

AMERICAN COLLEGE OF OSTEOPATHIC EMERGENCY PHYSICIANS – RESIDENT-STUDENT ORGANIZATION

BYLAWS

ARTICLE I

The American College of Osteopathic Emergency Physicians - Resident-Student Organization (hereinafter referred to as the “Organization”) will be established effective the date of action of the Board of Directors of the American College of Osteopathic Emergency Physicians (ACOEP) and will replace the previous organizations of the ACOEP known as the Resident Chapter and Student Chapter. The Organization will represent the interests of students in accredited Colleges of Osteopathic Medicine or Colleges of Medicine and Residents in AOA and ACGME accredited residencies in emergency medicine and/or fellowship programs in its designated subspecialties. This Organization will be officially abbreviated, the “RSO.”

ARTICLE II PURPOSE

The American College of Osteopathic Emergency Physicians – Resident Student Organization is a membership association whose responsibility and purpose shall be to:

- A. Provide resident and student membership in the RSO;
- B. Represent the interests, opinions, and activities of emergency medicine residents, fellows and medical student on the Board of Directors and committees of the ACOEP;
- C. Promote leadership within the RSO and future leadership in the ACOEP;
- D. Assist in the development of educational programs pertinent to the interests of residents, fellows, and medical students;
- E. Identify residents, students, medical school and resident faculty, and ancillary personnel who are outstanding in their ability to educate medical students, residents, and fellows in emergency medicine and its subspecialty areas for the awarding of appropriate recognition through the ACOEP;
- F. Establish lines of communication and liaison relationships with other emergency medicine organizations;
- G. Develop appropriate budgets to reflect proposed or ongoing programs in the RSO for inclusion of the annual budget of ACOEP;
- H. Work with assigned staff to ensure a clear line of communication between ACOEP and the RSO.

ARTICLE III MEMBERSHIP

1. **Eligibility** – Applicants must hold the degree of Doctor of Osteopathic Medicine (DO) or Doctor of Medicine (MD) and be enrolled in an AOA or ACGME accredited postgraduate program in emergency medicine or designated subspecialty fellowship or in an emergency medicine club at accredited Colleges of Osteopathic Medicine or Colleges of Medicine. Members of the American College of Osteopathic Emergency Physicians – Resident Student Organization will be designated Members of the RSO and as Student or Resident Members of the ACOEP dependent on their status in training.
2. **Annual Dues** – Membership dues will be determined by the Governing Board of the RSO and reported to the ACOEP Finance Committee.
3. **Agreement** – Acceptance of membership in the RSO will constitute an agreement by the member to comply with the Bylaws thereof, and recognition of the Organization’s Resident Student Congress and its Governing Board as the judge of his or her right to be and remain a member.
4. **Revocation of Membership** – Any member no longer enrolled in an emergency medicine residency, designated subspecialty fellowship, or a participant in an emergency medicine club at accredited Colleges of Osteopathic Medicine or Colleges of Medicine will be ineligible for membership in the RSO.

The Governing Board may recommend the revocation of a membership in the Resident Student Congress for cause, provided the member is granted a fair and impartial hearing to determine the appropriateness of revocation. All recommendations for revocation of membership upheld by the Resident Student Congress will be forwarded to the Member Services Committee of the ACOEP for review and further action.

ARTICLE IV CONGRESS OF RESIDENTS AND STUDENTS

The Resident Student Organization (RSO) will be governed by a Congress of Residents and Students. The Congress will consist of one Resident and one Student from each emergency medicine residency program accredited by the American Council on Graduate Medical Education or American Osteopathic Association with an osteopathic component that registers to be part of the RSO, and every emergency medicine chapter at Colleges of Osteopathic Medicine or Colleges of Medicine. Representatives will be elected annually by their peers in the program or chapter to represent the concerns and viewpoints of their peers. Representatives from the programs and chapters will be reported annually to the appropriate ACOEP staff person on or before August 31st. Each participant in the Congress will hold the title on RSO Congressional Representative.

ARTICLE V BOARD OF GOVERNORS

1. **Purpose.** The Board of Governors (Board) will be the governing body of the Congress of Residents and Students. Its purpose will be to deliberate on issues of concern to resident and student members and act as a review committee for issues brought before them by congressional representatives, program directors and/or American College of Osteopathic Emergency Physicians. They will also develop educational programs, criteria for awards and recipients of these awards.
2. **Composition.** The Board will be composed of fifteen (15) members including a President, who will be a non-voting member. The Board will include five (5) executive officers and ten (10) members who will be elected by the general membership of the Resident-Student Organization (RSO). Three (3) of the executive officers and one-half ($\frac{1}{2}$) of the Board will be resident members. Two (2) executive officers and one-half ($\frac{1}{2}$) of the Board will be student members.

The current Secretary of the ACOEP Board of Directors and its Executive Director or designated staff person will sit on the Governing Board as non-voting members.

3. **Election** – Members of the Board, including its executive officers will be elected annually, by ballot, from the representatives of the Congress of Residents and Students at Fall Scientific Assembly.
4. **Resignation.** Any member of the Board may resign by written notice to the President of the Board.
5. **Removal.** Any member of the Board may be removed by a two-thirds ($\frac{2}{3}$) vote of the members of the Board, whenever, in their judgment, the best interests of the College and Organization will be served by such removal.

The grounds for removal of an officer can be nonfeasance, malfeasance, misfeasance, conduct detrimental to the interests of the RSO and/or the ACOEP, lack of sympathy with its objectives, or refusal to provide assistance in carrying out its purpose. Such removal will be effected by written notice delivered by certified mail or equivalent to the officer or member.

The removal of any member of the Board will be reported to the Secretary of the ACOEP Board of Directors and/or its Executive Director.

6. **Vacancies.** Any vacancy in the Board will be filled by a majority vote of the remaining board members. Any member so elected by the Board will fulfill the unexpired term of the members replaced and such appointment will be reported to the membership of the Resident-Student Organization and the ACOEP Board of Directors.
7. **Meetings.** The Board will meet twice annually, in conjunction with the annual Scientific Assembly and Spring Seminar of the ACOEP, with attendance being mandatory for all Board Members. Conference calls will be scheduled monthly throughout the year and on an 'as needed' basis. Members of the Board of Governors will be expected to participate in at least 50% of these calls.

Members of the Board will also meet annually in June for strategic planning. This will be a required one-to-two-day meeting with timing coordinated in conjunction with the ACOEP staff.

8. **Special Meetings.** Special meetings of the Board may be held if called by the Secretary, upon written request of any member of the Board, and with written authority of the ACOEP.
9. **Duties.** Members of the Board will be appointed representatives to committees of the American College of Osteopathic Emergency Physicians, and are expected to attend meetings, conference calls, or special meetings called by these committees.

As members of these committees, organization members will be expected to convey the opinion of the RSO to the committee to which they are assigned, and to write a report to the RSO recording the committee's actions. Members may be required to submit reports to the Resident-Student publications.

ARTICLE VI EXECUTIVE OFFICERS

1. The Executive Officers will serve as the officers of the RSO and consist of a President, Vice-President, Director of Student Affairs, Secretary, Treasurer, Immediate Past-President, and Immediate Past-Director of Student Affairs. These officers shall be elected from the general body to serve on the Governing Board. An officer may not hold more than one office at one time.
2. **Election and Qualifications.** The President, Vice-President, Director of Student Affairs, Secretary, and Treasurer will be elected annually by the Congress of Residents and Students at Fall Scientific Assembly. The outgoing President and Director of Student Affairs will become the Immediate Past-President and Immediate Past-Director of Student Affairs at the conclusion of the fall meeting of the Congress of Residents and Students.

3. **Compensation.** Executive Officers will receive additional compensation for travel to the Fall Scientific Assembly and Spring Seminar. The RSO President and Director of Student Affairs receive reimbursement and compensation through the ACOEP Board of Directors. Other members of the Board may also receive compensation as budgeted for in the Annual Budget for the Organization.
4. **President.** The President will be chair and preside at meetings of the Governing Board. He or she will exercise general charge and supervision of the affairs of the Resident-Student Organization, and will do and perform such other duties as assigned to him or her by the Congress of Residents, Governing Board, or the ACOEP Board of Directors. The President will serve a one-year term during which time he or she will act as the Resident Representative to the Board of Directors of the ACOEP. The President must be a resident member of the Governing Board for a minimum of one-year prior to election.
5. **Vice-President.** In the absence of the President, or in the event of his or her disability, the Vice-President will perform, possess, and exercise the powers and duties as the Congress of Residents and Students, Governing Board, or ACOEP may determine. The Vice-President will serve a one-year term. The Vice-President must be a resident member of the Governing Board for a minimum of one-year prior to election.
6. **Director of Student Affairs.** The Director of Student Affairs will serve a one-year term during which time he or she will act as the Student Representative to the Board of Directors of the ACOEP. He or she will work closely with the ACOEP President, Executive Director and ACOEP-RSO officers on important issues concerning the student membership. The Director of Student Affairs must be a student member of the Governing Board for a minimum of one-year prior to election.
7. **Secretary.** The Secretary will be responsible for the creation of minutes and other documents, as determined by the Congress of Residents and Students and the Governing Board. All correspondence setting meeting dates will be issued in conjunction with, and through the ACOEP National Office, under his or her name. The Secretary will also be responsible for conducting quarterly conference calls and act as the liaison between the RSO and the local chapter¹ presidents.

The Secretary will work with the RSO Publications Committee to develop appropriate submissions to the ACOEP publications, including *The Pulse* and the *Fast Track*. All submissions will be submitted by the Secretary to the appropriate staff person at least six (6) weeks prior to the print deadline.

The Secretary will be a student member and serve a one-year term.

¹ A local chapter is defined as the student chapter, student organization or specialty chapter at each medical school.

8. **Treasurer.** The Treasurer will be responsible for the creation and submission of the budget and funding requests to the Finance Committee of the ACOEP. He or she will have the authority to direct purchases required to conduct the business of the RSO. The Treasurer will be a resident member and serve a one-year term, during which time he or she will hold a voting position on the Finance Committee of the ACOEP.
9. **Immediate Past-President and Immediate Past-Director of Student Affairs.** The Immediate Past-President and Immediate Past-Director of Student Affairs will be responsible for mentoring the Governing Board on issues pertinent to the operation of the RSO. The Immediate Past President will be Chair and the Immediate Past-Director of Students Affairs will be Vice Chair of the Nominations Committee of the Chapter. The Immediate Past-President and Immediate Past-Director of Student Affairs will each serve a one-year term.

ARTICLE VII COMMITTEE MEMBERS

1. To complete the Board of Governors, ten (10) members will be selected from the general membership at large to serve as committee members. Committee members will be the representatives to the ACOEP committees and may not hold more than one position on the Governing Board to maximize the level of resident participation.
2. **Election and Qualifications.** Board members will be elected annually by the Congress of Residents and Students at its Fall Scientific Assembly.
3. **Compensation.** The members of the Congress of Residents and Students shall receive a travel stipend to assist in expenses incurred by travel to the Scientific Assembly and Spring Seminar.

ARTICLE VIII ELECTION PROCEDURES

1. Elections are to be held each year in conjunction with the Fall Scientific Assembly.
2. Voting for the position of the Governing Board will be done by ballot.
3. Persons able to vote in the election are the designated Representatives of the Congress from each emergency medicine residency program and each medical school, and the current Executive Officers.
4. If the Executive Officer is also the Representative of the Congress, he/she will have only one vote.

5. Votes will be counted by the Immediate Past President and Secretary of the ACOEP.
6. Elections will proceed with the position of President first, followed by Vice-President, Director of Student Affairs, Secretary, Treasurer, and Committee Members.
7. Persons are allowed to run for a subsequent position if not elected to the higher position in a "trickle down fashion", but may not run for more than three total positions.
8. In the case of a tie, the deciding vote will go to the ACOEP-RSO Immediate Past-President. In the event that he/she is not present, an ACOEP representative will be chosen by the Immediate Past Director of Student Affairs. In the event that he or she is not present, the Secretary of the ACOEP will be the deciding vote.
9. If the designated committee member coordinating the election is applying for a position, he/she may not direct the election for the applying position. It would then fall to the responsibility of the Immediate Past-President or another designated person as chosen by the current President.

**ARTICLE IX
ADOPTION AND AMENDMENT OF BYLAWS**

Bylaws may be adopted or amended by an affirmative vote of at least two-thirds ($\frac{2}{3}$) of the members of the Congress of Residents and Students present and voting at the Fall General Meeting of the Chapter, provided such proposed amendments were provided to the President by one or more members of the Chapter at least ninety (90) days prior to said meeting. The Committee on the Constitution and Bylaws and Board of Directors of the American College of Osteopathic Emergency Physicians must review all amendments at least sixty (60) days prior to said meeting, and may revise proposed amendments to secure conformity to the Bylaws, or recommend revision or propose further amendments. Notice of proposed amendments will be provided to the members of the Chapter by mail, or official publication, at least thirty (30) days before said meeting, of which such action on proposed amendments is considered.

At the Fall General Meeting, revision of a duly introduced proposed amendment may occur from the floor, provided the revisions are approved by a two-thirds ($\frac{2}{3}$) vote of the number of eligible voting members present.

ARTICLE X

These Bylaws and its amendments will be effective upon approval of the ACOEP Board of Directors.

Amended

Adopted

November 2016