7:30 am on the last day of the meeting of the House.
OPERATION OF THE HOUSE OF DELEGATES

**Officers:** The Speaker of the House of Delegates is the presiding officer. The Vice Speaker presides over the House in the absence or at the request of the Speaker and assumes all duties of the Speaker. The Speaker and Vice Speaker are members of the HOD, with all of the associated rights and privileges. The Secretary of the House is the CEO of the AOA.

**Duties of House of Delegates:** The House of Delegates serves as the legislative body of the Association while the Board of Trustees serves as the administrative body. The duties of both are defined in the Bylaws of the AOA.

The powers and duties of the House as defined in Article VI of the Constitution and Article V of the Bylaws, make it the authoritative body of the Association. The House can determine policies, enact, amend and repeal the AOA’s Constitution and Bylaws and the Code of Ethics, and create special committees. The House also has the duty of electing officers and trustees of the AOA and the speaker and vice speaker of the House. It also approves the AOA strategic plan and annual budget.

The Board of Trustees provides for the maintenance and supervision of the AOA offices, appoints the CEO, Controller, General Counsel, and the AOA Editor-in-Chief. The Board prepares the annual budget, supervises financial affairs, approves the appointments of the chairs of departments, bureaus, committees and councils, selects the time and place of the annual meeting and clinical assembly, and reviews all reports and makes recommendations to the House of Delegates.

**Resolutions and Communications to House of Delegates:** Resolutions and communications involving AOA policy come to the House of Delegates from several different sources: the President of the AOA, the Board of Trustees and its bureaus and committees, the divisional societies and affiliated organizations.

The Board of Trustees reports annually to the House of Delegates on its activities during the past year through the CEO. Divisional societies and affiliated organizations frequently direct resolutions on the establishment of policy to the House of Delegates. District societies, when seeking similar action, usually address their resolutions to the House of Delegates through their divisional societies.

The employed staff of the AOA may also make recommendations to the House but only through an appropriate agency such as the BOT or an individual bureau or committee. The HOD receives many recommendations for consideration each year and is responsible for acting on them in the best way to meet the changing needs of the Association and of the profession.

In an effort to “Green the AOA’s Footprint,” business of the AOA House of Delegates will be available in downloadable form on the Annual Business Meeting of the AOA webpage located on AOA Website. The resolutions will be available prior to the meeting of the HOD, and will be available in three versions – one inclusive document, by reference committee roster or single resolutions. Other materials available via the site Annual Business Meeting of the AOA webpage will include:

1. **Agenda and Reports** -- contains the agenda of the House, AOA roster, list of delegates and alternates, members of the reference committees, rules and order of business and the annual reports.
(2) Communications -- letters received from affiliated organizations that are informational in nature.

(3) Supplemental Reports -- reports received after posting of the agenda.

(4) Resolutions -- items for action.

(5) Amendments to Constitution and Bylaws -- amendments to basic documents of the AOA and its affiliated organizations.

Only late resolutions approved by the Committee on Rules and Order of Business and reports of the HOD Reference Committees will be provided as paper versions.

Delegates and alternates are asked to bring the above materials to the meetings of the House. It is the responsibility of the Delegates and Alternates to come prepared by reviewing the various reports and resolutions they are being asked to deliberate.

RULES OF THE HOUSE OF DELEGATES (for more detail see Appendix A and B)

Seating of Delegates: A delegate having been seated shall remain the accredited delegate throughout the meeting. In the event that an accredited delegate has failed to qualify and assume their seat when the House convenes on the second day of the meeting, an accredited alternate may be seated. If a delegate, having been seated, is unable to be present due to physical disability or other cause(s) acceptable to the House, an alternate may be seated for that roll call period and continue as a delegate until the previously seated delegate returns for duty at the subsequent roll call. In that event, the alternate delegate who has been seated may, by direction of the House, be dropped from the roll and the previously seated delegate shall return to their seat in the House.

Quorum: One-half of the accredited delegates of the House shall constitute a quorum.

Rules of Order: The meetings of the House of Delegates and of all other bodies of the AOA are governed by Roberts’s Rules of Order Newly Revised, except in such instances as are specifically provided for in the Constitution and Bylaws of the Association or in the order of business that may be adopted from time to time. The order of business and any special rules adopted at the beginning of the meeting will govern the procedure unless unanimously suspended. Any special order of business must be submitted to the Committee on Rules and Order of Business for approval.

Reports: All reports of officers and committees, except supplemental reports, are made available electronically to each delegate and alternate delegate prior to the opening of the House of Delegates. This includes all resolutions and communications for consideration of the House received up to that time. All supplemental reports are presented to each delegate before such report is considered by the House.

Reports shall not be read verbatim to the House of Delegates, except by consent of two-thirds of the members present and voting.
Referral of Report and Resolutions: Prior to each session of the House, the Speaker of the House will prepare a list of recommended business referrals to reference committees. This list will be available at the opening meeting of the House and be subject to amendment or approval on vote by the HOD. The Speaker has the power to refer any resolution to a special committee, or the House may recommend the appointment of a special committee.

Resolutions on the Appropriation of Funds: No funding appropriation(s) can be made by the House except upon recommendation of the Finance Committee. All resolutions, motions or otherwise, requiring the appropriation of funds must first be referred without discussion to the Finance Committee of the Board of Trustees. An adverse ruling on such motions may be overruled by a three-fourths vote of the House.

Introduction of New Business on Last Meeting Day: No new business shall be introduced on the last day of the House of Delegate’s meeting except by a two-thirds consent of those members present, provided two-thirds of the seated delegates are in attendance.

Presentation of Resolutions and Other Items of Business: Within the limitation of the rule on the presentation of new business on the last meeting day of the House of Delegates, any delegates may present an item of business from the floor. Resolutions and other items of business should be presented on behalf of bureaus, committees, councils, or AOA affiliated organizations by an accredited delegate. These items must be presented as far in advance as possible and provided to the Secretary of the House so that copies are made available to House members.

Amendments to Constitution, Bylaws and the Code of Ethics: The Constitution may be amended by the House at any annual meeting by a two-thirds vote of the total number of delegates accredited for voting, provided that the amendment(s) will have been presented to the House and filed with the CEO at a previous annual meeting. These amendments must be published in the JAOA no less than two months nor more than four months prior to the meeting at which they are to be deliberated.

The Bylaws may be amended by the House at any annual or special meeting by a two-thirds vote of the total number of delegates accredited for voting, provided that the amendment shall have been filed with the CEO at least two months before the meeting at which the amendment is to be deliberated. Upon receiving a copy of the amendment, the CEO will have the amendment(s) published in the JAOA at least one month before the meeting. At this meeting, the Board of Trustees may revise the proposed amendment if necessary to secure conformity to the Constitution and Bylaws and then refer it to the House for final action no later than the day prior to the end of the meeting.

The Code of Ethics may be amended by the House of Delegates at any annual meeting by two-thirds vote of the total number of delegates accredited for voting, provided a copy of the proposed amendment is filed with the CEO at least 90 days before the annual business meeting at which it is to be deliberated. Upon receipt of the amendment(s), the CEO will have the proposed amendment published in the JAOA not later than one month before the annual meeting at which the amendment is scheduled for consideration.

Voting: The method of voting in the House of Delegates is usually determined by the Speaker of the House who may call for a voice vote, show of hands, standing vote, electronic vote, roll call of the delegations, and ballot vote.
If the result of a vote is uncertain or if a division is called for, the Speaker will have the option of asking for a standing vote of delegates or an electronic vote of delegates. The standing vote count will be made by tellers appointed by the Speaker and reported to the Secretary. It is essential that voters remain standing until the Speaker has indicated that the count is completed. The same procedure is then followed for recording the negative vote. The Committee on Credentials is charged with supervising the counting of roll call votes in the House of Delegates.

Nominations: Nomination of all officers and trustees of the AOA, and nomination of the speaker and vice speaker of the House of Delegates, except nominations of those otherwise provided for in the Constitution, will be a regular order of business in the House during the annual meeting. Nominations may be made from the floor immediately preceding the balloting. Nominating speeches should not exceed two minutes.

Elections: Election of officers and trustees and the speaker and vice speaker shall take place during the annual meeting of the House. Only properly certified delegates are permitted to participate in the elections of the House. Contested elections are held under the supervision of the Committee on Credentials.

All elections shall be by ballot except as outlined in this section and a majority of all votes cast are necessary to elect. In recording such vote, each divisional society shall be given one vote for each 20 regular members of the AOA located in the area represented by that division and such votes may be cast by any one of the delegation then seated or divided among the various members of the delegation as the delegation in caucus shall decide. If there is one nominee for a given office or trusteeship, it is the duty of the secretary to cast the elective ballot for that nominee.

Conflict of Interest:
Members of the House of Delegates who have a substantial financial interest in a commercial enterprise, which interest will be materially affected by a matter before the House of Delegates, must publicly disclose that interest before testifying at a reference committee on the matter or speaking on the floor of the House of Delegates on the matter.

Conduct of Business by the House of Delegates:
Each member of the House of Delegates and the AOA Officers resolutely affirm a commitment to be courteous, respectful and collegial in the conduct of House of Delegate actions.
REFERENCE COMMITTEES OF HOUSE OF DELEGATES

Reference Committees: There are nine (9) reference committees of the House of Delegates. All are appointed by the Speaker of the House except the Committee on Credentials and the Joint Board/House Budget Review Committee whose members are appointed by the Speaker and the President. In choosing members for HOD committee service, the Speaker is encouraged to appoint a committee diverse in terms of specialty and geographic representation, gender, age, and ethnicity.

The following is a general description of the items assigned to each of the reference committees:

CREDENTIALS:
The Committee is appointed by the President. It receives and validates the credentials of the delegates and alternates, maintains a continuous roll call, determines the presence of a quorum, supervises voting and election procedures and makes recommendations on the eligibility of delegates and alternates to a seat in the House when a seat is contested.

RULES AND ORDER OF BUSINESS:
This Committee presents the agenda and recommends for approval such rules as are necessary for the conduct of the business of the House and make recommendations on acceptance of late resolutions. The report of this Committee is prepared in collaboration with the officers of the House and is presented at the opening of the annual session. The committee is not a reference committee and does not normally hold open hearings, but does provide sponsors of “late resolutions” an opportunity to explain the reasons for the lateness of the resolution.

RESOLUTIONS:
This Committee drafts resolutions expressive of the sense of the meeting.

EDUCATIONAL AFFAIRS:
This Committee considers matters relating to osteopathic education, osteopathic colleges, postdoctoral training programs and other matters as determined by the Speaker. These resolutions are numbered in a 200 series (e.g., 200, 201, etc.)

PROFESSIONAL AFFAIRS:
This Committee considers matters relating to osteopathic healthcare facilities, advocacy, legislation, membership and conventions, and other matters as determined by the Speaker. These resolutions are numbered in a 300 series (e.g., 300, 301, etc.)

PUBLIC AFFAIRS:
This Committee considers matters relating to public and industrial health, research and physical fitness, and other matters as determined by the Speaker. These resolutions are numbered in a 400 series (e.g., 400, 401, etc.)

CONSTITUTION AND BYLAWS:
This Committee considers the choice of words, phraseology, style and merits of all proposed amendments to the Constitution, Bylaws, and the Code of Ethics, and makes recommendations as necessary. These resolutions are numbered in a 500 series (e.g., 500, 501, etc.)
AD HOC COMMITTEE:
This Committee considers materials relating to physician practice / socioeconomic issues, affiliate dynamics, insurance and communication activities, and other items determined by the Speaker. These resolutions are numbered in a 600 series (e.g., 600, 601, etc.)

JOINT BOARD/HOUSE BUDGET REVIEW:
This Committee is composed of four members from the Board of Trustees, appointed by the President; four members from the House of Delegates, appointed by the Speaker; and the Treasurer of the Board of Trustees, as a Consultant. It acts as a reference committee to review the AOA strategic plan and budget. These resolutions are numbered in a 700 series (e.g., 700, 701, etc.)

GENERAL PROCEDURES FOR REFERENCE COMMITTEES

Duties/Responsibilities: The primary responsibility of a reference committee is to recommend to the House an appropriate course of action on matters that have been placed before it. This duty should be accomplished by:

- evaluating all resolutions received by the committee,
- basing its recommendations on the best information and advice that is available, and
- making decisions in the best interests of the public and the profession.

It is not the duty of the reference committee to attempt to prevent the House from taking action on any matter that has been presented. Nor is it the committee’s duty to accept automatically and without deliberation the opinions of its own members or the opinions of those who have testified.

The reference committee fulfills its duty when it takes into consideration all of these factors and advises the House to approve, disapprove, amend, postpone, or replace by a substitute resolution, any resolution that has been placed before it.

Authority: Reference committees have a good deal of authority but must act within the standing rules of the House and within the framework of the Constitution and Bylaws. The reference committees may not only recommend action on resolutions before them but may also propose resolutions on their own initiative. They may call upon the officers, members of the Board of Trustees, committees, and the members of the staff when they desire to gain information. They may make an explanation of the committee’s decision before recommending to the House that a resolution be approved, disapproved, amended, postponed or replaced by a substitute resolution.

Referral of Items of Business to Reference Committees: The reference committees receive items of business for consideration by referral from the House of Delegates. At the opening meeting of the House, the list of referrals prepared by the Speaker is presented to the House for approval. Hearing no objection, the list stands as presented. The House, at its discretion, may refer a resolution to a different reference committee.

Other items of business may be referred to a reference committee by the Speaker of the House during the course of business. A listing of all referrals made to the reference committees will be made available as soon as possible after the House recesses. This list, in effect, constitutes the agenda for the meetings of the reference committees.
Conduct of Hearing: The primary duty of a reference committee is to receive and evaluate opinions so that it may present a well-informed recommendation to the House. Opinions are received during the open hearing that is conducted by the reference committee. During actual deliberations of the committee, the committee and its staff will meet in executive session.

All members of the AOA have the right to attend reference committee hearings and participate in the discussion, whether or not they are members of the House of Delegates.

Duties of the Chair: The chair of the reference committee should preside at both of the above meetings, and should carry out the usual duties of a chair in maintaining order, facilitating the transaction of business and in ruling on length and pertinence of discussion.

The chair should not permit the making of motions or the taking of formal votes at an open hearing, since the objective of the hearing is to receive information and opinions and not to make decisions of any sort that would bind the reference committee in its subsequent deliberations. The final motions should be held in executive session as noted above.

The chair should insure that all who want to be heard are heard but should be watchful against prolonged holding of the floor by one or more persons at the expense of others who may wish to counsel with the committee. The chair, with the consent of the committee, may place reasonable limitations on discussion and debate.

Committee members may ask questions to be sure that they understand the opinions being expressed, or may answer questions if a member seeks clarification; however, the committee members do not argue with those presenting testimony or express opinions during the hearings. Their responsibility is to listen carefully and evaluate all the opinions presented so that the reference committee may provide the voting body with a carefully considered recommendation.

It is the responsibility of the chair to review and approve the reference committee report prior to publication. The chairs should coordinate this activity with their reference committee secretaries.

Testimony
Each individual speaking to an issue must be recognized by the reference committee chair while at a microphone. When called upon, the individual should:

- Identify oneself by name;
- Specify whether testifying as an individual, or offering testimony on behalf of a delegation, caucus or Section (and if so, state the name of the group);
- Disclose any commercial or financial conflicts of interest with respect to the issue at hand. AOA policy defines a conflict of interest as “having a substantial financial interest in commercial enterprise, which interest will be materially affected by a matter.”
- Clearly state his or her intent in offering comments – support, opposition or recommendation of a compromise position or a substitute resolution.
- Offer general background or propose alternative language, if appropriate; and
- Direct testimony to the Reference Committee, not to other hearing participants.

Wording for alternative language or a proposed substitute resolution should be submitted in writing to reference committee staff. Written material that accompanies the testimony may also be presented to the reference committee staff for discussion at the committee’s executive session.
Executive Session
Following its open hearing, a reference committee goes into executive session to deliberate and to construct its report. It has the prerogative to call into its executive session anyone it may wish to hear or question. The reference committee reviews the testimony that was submitted, and discusses its options for disposing of each item. During executive session, the reference committee may review existing AOA policy and directives, background material from other sources, or medical journals. The reference committee may also consider substitute resolutions that were presented during the open hearing. Legal counsel is available to all reference committee during their deliberations.

A reference committee has wide latitude in its efforts to facilitate expression of its recommendations on assigned business. A reference committee may choose to amend a resolution, consolidate kindred resolutions by constructing a single substitute, or recommend that an item be adopted, not adopted or referred.

Secretarial Assistance: Each reference committee will be provided with staff to assist the committee in the development of their report. These staff have expertise in the committee’s defined responsibilities and should be used as a valuable source of information and experience. Verbatim minutes of the reference committee will not be taken; however, committee staff will assist in the development of a cohesive report that will be acted upon by the House as a whole.

Preparation of Report: The reports of the reference committees to the House are nothing more than the comment and the recommendation of the committee on the materials that it has had under consideration.

All recommendations to the House must be placed in the standard resolution form. Resolutions should be worded with the utmost clarity and must contain only a single topic. Resolutions containing more than one topic must be divided so that the House can vote intelligently on a single question. The wording of a resolution is most important, since an improperly worded resolution will not give the delegates a clear and immediate idea of the question on which they are being asked to vote.

If the report of a committee contains no resolutions, the reference committee should merely state that it has noted the report and make such comment as it may desire. It is not proper to recommend that the report be “received” or “approved”. If the reference committee wishes to approve some item in the report, it must draft a suitable resolution. The reports should be as brief as possible. Long sections of material that the delegates already have before them, should not be repeated.

Majority and Minority Reports: Every effort should be made by the members of a reference committee to reach unanimous agreement. If this is not possible, majority and minority reports may be presented. The report receiving the most support from members of the committee is presented as the "majority report."

Presentation of Reports to House of Delegates: The reports of the reference committees are presented by their chair and / or the vice chair.

The Speaker will announce the order that the reference committee reports will be heard and acted upon.
In the event of debate or discussion, the chair and members of a reference committee are free to reply to any questions or to comment. If the chair desires, they may call on a member of a bureau, committee, or council, member of the Board of Trustees or staff to supply the information requested. The chair of the committee, however, should be prepared to comment on the position that their committee has taken.

Guidelines, a Tutorial on Parliamentary Procedure and HOD Resolution Protocol are noted in Appendixes A and B of this document.
APPENDIX A

Tutorial on Parliamentary Procedure
Everything You Wanted to Know but were Afraid to Ask!

Introductory Comments

To assist in the smooth operation of the American Osteopathic Association’s House of Delegates deliberations, the AOA Speaker and Vice Speaker have developed a “Tutorial on Parliamentary Procedure.”

While this Tutorial in no way replaces the Rules of Order as regulated by Roberts’s Rules of Order Newly Revised, it does provide a concise summary of the parliamentary procedures used to facilitate the meetings of the House of Delegates.

TUTORIAL GUIDE

1. Say “I move”, instead of “I make a motion”.
2. In Resolutions, amendments to “Resolves” are discussed before any “Whereas” amendments.
3. Resolutions will be stated to the House in the following way --- “I present for consideration Resolution 109”;
   a. “the Committee recommends it be approved and I so move”.
   b. “the Committee recommends it be amended as follows and approved, and I so move”.
   c. “the Committee recommends it be disapproved. To start debate, I move the Resolution be approved”. (All motions should be stated in the positive.) If you agree with the decision of the Committee, you will vote “nay”, against the Resolution.
   d. Since resolutions come from a Committee, they do not need a second.
4. All amendments will be “old material crossed out”, or printed in red in PowerPoint, and NEW MATERIAL IN BOLD CAPS. This will not be printed on every Resolution.
5. Say “in parentheses” and not “open parenthesis, closed parenthesis.”
6. A Resolution or Motion, once presented to the House, may be withdrawn only by permission of the Delegation.
7. Regardless of whether or not the maker of a motion accepts a “friendly amendment,” it must be opened to debate and voted on formally, unless adopted by “unanimous consent.”
8. Amendments to the original motion or resolution are “1st rank.” Amendments to a pending amendment are of “2nd rank.” Only one amendment of each rank can be pending at any time.
9. Amendments, and amendments to amendments, must be seconded.
10. **Do not misuse the motion to “Table”:**
   
   a. “Postpone temporarily” (motion table) terminates at the end of the current meeting. It supersedes all other motions except recess and adjourn, it needs a second, is not debatable, and requires a majority. It may be taken from the table only during the current meeting, must be seconded, is not debatable, and requires a majority.
   
   b. “Postpone definitely” sets a definite future time or date for debate. It needs a second, can have brief debate, is amendable only to time or date, and needs a majority.
   
   c. The purpose of the motion to lay on the table is to set aside routine business to turn to something more urgent. Because it is not debatable, requires a majority vote, and has a high precedence, members are sometimes tempted to use the motion to kill the main motion. This is an improper use of the motion to table and is an example of how parliamentary procedure earns the adverse term - “railroading”. If a member wishes to suppress action on a main motion, he should move to *postpone it indefinitely*, which is debatable. Improper use of the motion to table allows tyranny of the majority – there is nothing wrong with majority rule as long as it includes the right of the minority to speak. Another misuse of the motion to lay on the table is to confuse the motion with the motion to postpone to a certain time. Often, when a member wishes to postpone a main motion until later in the same meeting or until a later meeting (only the following meeting according to Robert's), the member uses the motion to lay on the table rather than the proper motion: the motion to postpone to a certain time.
   
   d. Confusion results between the motion to postpone definitely and the motion to lay on the table (postpone temporarily). Often, members use the motion to table when they really mean to postpone definitely. There is no such motion as "to table until the next meeting."
   
   e. Finally, and probably most importantly, someone of ill will could move to "table" a sensitive issue, no debate would be allowed, and it would require only a majority vote. The assembly might then forget "to remove it from the table", and it would die a quiet, unnoticed death when the final gavel ending the meeting came down.

11. **Saying “Call the question” means to vote immediately.** It requires a second, is not debatable, BUT requires a 2/3 majority and must stand alone and not in combination with any other motion.

12. A “Motion to Reconsider” can be made only by a member of the prevailing side.

13. All members who wish to comment in debate must have a turn before another member speaks yet again.

14. When discussing a Motion, Resolution, or Amendment, please state up front, whether you speak in SUPPORT OF, or OPPOSITION TO, the item at hand.

15. Respect other members by taking discussion outside of the room, and turning off pagers, beepers, and cell phones.
APPENDIX B

HOUSE OF DELEGATES RESOLUTION PROTOCOL

AOA affiliates, AOA bureaus, councils or committees, the AOA President and the AOA Board of Trustees to the House of Delegates, may introduce resolutions. Resolutions are submitted to ask the AOA to take a formal position or action on a particular subject (e.g., health care reform, public health issues, physician socioeconomic / practice concerns), revise and/or negate current policies of the AOA, or to modify AOA’s Constitution and Bylaws. Resolutions may also request the AOA take a direct action, for example, advocate on a particular issue, study an issue for report back at a date-certain meeting, write a letter on behalf of a particular issue or concern, etc. These “directives,” if approved, are normally given to one of the various bureaus, councils and committees of the AOA for handling. Below are recommendations to assist in the preparation of a resolution.

A resolution template is available for use by all authors. This template (link from osteopathic.org) provides an outline of the resolution document and notes the following:

- Title – succinct name of resolution,
- Author – group(s) introducing resolution,
- Whereas statements – clear, concise 1 – 2 line statements noting the rationale and reasoning for presenting the resolution,
- Resolved statements – clear, concise 1-line statements of intent, actionable request, and/or affirmative actions. Resolved statement(s) should serve as stand-alone items of policy and/or terms of intent.
- Explanatory statements – may be used to include historical ramifications / rationale of the resolution, and
- Fiscal Impact – budgetary impact.

Available to all members of the AOA and the public is a Compendium of AOA House of Delegate Policies (available on the osteopathic.org website). This searchable program provides the policies approved by the House of Delegates over the past 20 years. This program, updated annually within 30 days of the conclusion of the House of Delegates meeting, reflects all actions from that meeting. Prior to submitting a resolution, the author(s) should search the Compendium to ensure there is not a conflicting policy or to find policy that currently exists that could be modified to serve the need of the author(s).

House of Delegates policies are part of a 5-year sunset review process. The AOA’s bureaus, councils and committees review each policy. As part of this process, the committees review the policy and respond to the following questions:

- Are the policies still relevant;
- Has the policy directive been met;
- Are there recommended modifications and/or updates that should be made to the existing policy;
• Should the policy be afforded additional review based on changes in medical practice, changes in laws and legislation, etc.; and
• Should the policy be merged with another policy to make it a stronger statement?

AOA policies are consistently used when in advocating on behalf of the osteopathic physician and profession, to assist in the development of legislation and laws assisting DOs and their patients, and in the governance of the association.
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<td><strong>CONTACT</strong></td>
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### Alaska Osteopathic Medical Association (AKOMA) (118277)

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### Maryland Association of Osteopathic Physicians (MAOP) (118296)

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Montana Osteopathic Medical Association (MOMA) (118302)

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Nebraska Osteopathic Medical Association (NOMA) (118303)

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Nevada Osteopathic Medical Association (NOMA) (118304)

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### New Hampshire Osteopathic Association (NHOA) (118305)

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### New Jersey Association of Osteopathic Physicians & Surgeons (NJAOPS) (118306)

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### New Mexico Osteopathic Medical Association (NMOMA) (352447)

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**Pennsylvania Osteopathic Medical Association (POMA) (118314)**

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**Rhode Island Society of Osteopathic Physicians & Surgeons (RISOPS) (118315)**

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**South Carolina Osteopathic Medical Society (SCOMS) (118316)**

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<tr>
<td><strong>Executive Director</strong></td>
<td><strong>President</strong></td>
</tr>
<tr>
<td>Tammy Whaley</td>
<td>Adam Bruckner, DO</td>
</tr>
<tr>
<td><a href="mailto:tammy@scdos.org">tammy@scdos.org</a></td>
<td>3183 Graylyn Lakes Dr</td>
</tr>
<tr>
<td>350 Howard Street</td>
<td>Aiken, SC 29803</td>
</tr>
<tr>
<td>Spartanburg, SC 29303</td>
<td><a href="mailto:awbruckn@hotmail.com">awbruckn@hotmail.com</a></td>
</tr>
<tr>
<td>Phone: (864) 327-9995</td>
<td></td>
</tr>
<tr>
<td>Fax:</td>
<td></td>
</tr>
<tr>
<td>E-mail: <a href="mailto:scoms@scdos.org">scoms@scdos.org</a></td>
<td></td>
</tr>
<tr>
<td>Website: <a href="http://www.scdos.org">www.scdos.org</a></td>
<td></td>
</tr>
</tbody>
</table>

| **President-elect**           |                                           |
| Ronald Januchowski, DO        |                                           |
| 853 North Church Street, Ste 510 | Spartanburg, SC 29303            |
| rjanuchowski@carolinas.vcom.edu |                                           |
South Dakota Osteopathic Association (SDOA) (118317)

CONTACT

Inactive

AFFILIATE OFFICERS

Tennssee Osteopathic Medical Association (TOMA) (118318)

CONTACT

Executive Director
Betsy Hilt, CAE
bhhlt@oakridgeamc.com

618 Church St, Ste 220
Nashville, TN 37219

Phone: (615) 254-3687
Fax: (615) 254-7047
E-mail: toma@oakridgeamc.com
Website: www.tomanet.org

President
J. Michael Wieting, DO
309 Norris Dr
Tazewell, TN 37879
michael.wieting@lmunet.edu

President-elect
Timothy Bell, DO
155 E Race St
Kingston, TN 37763
drbell99@gmail.com

Texas Osteopathic Medical Association (TOMA) (118319)

CONTACT

Executive Director
Jill Sutton, CMP
jill@txosteo.org

7719 Wood Hollow Dr, Ste 200
Austin, TX 78731

Phone: (512) 708-8662
Fax: (512) 708-1415
E-mail: toma@txosteo.org
Website: www.txosteo.org

President
Brandon Lewis, DO
3648 Calusa Springs Dr
College Station, TX 77845
tcom2002@yahoo.com

President-elect
Heather Aguirre, DO
12630 Emmett Grv
San Antonio, TX 78254-6099
haguirre27@gmail.com
### Utah Osteopathic Medical Association (UOMA) (118320)

**CONTACT**

<table>
<thead>
<tr>
<th>Executive Director</th>
<th>President</th>
<th>President-elect</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marcelle Smith</td>
<td>Kevin Duke, DO</td>
<td>Justin Mellott, DO</td>
</tr>
<tr>
<td><a href="mailto:director@uoma.org">director@uoma.org</a></td>
<td>382 W 280 N</td>
<td>6024 Park Meadow Dr</td>
</tr>
<tr>
<td>310 E 4500 S, Suite 500</td>
<td>Providence, UT 84332-9753</td>
<td>Morgan, UT 84050</td>
</tr>
<tr>
<td>Salt Lake City, UT 84107</td>
<td><a href="mailto:kdukedo@yahoo.com">kdukedo@yahoo.com</a></td>
<td><a href="mailto:jmellott09@gmail.com">jmellott09@gmail.com</a></td>
</tr>
<tr>
<td>Phone: (801) 747-3500 x251</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-mail: <a href="mailto:director@uoma.org">director@uoma.org</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Website: <a href="http://www.uoma.org">www.uoma.org</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Vermont State Association of Osteopathic Physicians & Surgeons (VSAOPS) (118321)

**CONTACT**

<table>
<thead>
<tr>
<th>Executive Director</th>
<th>President</th>
<th>President-elect</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stephanie Winters</td>
<td>Kenneth G. Borie, DO</td>
<td>Nat Harlow, DO</td>
</tr>
<tr>
<td><a href="mailto:swinters@vtmd.org">swinters@vtmd.org</a></td>
<td>3 Maple St</td>
<td>203 Bear Hill Rd</td>
</tr>
<tr>
<td>Phone: (802) 522-2086</td>
<td>Randolph, VT 05060</td>
<td>Randolph, VT 05060</td>
</tr>
<tr>
<td>Fax: (802) 229-4110</td>
<td><a href="mailto:kborie@giffordmed.org">kborie@giffordmed.org</a></td>
<td><a href="mailto:nat_harlow@hotmail.com">nat_harlow@hotmail.com</a></td>
</tr>
<tr>
<td>E-mail: <a href="mailto:wtosteopathic@gmail.com">wtosteopathic@gmail.com</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Website:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Virginia Osteopathic Medical Association (VOMA) (118322)

**CONTACT**

<table>
<thead>
<tr>
<th>Executive Director</th>
<th>President</th>
<th>Treasurer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maria S. Harris</td>
<td>K. Joseph Heaton, DO</td>
<td>Roy E. Heaton, DO</td>
</tr>
<tr>
<td><a href="mailto:voma@voma-net.org">voma@voma-net.org</a></td>
<td>2517 N Glebe Rd</td>
<td>2517 N Glebe Rd</td>
</tr>
<tr>
<td>1403 Pemberton Road, Suite 305</td>
<td>Arlington, VA 22207</td>
<td>Arlington, VA 22207</td>
</tr>
<tr>
<td>Richmond, VA 23238-4474</td>
<td><a href="mailto:drcrunch01@erols.com">drcrunch01@erols.com</a></td>
<td><a href="mailto:drreheaton@verizon.net">drreheaton@verizon.net</a></td>
</tr>
<tr>
<td>Phone: (804) 269-0136</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax: (866) 231-8520</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-mail: <a href="mailto:voma@voma-net.org">voma@voma-net.org</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Website: <a href="http://www.voma-net.org">www.voma-net.org</a></td>
<td></td>
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</tbody>
</table>
### Washington Osteopathic Medical Association (WOMA) (118323)

**CONTACT**

<table>
<thead>
<tr>
<th>Executive Director</th>
<th>President Officers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roseanne Andersen</td>
<td>President</td>
</tr>
<tr>
<td><a href="mailto:executivedirector@woma.org">executivedirector@woma.org</a></td>
<td>Jeanne Rupert, DO</td>
</tr>
<tr>
<td>PO Box 1187</td>
<td>401 5th Ave, Ste 1000</td>
</tr>
<tr>
<td>Gig Harbor, WA 98335</td>
<td>Seattle, WA 98104</td>
</tr>
<tr>
<td>Phone: (425) 677-3930</td>
<td><a href="mailto:jlrupert@live.com">jlrupert@live.com</a></td>
</tr>
<tr>
<td>Fax: (206) 933-6529</td>
<td>Website: <a href="http://www.woma.org">www.woma.org</a></td>
</tr>
</tbody>
</table>

**AFFILIATE OFFICERS**

<table>
<thead>
<tr>
<th>President</th>
<th>Vice President</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeanne Rupert, DO</td>
<td>David Escobar, DO</td>
</tr>
<tr>
<td>4311 256th St NE</td>
<td>Arlington, WA 98223</td>
</tr>
<tr>
<td><a href="mailto:drdavidescobar@gmail.com">drdavidescobar@gmail.com</a></td>
<td>Website: <a href="http://www.woma.org">www.woma.org</a></td>
</tr>
</tbody>
</table>

### West Virginia Osteopathic Medical Association (WVOMA) (118324)

**CONTACT**

<table>
<thead>
<tr>
<th>Executive Director</th>
<th>President Officers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Penny P. Fioravante</td>
<td>President</td>
</tr>
<tr>
<td><a href="mailto:penny@wvoma.org">penny@wvoma.org</a></td>
<td>Michael Robie, DO</td>
</tr>
<tr>
<td>400 North Lee Street</td>
<td>4111 1st Ave #3</td>
</tr>
<tr>
<td>Lewisburg, WV 24901</td>
<td>Nitro, WV 25143</td>
</tr>
<tr>
<td>Phone: (304) 793-68421</td>
<td><a href="mailto:emichael.robie@camc.org">emichael.robie@camc.org</a></td>
</tr>
<tr>
<td>Cell: (304) 395-4031</td>
<td>Website: <a href="http://www.wvoma.org">www.wvoma.org</a></td>
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<tr>
<td>Fax: (304) 647-6211</td>
<td><a href="mailto:drdavidescobar@gmail.com">drdavidescobar@gmail.com</a></td>
</tr>
<tr>
<td>E-mail: <a href="mailto:penny@wvoma.org">penny@wvoma.org</a></td>
<td>Website: <a href="http://www.wvoma.org">www.wvoma.org</a></td>
</tr>
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</table>

**AFFILIATE OFFICERS**

<table>
<thead>
<tr>
<th>President-elect</th>
<th>Presidential Officers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Antolini, DO</td>
<td>Michael Robie, DO</td>
</tr>
<tr>
<td>185 Miller Ln</td>
<td>4111 1st Ave #3</td>
</tr>
<tr>
<td>Hico, WV 25854</td>
<td>Nitro, WV 25143</td>
</tr>
<tr>
<td><a href="mailto:mantolini@osteo.wvsom.edu">mantolini@osteo.wvsom.edu</a></td>
<td>Website: <a href="http://www.wvoma.org">www.wvoma.org</a></td>
</tr>
</tbody>
</table>

### Wisconsin Association of Osteopathic Physicians and Surgeons (WAOPS) (118325)

**CONTACT**

<table>
<thead>
<tr>
<th>Executive Director</th>
<th>President Officers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tabitha Arnett, MSEd, CAE</td>
<td>President</td>
</tr>
<tr>
<td><a href="mailto:info@waops.org">info@waops.org</a></td>
<td>Lucas Hammell, DO</td>
</tr>
<tr>
<td>1288 Summit Ave, Ste 107-126</td>
<td>1900 South Ave</td>
</tr>
<tr>
<td>Oconomowoc, WI 53066</td>
<td>La Crosse, WI 54601</td>
</tr>
<tr>
<td>Phone: (804) 269-0136</td>
<td><a href="mailto:ljhammel@gundersenhealth.org">ljhammel@gundersenhealth.org</a></td>
</tr>
<tr>
<td>Fax: (866) 231-8520</td>
<td>Website: <a href="http://www.waops.org">www.waops.org</a></td>
</tr>
<tr>
<td>E-mail: <a href="mailto:info@waops.org">info@waops.org</a></td>
<td>President-elect</td>
</tr>
<tr>
<td>Website: <a href="http://www.waops.org">www.waops.org</a></td>
<td>Catherine Nelson, DO</td>
</tr>
<tr>
<td></td>
<td>705 S University Ave</td>
</tr>
<tr>
<td></td>
<td>Beaver Dam, WI 53916</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:cathyemnelson@gmail.com">cathyemnelson@gmail.com</a></td>
</tr>
</tbody>
</table>

**AFFILIATE OFFICERS**

Updates? Email jhull@osteopathic.org
<table>
<thead>
<tr>
<th>CONTACT</th>
<th>AFFILIATE OFFICERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inactive</td>
<td></td>
</tr>
</tbody>
</table>
The American Osteopathic Association’s Commission on Osteopathic College Accreditation (COCA) currently accredits 38 osteopathic medical schools operating in 59 sites (for the 2020-2021 academic year).

**ACOM**
Alabama College of Osteopathic Medicine  
445 Health Sciences Blvd  
Dothan, AL 36303  
(334) 699-2266  
**James C. Jones, DO, FACEP**  
Dean  
*Established 2013*  
Next Accreditation Visit: 2024  
Current Accreditation Status: Accreditation

**ARCOM**
Arkansas College of Osteopathic Medicine  
7000 Chad Colley Blvd  
Fort Smith, AR 72916  
(479) 308-2243  
**Rance L. McClain, DO, FACOFP, FAOASM**  
Dean  
*Established 2017*  
Next Accreditation Visit: 2021  
Current Accreditation Status: Pre-Accreditation

**ATSU-KCOM**
A.T. Still University  
Kirksville College of Osteopathic Medicine  
800 West Jefferson  
Kirksville, MO 63501  
(660) 626-2286  
**Margaret A. Wilson, DO**  
Dean  
*Established 1892*  
Next Accreditation Visit: 2020  
Current Accreditation Status: Accreditation

**ATSU-SOMA**
A.T. Still University, School of Osteopathic Medicine in Arizona  
5850 E. Still Circle  
Mesa, AZ 85206  
(480) 219-6000  
**Jeffrey Morgan, DO, MA, FACOI, CS**  
Dean  
*Established 2007*  
Next Accreditation Visit: 2027  
Current Accreditation Status: Accreditation with Exceptional Outcome

**BCOM**
Burrell College of Osteopathic Medicine  
3501 Arrowhead Drive  
Las Cruces, NM 88001  
(575) 674-BCOM (2266)  
**William Pieratt, DO, FACP**  
Dean and Chief Academic Officer  
*Established 2016*  
Next Accreditation Visit: AY 2023-2024  
Current Accreditation Status: Accreditation with Heightened Monitoring

**CHSU-COM**
California Health Sciences University College of Osteopathic Medicine  
2500 Alluvial Avenue  
Clovis, CA 93611  
(559) 712-4200  
**John Graneto, DO, M.Ed.**  
Dean and VP of Health Affairs  
*Established 2020*  
Next Accreditation Visit: AY 2020-2021  
Current Accreditation Status: Pre-Accreditation

*Established = year first class matriculates*
CUSOM
Campbell University-Jerry M. Wallace
School of Osteopathic Medicine
P.O. Box 4280
Buies Creek, NC 27506
(855) 287-6613 Ext 1770 (toll free)
James Powers, DO, FACEP, FAAEM
Interim Dean and Chief Academic Officer
Established 2013
Next Accreditation Visit: 2024
Current Accreditation Status: Accreditation

DMU-COM
Des Moines University
College of Osteopathic Medicine
3200 Grand Avenue
Des Moines, IA 50312-4198
(515) 271-1400 or 1450
Steven Halm, DO, FAAP, FACP
Dean
Established 1898
Next Accreditation Visit: 2021
Current Accreditation Status: Accreditation

ICOM
Idaho College of Osteopathic Medicine
1401 E Central Drive
Meridian, ID 83642
(208) 696-ICOM
Thomas Mohr, DO, MS, FACOI, FAOGE
Dean and Chief Academic Officer
Established 2018
Next Accreditation Visit: AY 2021-2022
Current Accreditation Status: Pre-Accreditation

KCU-COM
Kansas City University
College of Osteopathic Medicine
1750 Independence Avenue
Kansas City, MO 64106
(800) 234-4847 or (816) 283-2000
Darrin D’Agostino, DO
Executive Dean
Established 1916
KCU-COM has an Additional Location in Joplin, MO (Established 2017)
Next Accreditation Visit: 2028
Current Accreditation Status: Accreditation with Exceptional Outcome

LECOM†
Lake Erie College of Osteopathic Medicine-Erie
1858 West Grandview Boulevard
Erie, PA 16509-1025
(814) 866-6641
Silvia M. Ferretti, DO
Provost/SVP/Dean of Academic Affairs
Established 1993
†LECOM has a Branch Campus in Florida: LECOM-Bradenton
LECOM has Additional Locations in:
Seton Hill University (Established 2009)
Elmira, NY (Established 2020)
Next Accreditation Visit: 2024
Current Accreditation Status: Accreditation

LECOM-Bradenton†
Lake Erie College of Osteopathic Medicine-Bradenton
5000 Lakewood Ranch Boulevard
Bradenton, Florida 34211-4909
(941) 756-0690
Mark Kauffman, DO, MS, Med.Ed, PA
Associate Dean of Academic Affairs
Established 2004
†LECOM-Bradenton is a Branch Campus of LECOM
Next Accreditation Visit: 2024
Current Accreditation Status: Accreditation

Established = year first class matriculates
LMU-DCOM
Lincoln Memorial University DeBusk College of Osteopathic Medicine
6965 Cumberland Gap Parkway
Harrogate, TN 37752
(800) 325-0900 or (423) 869-7082
Brian A. Kessler, DO, FACOFP
Dean
Established 2007
LMU-DCOM has an Additional Location in Knoxville, TN (Established 2019)
Next Accreditation Visit: 2022
Current Accreditation Status: Accreditation with Heightened Monitoring

MSUCOM
Michigan State University
College of Osteopathic Medicine
965 Fee Road, Room A309
East Lansing, MI 48824
(517) 355-9616 or 7740
Andrea Amalfitano, DO, PhD, DABMG
Interim Dean
Established 1971
MSUCOM has Additional Locations in Macomb, MI and Detroit, MI (Established 2009)
Next Accreditation Visit: 2021
Current Accreditation Status: Accreditation with Heightened Monitoring

MWU/AZCOM
Midwestern University
Arizona College of Osteopathic Medicine
19555 N. 59th Avenue
Glendale, AZ 85308
(623) 572-3300 or (888) 247-9277
Lori A. Kemper, DO
Dean
Established 1996
Next Accreditation Visit: 2021
Current Accreditation Status: Accreditation

MWU/CCOM
Midwestern University
Chicago College of Osteopathic Medicine
555 31st Street
Downers Grove, IL 60515
(630) 969-4400 or (800) 458-6253
Thomas Boyle, DO, FACOEP, FACEP
Dean
Established 1900
Next Accreditation Visit: 2023
Current Accreditation Status: Accreditation

Established = year first class matriculates
NoordaCOM
Noorda College of Osteopathic Medicine
122 East 1700 South
Provo, UT  84060
(385) 375-8724
John Dougherty, DO, FACOFP, FAOASM
Founding Dean
Matriculating 2021
Current Accreditation Status: Pre-Accreditation
Next Accreditation Visit: 2021-2022 AY

NYITCOM
New York Institute of Technology
College of Osteopathic Medicine
Northern Boulevard
P.O. Box 8000
Old Westbury, NY 11568-8000
(516) 686-3747
Nicole Wadsworth, DO, FACOEP, FACEP
Dean
Established 1977
NYITCOM has an Additional Location in
Jonesboro, AR (Established 2016)
Next Accreditation Visit: 2022
Current Accreditation Status: Accreditation

OU-HCOM
Ohio University
Heritage College of Osteopathic Medicine
1 Ohio University
Grosvenor Hall 204
Athens, OH 45701
(800) 345-1560 or (740) 593-2500
Kenneth H. Johnson, DO, FAAO
Executive Dean
Established 1976
OU-HCOM has Additional Locations in:
Dublin, OH (Established 2014)
Cleveland, OH (Established 2015)
Next Accreditation Visit: 2021
Current Accreditation Status: Accreditation

NSU-KPCOM
Nova Southeastern University
Dr. Kiran C. Patel College of Osteopathic Medicine
3200 S. University Drive
Fort Lauderdale, FL 33328
(954) 262-1400 or (800) 356-0026
Elaine M. Wallace, DO
Dean
Established 1981
NSU-KPCOM has an Additional Location in
Clearwater, FL (Established 2019)
Next Accreditation Visit: 2024
Current Accreditation Status: Accreditation

OSU-COM
Oklahoma State University Center for Health Sciences
College of Osteopathic Medicine
1111 West 17th Street
Tulsa, OK 74107
(800) 799-1972
Kayse M. Shrum, DO, FACOP
Dean
Established 1973
OSU-COM has an Additional Location in
Tahlequah, OK (Established 2020)
Next Accreditation Visit: 2023
Current Accreditation Status: Accreditation

PCOM†
Philadelphia College of Osteopathic Medicine
4170 City Avenue
Philadelphia, PA 19131-1610
(800) 999-6998 or (215) 871-6100
Kenneth J. Veit, DO, MBA
Provost/SVP, Academic Affairs/Dean
Established 1898
†PCOM has a Branch Campus in Georgia:
PCOM-GA
PCOM has an Additional Location in Moultrie,
GA (Established 2019)
Next Accreditation Visit: AY 2028 -2029
Current Accreditation Status: Accreditation
with Exceptional Outcome

Established = year first class matriculates
PCOM-GA†
Georgia Campus-Philadelphia College of Osteopathic Medicine
625 Old Peachtree Road
Suwanee, GA 30024
(678) 225-7500
Joseph Kaczmarczyk, DO, MPH, MBA
Interim Dean
Established 2005
PCOM-GA† is a Branch Campus of PCOM
Next Accreditation Visit: AY 2028-2029
Current Accreditation Status: Accreditation with Exceptional Outcome

RowanSOM
Rowan University
School of Osteopathic Medicine
Academic Center
One Medical Center Drive
Stratford, NJ 08084
(856) 566-6000
Thomas Cavalieri, DO, FACOI FACP
Dean
Established 1976
Next Accreditation Visit: 2021
Current Accreditation Status: Accreditation

SHSUCOM
Sam Houston State University College of Osteopathic Medicine
1 Financial Plaza, Suite 420
Box 2303
Huntsville, TX 77340
(936) 294-4719
Charles E. Henley, DO, MPH
Dean
*Matriculating 2020
Next Accreditation Visit: 2020
Current Accreditation Status: Pre-Accreditation status pending a site visit

PNWU-COM
Pacific Northwest University of Health Sciences College of Osteopathic Medicine
111 University Parkway, Suite 202
Yakima, WA 98901
(509) 452-5100
Thomas Scandalis, DO, FAOASM
Dean
Established 2008
Next Accreditation Visit: 2024
Current Accreditation Status: Accreditation

RVUCOM
Rocky Vista University College of Osteopathic Medicine
8401 Chambers Road
Parker, CO 80134
(303) 373-2008
Thomas N. Told, DO, FACOFP-dist.
Dean and Chief Academic Officer
Established 2008
RVUCOM has an Additional Location in Ivins, UT (Established 2017)
Next Accreditation Visit: 2025
Current Accreditation Status: Accreditation

TouroCOM
Touro College of Osteopathic Medicine
230 W. 125th Street
New York, NY 10027
(646) 981-4500
Kenneth J Steier, DO, MBA, MPH, MHA, MGH
Executive Dean
Established 2007
TouroCOM has an Additional Location in Middletown, NY (Established 2014)
Next Accreditation Visit: 2024
Current Accreditation Status: Accreditation

Established = year first class matriculates
Colleges of Osteopathic Medicine
January 2021

TUCOM†
Touro University College of Osteopathic Medicine-CA
1310 Club Drive
Vallejo, CA 94592
(707) 638-5200
Michael B. Clearfield, DO
Dean
Established 1997
†TUCOM has a Branch Campus in Nevada: TUNCOM
Next Accreditation Visit: 2022
Current Accreditation Status: Accreditation

TUNCOM†
Touro University Nevada College of Osteopathic Medicine
874 American Pacific
Henderson, NV 89014
(702) 777-8687
Wolfgang G. Gilliar, DO
Dean
Established 2004
†TUNCOM is a Branch Campus of TUCOM
Next Accreditation Visit: 2022
Current Accreditation Status: Accreditation

UIWSOM
University of the Incarnate Word
School of Osteopathic Medicine
Brooks City Base
7615 Kennedy Hill
Building 1
San Antonio, TX 78235
(210) 283-6994
Robyn Phillips-Madson, DO, MPH
Dean and Chief Academic Officer
Established 2017
Next Accreditation Visit: 2020
Current Accreditation Status: Pre-Accreditation

UNECON
University of New England
College of Osteopathic Medicine
11 Hills Beach Road
Biddeford, ME 04005
(800) 477-4863 or (207) 283-0171
Jane E. Carreiro, DO
Dean
Established 1978
Next Accreditation Visit: 2027
Current Accreditation Status: Accreditation with Exceptional Outcome

UNTHSC/TCOM
University of North Texas Health Science Center
Texas College of Osteopathic Medicine
3500 Camp Bowie Boulevard
Fort Worth, TX 76107-2644
(817) 735-2200 or 2205
Frank A. Filipetto, DO, FACOFP
Dean
Established 1970
Next Accreditation Visit: 2027
Current Accreditation Status: Accreditation with Exceptional Outcome

UP-KYCOM
University of Pikeville
Kentucky College of Osteopathic Medicine
147 Sycamore St.
Pikeville, KY 41501-1194
(606) 218-5400
Dana C. Shaffer, DO, FACOFP dist, FAODME
Dean
Established 1997
Next Accreditation Visit: 2022
Current Accreditation Status: Accreditation

Established = year first class matriculates
Colleges of Osteopathic Medicine
January 2021

**VCOM-Virginia†**
Edward Via College of Osteopathic Medicine
2265 Kraft Drive
Blacksburg, VA 24060
(540) 231-4000
Jan M. Willcox, DO, FACOFP
Dean, Virginia Campus
*Established 2003*
†VCOM-Virginia has 3 Branch Campuses:
Auburn, AL: VCOM-Auburn
Spartanburg, SC: VCOM-Carolinans
Monroe, LA: VCOM-Louisiana
Next Accreditation Visit: 2021
Current Accreditation Status: Accreditation

**VCOM-Carolinans†**
Edward Via College of Osteopathic Medicine
350 Howard Street
Spartanburg, SC 29303
(864) 398-5000
Matthew D. Cannon, DO
Dean, South Carolina Campus
*Established 2011*
†VCOM-Carolinans is a Branch Campus of
VCOM-Virginia
Next Accreditation Visit: 2021
Current Accreditation Status: Accreditation

**VCOM-Louisiana†**
Edward Via College of Osteopathic Medicine
4408 Bon Aire Drive
Monroe, LA 71203
(318) 342-7100
Ray L. Morrison, DO, FACOS
Dean, Monroe Campus
*Established 2020*
†VCOM-Louisiana is a Branch Campus of
VCOM-Virginia
Next Accreditation Visit: 2021
Current Accreditation Status: Accreditation

**WCUCOM**
William Carey University
College of Osteopathic Medicine
710 William Carey Parkway, WCU #207
Hattiesburg, MS 39401
(601) 318-6572
Italo A. Subbarao, DO, MBA
Dean
*Established 2010*
Next Accreditation Visit: 2021
Current Accreditation Status: Accreditation

**WesternU/COMP**
Western University of Health Sciences
College of Osteopathic Medicine of the Pacific
309 East 2nd Street/College Plaza
Pomona, CA 91766-1854
(909) 623-6116
Paula M. Crone, DO
Dean
*Established 1978*
WesternU/COMP has an Additional Location
in Lebanon, OR (*Established 2011*)
Next Accreditation Visit: 2022
Current Accreditation Status: Accreditation

*Established* = year first class matriculates
WVSOM
West Virginia School of Osteopathic Medicine
400 North Lee Street
Lewisburg, WV 24901
(304) 647-6270 or 6373
Craig Boisvert, DO, FACOFP
VP for Academic Affairs/Dean
Established 1974
Next Accreditation Visit: 2022
Current Accreditation Status: Accreditation

Established = year first class matriculates