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### PREAMBLE

To the end that the people of New York State may receive excellence in health care, this corporation, an association of family physicians, known as the New York State Academy of Family Physicians, Inc. has the objectives and purposes as envisioned by the Certificate of Incorporation and as outlined in the current Mission Statement.

### NYSAFP MISSION STATEMENT

The NYSAFP strives to improve the health of patients, families and communities by serving members of the Academy through education and advocacy.

## CONSTITUTION

### ARTICLE I Purposes

**Section 1.** To accomplish the aims, ideals and objectives of the corporation the New York State Academy of Family Physicians may grant charters to county and regional chapters of this Academy in such manner as the Bylaws may from time to time provide; shall have power to acquire, own, and convey real and personal property; to carry on research, to grant academic degrees in recognition of achievement in the science and practice of medicine and surgery; to issue publications; to establish, conduct and maintain schools, courses, museums, libraries, and other institutions for graduate study in medicine and surgery; and to use any and all means for the attainment of its objectives which from time to time may seem to be desirable.

**Section 2.** This organization is a constituent chapter of the American Academy of Family Physicians, a corporation existing under the laws of Illinois and is possessed only of those rights and powers conferred by said corporation to this organization. No rules, regulations, or policies adopted by this organization shall be in conflict with the rules, regulations or policies of the American Academy of Family Physicians or the charter issued by said Academy to this organization.

**Section 3.** This corporation shall have no capital stock. It is not conducted for pecuniary profit and does not contemplate pecuniary gain to members thereof.

### ARTICLE 2 Membership

**Section 1.** Membership in this corporation shall be of eight classes, as follows: (1) active members; (2) affiliate members; (3) resident members; (4) inactive members; (5) honorary members; (6) life members; (7) student members; (8) supporting members; to hold membership in the New York State Academy of Family Physicians, the individual must be of high moral and professional character.

**Section 2.** The qualifications required of the respective classes, their rights and obligations, and the method of their election shall be set forth in the Bylaws.

### ARTICLE 3 Annual Meeting

There shall be an annual meeting of the Academy, ordered by the Board of Directors, which shall include meetings of the Congress of Delegates, together with such meetings of the Board of Directors, Executive Committee and other committees as may be fixed by the Board of Directors. The time and place of the annual meeting shall be designated by the Board of Directors, and announced at least sixty (60) days before the date so fixed. The election of officers shall take place at the Congress of Delegates during the annual meeting. The term of office of the newly elected officers shall begin at the end of the meeting of the Congress of Delegates at which they are elected.

### ARTICLE 4 The Assembly

**Section 1.** The Assembly of the annual meeting shall consist of such members of the Academy in good standing as shall register at such annual meeting. Sessions of the Assembly may be held at such time during the week of the annual meeting as the Board of Directors shall determine and announce on at least thirty (30) days notice by mail or by official publication. The opening of the Assembly shall precede the adjournment of the Congress of Delegates. The president of the Academy shall act as the presiding officer of the Assembly and secretary of the corporation shall be the secretary of the Assembly.

**Section 2.** Members of the Academy present at any meeting of the Assembly shall constitute a quorum.

**Section 3.** Resolutions and Referendum. At the opening session of the Assembly at each annual meeting

any member of the Academy may present in writing any resolutions pertinent to the objectives of the Academy or in relation to any report by any officer or committee of the Academy. Resolutions so offered shall be referred to the Congress of Delegates without debate at that time. Thereafter, during the annual meeting, a Resolutions Committee appointed from the Congress of Delegates shall hold a hearing upon the resolutions so offered. At such hearing proponents and opponents shall be given a reasonable opportunity to be heard. Thereafter, during that annual meeting, a Resolutions Committee shall report its action on such resolutions with any amendments thereof or comment thereon to the Congress of Delegates who shall thereupon approve, disapprove or modify such resolutions. A majority of the members of the Assembly may, at any regular meeting, direct a referendum to the members of the Academy concerning any action of the Congress of Delegates, such referendum to be conducted by the Board of Directors.

## **ARTICLE 5**

### **Congress of Delegates**

**Section 1.** Subject to referendum pursuant to Section 4 of this article, the control and administration of the Academy shall be vested in the Congress of Delegates composed of delegates to be elected as provided in the Bylaws.

**Section 2.** Only duly accredited delegates sitting in the Congress of Delegates and Board members shall have the right to vote and each such delegate and Board member shall be entitled to one vote. Past Presidents shall be a permanent member of the Congress of Delegates with the privilege of the floor of the Congress of Delegates and a vote as long as he or she is a member of the Academy in good standing.

**Section 3.** Resolutions. Members of this Academy may cause the introduction of resolutions to the Congress of Delegates by submitting them to their local chapter for approval in time for introduction by their delegates in proper order. Members who do not belong to a local chartered chapter may cause the introduction of resolutions by submitting them to the state secretary for consideration at least thirty (30) days before the meeting at which such action is proposed to be taken. Any resolution proposing an amendment to the Constitution or Bylaws must be submitted at least sixty (60) days prior to the meeting.

**Section 4.** Referendum. The Congress of Delegates may, at any time, by majority vote, refer and submit to the members of the Academy defined questions affecting the policy or recommendations of this Academy which, in the opinion of the Congress of Delegates, are of immediate practical consequence to the members of the Academy and the public. A majority of the members in good standing attending an annual meeting of this Academy may, during the course of such meeting, direct a referendum to the membership of the Academy concerning any action of the Congress of Delegates. Such referendum must be called for during the course of the meeting and approved by a majority vote of all members present; such referendum to be conducted by the Board of Directors. The result of the referendum, when duly ascertained shall control the acts of the Academy and its officers, committees, agents and employees.

## **ARTICLE 6**

### **Board of Directors**

Subject to the action of the Congress of Delegates and during the interim between meetings of the Congress of Delegates, the control and administration of the Academy shall be vested in a Board of Directors composed of nine (9) elected directors-at-large, the President, President-Elect, Vice President, Secretary, Treasurer, Speaker of the Congress of Delegates, Vice Speaker of the Congress of Delegates, the Immediate Past President, two (2) Delegates and two (2) Alternate Delegates to the Congress of Delegates of the American Academy of Family Physicians, one (1) Delegate to MSSNY one (1) Alternate Delegate to MSSNY, one (1) New Physician Delegate, two (2) Resident Representatives, with right to one (1) vote and two (2) Student Representatives, with right to one (1) vote.

## **ARTICLE 7**

### **Officers**

The officers of the Academy shall be a President, President-Elect, Immediate Past President, Vice-President, Secretary, Treasurer, Board Chair, Speaker of the Congress of Delegates and Vice-Speaker of

the Congress of Delegates. The powers, duties, terms of office and method of election of the officers shall be set forth in the bylaws.

## **ARTICLE 8 Amendments**

This Constitution and Bylaws may be amended by an affirmative vote of at least two-thirds (2/3) of the delegates present and voting at any meeting of the Congress of Delegates. Notice of the proposed action must be filed by at least five (5) members of the Academy with the secretary at least sixty (60) days prior to any regular or special meeting of the Congress of Delegates and notice thereof must be given by mail or official publication by the secretary to the members of the Academy at least thirty (30) days before the meeting at which such action is proposed to be taken. Amendments relating solely to the internal structure and organization of the New York State Academy of Family Physicians will go into effect immediately after the adjournment of the Congress of Delegates which adopted them. All other amendments will be submitted to the American Academy of Family Physicians for review. If no objection is received from the AAFP Board within ninety (90) days after filing the proposed amendments they will become effective.

## **ARTICLE 9 Official Publication**

The New York Family Physician shall be the official publication of the Academy for which a subscription fee of \$10.00 a year is deducted from the annual dues.

## **BYLAWS**

### **Chapter 1 Class of Membership and Election Privileges and Change of Status**

**Section 1.** Definition. Family Physicians. For the purpose of these Bylaws, family physicians are defined as physicians in the discipline of family medicine whose training and experience qualify them to practice in several fields of medicine and surgery, with particular emphasis on the family unit. Definition. States. For the purpose of these Bylaws, "state" is defined as 50 states, the District of Columbia, U.S. territories, and commonwealths.

**Section 2.** Classification. There shall be the following classes of members: (A) active; (B) inactive; (C) life; (D) honorary; (E) resident; (F) student; (G) supporting; and (H) international.

#### **A. Active Members.**

1. Eligibility. Active members shall be family physicians:

a. duly licensed to practice medicine

(1) in the state in which he or she practices; or

(2) if a resident of a foreign country, in the country in which he or she practices; or

(3) as a member of the uniformed services; or

(4) as a salaried employee of the government of the United States; and b. who have completed a family medicine residency program approved by the Accreditation Council on Graduate Medical Education (ACGME); or

(1) have completed a family medicine residency program approved by the College of Family Physicians of Canada, and be board certified by the College of Family Physicians of Canada and be employed exclusively within the United States; or

(2) be board certified by the American Board of Family Medicine pursuant to a reciprocity agreement between the American Board of Family Medicine and a foreign professional association of family medicine or general practice; or

(3) have satisfactorily completed either:

(a) one year of a rotating general or family medicine internship approved by the American Osteopathic Association (AOA) plus two years of a general or family medicine residency program approved by the American Osteopathic Association; or

(b) three years of a general or family medicine residency program approved by the American Osteopathic Association; or

c. previously held active membership before December 31, 1988; or

d. those family physicians duly licensed and residency trained who practice in a state, province, or territory where no constituent chapter exists and who have been elected by the Board of Directors, hereinafter referred to as the Board, pursuant to the rules and procedures of the AAFP.

2. Application and Approval. Applications for active membership shall be in a form prescribed by the Board. Election to active membership shall be by the Board of directors, or its designee, of such constituent chapter, or in cases in which such member practices or resides where no constituent chapter exists, then by the Board.

3. Requirements.

a. Election to active membership shall be for a maximum period of three (3) years, at the expiration of which term the member shall be eligible for re-election. No member shall be re-elected to membership who is not in good standing at the time of their re-election and has not fulfilled the continuing medical education requirements.

b. Former active members who apply for membership less than two years after having ceased to be an active member must provide evidence they have earned the requisite 100 credits of continuing medical education acceptable to the Board; except that such an applicant who was a resident member in good standing and automatically upgraded to active status upon completion of residency training but never paid dues as an active member shall not be required to satisfy this continuing medical education requirement upon reapplication within two years of completion of residency training.

c. Active members must also hold membership in an existing constituent chapter in the location of their practice or residence.

d. Active members must have graduated from an accredited school of medicine or osteopathy.

4. Privileges. Active members shall have all privileges of membership.

## **B. Inactive Members.**

1. Eligibility. Effective January 1, 1989, inactive members shall be members who are:

a. incapacitated by reason of illness, accident, or infirmity or; totally retired with less than twenty (20) years continued membership in the AAFP; or

c. under extenuating circumstances established by the Board, active members, resident members and family physician supporting members who interrupt their practices or residency training; provided, however, that no person may hold inactive membership who does not hold a current medical license because such license has been revoked as a result of a disciplinary action.

2. Application and Approval. Applications for inactive membership shall be in a form prescribed by the Board.

a. No member shall be considered for inactive membership unless he or she has first been placed in this status by his or her respective constituent chapter, or in cases in which such member practices or resides where no constituent chapter exists, then the Board.

b. Election to inactive membership shall be for a maximum of one year, subject to re-election pursuant to clause c below, unless the member is totally retired.

c. An inactive member may be re-elected to this classification annually by the Board.

d. Totally retired members need not be re-elected annually.

e. Inactive members shall not be required to meet the continuing medical education requirements as provided in Section 3 of this Article.

3. Privileges. Inactive members shall not be entitled to hold office in the AAFP, but shall have voice in reference committees.

## **C. Life Members.**

1. Eligibility. Life members shall be persons who have continued membership in the AAFP for a minimum of 20 years and who have attained age seventy (70) or who are totally retired from the practice of medicine.

No person may hold life membership who does not hold a current medical license because such license has been revoked as a result of a disciplinary action.

2. Application and Approval. Requests for life membership shall be made to the Board of directors, or its designee, of such constituent chapter, or in cases in which such member practices or resides where no constituent chapter exists, then by the Board.

3. Requirements. Life members are relieved of the continuing medical education requirements as provided in Section 3 of this Article.

4. Privileges. Life members shall not be entitled to hold office in the AAFP but shall have voice in reference committees.

#### **D. Honorary Members.**

1. Eligibility. Honorary members shall be persons of distinction who have rendered outstanding service to the AAFP or to the medical profession, or distinguished members of the AAFP who have retired from practice.

2. Nomination and Approval. Nominees for honorary membership must be presented to the Board for consideration. The Board shall at its discretion submit nominees to the Congress of Delegates for approval.

3. Privileges. Honorary members shall not pay dues or admission fees, and shall have no right, title or interest in any of the property of the AAFP, may not hold office but shall have voice in reference committees.

#### **E. Resident Members.**

1. Eligibility. Resident members shall be:

a. physicians in training in:

- (1) an ACGME-approved family medicine residency; or
- (2) an AOA-approved rotating general or family medicine internship; or
- (3) an AOA approved general or family medicine residency; or

b. graduates of ACGME-approved family medicine residencies; or AOA-approved general or family medicine residencies who extend their training immediately upon completion of residency training and who serve full time in extended, structured, supervised programs of at least one year duration to gain additional skills in research, administration and teaching or a specific clinical area of interest.

2. Application and Approval. Applications for resident membership shall be in a form prescribed by the Board. Election to resident membership shall be made by the Board or its designee.

a. Election to resident membership shall be for the duration of one's residency or extended training.

b. Upon completion of their residency training, and upon verification of eligibility for active membership, resident members shall be automatically transferred to active membership.

3. Privileges.

a. Resident members may serve on national, state and chapter commissions and committees as determined by the applicable Board. Resident members who are appointed to serve on national commissions and committees have the right to vote in such bodies but are not eligible to serve as chair.

b. A resident member shall be selected to serve on the Board as described in Article X of these Bylaws and the Standing Rules of the Congress of Delegates.

c. The resident member of the Board shall have full voting privileges on the Board.

d. Two resident members elected as delegates to the Congress of Delegates have the privilege of the floor and the right to vote. The two resident members elected as alternates to the Congress of Delegates have the privilege of the floor without the right to vote.

e. Otherwise, resident members shall not be entitled to hold office in the AAFP, but shall have voice in reference committees.

#### **F. Student Members.**

1. Eligibility. Student members shall be students enrolled in accredited schools of medicine or osteopathy. Membership shall terminate upon graduation or withdrawal from medical school.

2. Application and Approval. Applications for student membership shall be in a form prescribed by the Board. Election to student membership shall be made by the Board or its designee.

3. Requirements. Students applying for student membership must be enrolled in a school of medicine or

osteopathy approved by an appropriate United States accrediting institution as defined by the AAFP Commission on Education.

4. Privileges.

a. Student members may serve on national, state and chapter commissions and committees as determined by the applicable Board. Student members who are appointed to serve on national commissions and committees have the right to vote in such bodies but are not eligible to serve as chair.

b. A student member shall be selected to serve on the Board as described in Article X of these Bylaws and the Standing Rules of the Congress of Delegates.

c. The student member of the Board shall have full voting privileges on the Board.

d. Two student members elected as delegates to the Congress of Delegates have the privilege of the floor and the right to vote. The two student members elected as alternates to the Congress of Delegates have the privilege of the floor without the right to vote.

e. Otherwise, student members shall not be entitled to hold office in the AAFP but shall have a voice in reference committees.

**G. Supporting Members.**

1. Eligibility.

a. Supporting members shall be:

(1) physicians in specialties other than family medicine and not otherwise eligible for some other category of membership; or

(2) physicians actively engaged in family medicine, the teaching of family medicine or medical administration for the previous six years, but who do not qualify for active membership because they have not completed the necessary residency training; and

b. duly licensed in the state in which he or she practices.

2. Application and Approval. Applications for supporting membership shall be in a form prescribed by the Board. Election to supporting membership shall be by the Board of directors, or its designee, of such constituent chapter, or in cases in which such member practices or resides where no constituent chapter exists, then by the Board.

3. Requirements.

a. Supporting members must earn 150 credits of acceptable continuing medical education every three years in order to retain supporting membership, except that supporting members actively engaged in a specialty other than family medicine shall be relieved of the continuing medical education requirements.

b. Supporting members who are eligible by virtue of being actively engaged in family medicine, the teaching of family medicine or medical administration for the previous six years must have earned 100 credits of continuing medical education acceptable to the Board of Directors during the two years immediately preceding their application for supporting membership only if they previously held supporting membership and ceased to be a supporting member less than two years prior to reapplying for supporting membership.

4. Privileges. Supporting members shall not be entitled to hold office in the AAFP but shall have voice in reference committees.

**H. International Members.**

1. Eligibility. International members shall be:

a. family physicians outside of the United States engaged in family medicine, the teaching of family medicine or medical administration, who are licensed to practice in countries or territories outside the United States in which no constituent chapter exists and who are not eligible for membership in the Uniformed Services chapter; or

b. medical students and physicians in training in countries or territories outside the United States in which no constituent chapter exists and who are not eligible for membership in the Uniformed Services chapter; or

c. a graduate of a medical school located outside of the United States who:

(1) was an international member as a student at that school; and

(2) has completed all pre-residency requirements for, but has not yet entered, an ACGME-approved family medicine residency or an AOA- approved general or family medicine residency, may extend his/her international membership through the period ending December 31st of the second calendar year following the calendar year in which such student graduates, without regard to his/her country of residency during

such extended period.

(3) If such graduate has not successfully entered an approved family medicine residency program by the end of the extended period as described above, he/she will no longer qualify for membership and the AAFP shall cause such member's name to be dropped from the membership roll.

2. Application and Approval. Applications for international membership shall be in a form prescribed by the Board. Election to international membership shall be made by the Board or its designee.

3. Requirements. International members shall be relieved of the continuing medical education requirements as provided in Section 3 of this Article.

4. Privileges. International members shall not be entitled to hold office in the AAFP but shall have voice in reference committees.

**Section 3. Good Standing.** A member in good standing shall be one whose current dues and assessments, if any, have been paid in accordance with the provision of these Bylaws, duly licensed to practice medicine, and who has met the applicable CME requirements during the period of the preceding three (3) years as set forth in these Bylaws. Constituent chapters may require, through provisions in their constitutions and/or Bylaws, up to twenty-five (25) credits of the one hundred fifty (150) credits of continuing medical education be obtained from that constituent chapter's produced or approved programs.

**Section 4. Changes in Membership Status.** Any member who changes his or her occupation or status in such a manner as to render him or her ineligible for membership in the AAFP, may, unless he or she resigns, be dropped from the roll of members by the Board. The Board or an entity designated by the Board, acting in accordance with Board approved criteria, may waive or reduce members' dues. Other exceptions to the foregoing membership rules and requirements may be made under unusual circumstances and on an individual basis only upon a two-thirds (2/3) vote of the Board.

**Section 5. Acceptance of Membership.** Acceptance of membership in the AAFP shall constitute an agreement by such member to comply with the Bylaws thereof and to recognize the Board as the sole and only judge of the right to be or remain a member; provided, however, that if such membership in the AAFP is conferred by virtue of membership in a constituent chapter in accordance with these Bylaws, the Board of such constituent chapter shall be the judge of such member's right to be or remain a member, subject to any applicable right of appeal provided in Article XIV of these Bylaws.

All rights, title, and interest, both legal and equitable, of a member in and to the property of the AAFP shall cease and terminate in the event of the any of the following: (a) the October 16, 2012 Page 7 expulsion of such member; (b) the striking of his/her name from the roll of members; or (c) his/her death or resignation.

**Section 6. Change of Status.** Any member who changes the nature of his or her medical occupation and/or employment which directly affects his or her membership status shall be re-classified by his or her county or regional chapter within sixty (60) days, and the secretary of the New York State Academy of Family Physicians duly notified; in the event this is not implemented by the county or regional chapter, the Board of Directors of the New York State Academy of Family Physicians shall re-classify the said member. Any member who changes his or her occupation in such a manner as to render him or her ineligible to membership in this Academy, may, unless he or she resigns, be stricken from the roll of members by action of the Board of Directors. Under unusual circumstances satisfactory to the Board of Directors of the AAFP, exceptions may be made on an individual basis to the foregoing membership rules and requirements by a two-thirds (2/3) vote of said Board of Directors.

**Section 7. Agreement.** Acceptance of membership in this Academy shall constitute an agreement by such member to comply with the Constitution and Bylaws thereof and to recognize the Board of Directors as the sole and only judge of his or her right to be or remain a member, provided, however, that if such membership in this Academy is conferred by virtue of membership in a component county or regional chapter pursuant to Chapter 4 of these Bylaws, the Board of Directors of such chapter shall be the judge of such member's right to be or remain a member, subject to the right of appeal provided in Section 3 of Chapter 3 of these Bylaws.

All right, title and interest, both legal and equitable, of a member in and to the property of this organization shall cease and terminate in the event of any or either of the following: (a) the expulsion of such member (b)

the striking of his or her name from the roll of members (c) his or her death or resignation.

**Section 8.** No person may hold membership in a component chapter unless such person is also a member of the New York State Academy of Family Physicians.

## **CHAPTER 2 Fellowship**

**Section 1.** Definition. A Fellow is an earned degree upon fulfilling the following requirements:

A. held active membership for six years or a combination of resident and active membership for a total of six years; and

B. fulfilled such other criteria for Fellow as may be established by the Board.

**Section 2.** Classification. A Fellow shall not be considered a separate membership classification but shall be considered an earned degree.

**Section 3.** Eligibility. A Fellow shall continue to hold membership in the AAFP based upon one of the classifications of membership.

**Section 4.** Application. Any active, inactive, or life member in good standing may, upon application to the AAFP, be elected to receive the degree of Fellow upon fulfilling the foregoing requirements. Under unusual circumstances satisfactory to the Board, exceptions may be made on an individual basis to the foregoing Fellow requirements by a two-thirds (2/3) vote of the Board.

**Section 5.** Requirements. The degree of Fellow shall be conferred at convocation of the AAFP or at a constituent chapter meeting.

## **CHAPTER 3 Ethics and Discipline**

**Section 1.** Definition. The Principles of Medical Ethics of the American Medical Association, as they now or hereafter may provide, shall be the principles of ethics of the AAFP. The Congress of Delegates by a two-thirds (2/3) vote may adopt additional policies or positions relating to ethical issues even though such policies or positions may be contrary to the Principles of Medical Ethics of the American Medical Association.

**Section 2.** Charges. If a member in good faith is believed to:

A. have violated these Medical Ethics or these Bylaws; or

B. be guilty of conduct justifying censure, suspension, or expulsion from the organization, any member may file charges against him or her. Charges shall be handled as follows; however, the provisions of applicable law supersedes these procedures:

1. All those against whom charges have been filed shall have the right to be represented by counsel at the initial hearing and upon appeal to the Board.

2. Charges must be in writing and signed by the accuser or accusers.

3. Charges must state the acts or conduct complained of with reasonable particularity.

4. Charges must be filed with the president of the constituent chapter to which the accused member belongs, if any; otherwise with the executive vice president/chief executive officer of the AAFP.

5. At the first meeting of the Board of directors of the constituent chapter or of the Board, as the case may be, held after the filing of the charges, the charges must be presented to the Board.

6. The Board shall then or at any adjournment of said meeting, but not more than thirty (30) days thereafter, consider the charges and shall either dismiss them or shall proceed as follows:

a. within fifteen (15) days serve a copy of the charges upon the accused by depositing in the United States mail a copy, registered and addressed to the last known address of the accused;

b. fix a time and place for hearing said charges;

- c. the accused shall be notified of the time and place at the same time and in the same manner as provided for the serving of the charges;
  - d. the time set for the hearing shall be not less than fifteen (15) days nor more than six (6) months after the charges have been served.
7. The accused may answer in writing but need not do so and failure to answer shall not be an admission of guilt or a waiver of the accused's right to a hearing.
  8. The Board shall:
    - a. after having given to the accuser and the accused every opportunity to be heard, including oral arguments and the filing and consideration of any written briefs, conclude the hearing; and
    - b. within thirty (30) days shall render a decision.
  9. The affirmative vote of a majority of the members of the Board present and voting shall constitute the verdict of the Board which by such vote may exonerate, censure, suspend, or expel the accused member.
  10. The Board's decision shall be expressed in a resolution which shall contain no opinion and shall be signed by the Board chair and its secretary.
  11. No member of the Board absent for any portion of the hearing shall be entitled to vote.

**Section 3. Censure & Appeal.** No member shall be suspended for more than one year and at the expiration of the period of suspension shall be reinstated to membership upon application and the payment of dues accrued during the period of suspension. Any member of a constituent chapter who has been censured, suspended, or expelled may:

- A. Appeal such action within six (6) months after notification is given to the Board, with jurisdiction of the Board extending only to matters of procedure and law and not of fact.
- B. The Board shall:
  1. determine a time and place for the hearing of the appeal; and
  2. by a majority vote either sustain or reverse such censure, suspension or expulsion after giving the accused and representatives of the chapter from whose decision he or she appeals reasonable opportunity to be heard.
- C. The decision of the Board is final.

## **CHAPTER 4**

### **Chapters**

**Section 1.** Upon the petition of any five (5) or more members of the Academy residing in any one (1) county of New York State, the Board of Directors may issue a charter for a county chapter of this Academy, provided however that no more than one (1) county chapter shall be chartered in any county nor shall any part of a county be excluded from a county chapter so chartered. In this sense the word "county" pertains to a geographical subdivision of the state legally referred to as a county of the State of New York. Such charters shall be in such form as is approved from time to time by the Board of Directors and shall state that such county chapter is a component county chapter of the New York State Academy of Family Physicians.

**Section 2.** Upon petition of five (5) or more members residing in two (2) or more contiguous counties in the State of New York where no county chapter exists, the Board of Directors may at its discretion, issue a charter for a component regional chapter embracing the said two or more contiguous counties. The dissolution of a regional chapter shall be automatic upon the granting of a county chapter charter to any county contained in such regional chapter, petition having been made by five (5) members of such component county for such charter.

**Section 3.** Upon petition of five or more resident members who are in training in an approved family medicine residency in the State of New York, the Board of Directors may issue a charter for the resident chapter provided, however, that no more than one resident chapter shall be chartered for each approved Family Medicine residency in New York State.

**Section 4.** Upon petition of five (5) or more student members enrolled in medical school in the State of New York, the Board of Directors may issue a charter for a student chapter provided, however, that no more than one (1) student chapter shall be chartered and shall include and represent all of the student

members of the New York State Academy of Family Physicians.

**Section 5.** Said petition shall be accompanied by the proposed Constitution and Bylaws for the county, regional, resident or student chapter. No charter shall be issued until such Constitution and Bylaws are approved by the Board of Directors of this Academy. Such county, regional, resident or student constitution shall adhere in principle to the constitution of the New York State Academy of Family Physicians.

**Section 6.** The members of such county, regional, resident or student chapter shall be the persons to whom a charter is issued and such additional persons meeting the qualifications for membership in Chapter 1 of these Bylaws who shall be elected to membership in the county, regional, resident or student chapter. No person may hold membership in the New York State Academy of Family Physicians or any of its component chapters unless he or she is likewise a member of the American Academy of Family Physicians.

**Section 7.** Any member of this Academy practicing in a county or region for which a charter has been issued who does not become a member in good standing of such county, regional, resident or student chapter within one year after the date of said charter shall have his name stricken from the roll of this Academy. No candidate practicing in a county where a county, regional, resident or student chapter is in existence may become a member of this Academy except on the certification of the secretary of said chapter that he or she is a member in good standing of said chapter. Any member of this Academy who ceases to be a member of the component chapter wherein he or she practices or of the American Academy of Family Physicians, shall unless he or she be reinstated, cease to be a member of this Academy and his or her name shall be stricken from the roll of members.

A member in good standing of one county chapter who moves to another county where there exists a component chapter of this Academy shall apply for election to membership in the chapter of the county of his or her new residence within one (1) year and shall not pay a second initiation fee. Members failing to be so elected after one (1) year thereafter shall be dropped from the rolls of this Academy.

**Section 8.** A component county, regional, resident or student chapter may, under provision in its Constitution and Bylaws approved by the Board of Directors of the New York State Academy of Family Physicians, charter component branches in cities or districts of such county provided that such component branches will be directly responsible to the county, regional, resident or student chapter issuing such a charter and shall not be considered as a component chapter of the New York State Academy of Family Physicians nor be entitled to representation therein.

**Section 9.** The charter of any component county, regional, resident or student chapter chartered by this Academy may be suspended or revoked by the Congress of Delegates in the event of any action deemed to be in conflict with the letter or intent of this Constitution and Bylaws or in the event of its failure to comply with all the requirements of the Congress of Delegates, Board of Directors or officers of this Academy in the manner hereinafter specified.

Any member of this Academy may file written charges against any such chapter with the secretary of the Academy. Such charges must be signed by the accuser or accusers and must state the acts or conduct complained of with reasonable particularity. The secretary must present said charges to the Board of Directors at its next meeting. The Board of Directors shall then or at any adjournment of said meeting, but not more than thirty (30) days thereafter, consider the charges and shall either dismiss them or shall proceed as hereinafter set forth.

If the Board fails to dismiss said charges, it shall within ten (10) days thereafter cause a copy of the charges to be served upon the accused chapter by depositing in the United States mail a copy thereof, registered, and mailed to the secretary or president of said chapter. The Board shall also and at the same meeting fix a time and place for the hearing of said charges and the accused chapter shall be notified of the time and place at the same time and in the same manner as provided for the serving of the charges. The time set for the hearing shall not be less than fifteen (15) days nor more than ninety (90) days after the service of charges. The Board shall, after having given the accused and the accuser reasonable opportunity to be heard in person or by counsel and to present all evidence and proofs, conclude the hearing and within thirty (30) days thereafter shall render a decision. The affirmative vote of a majority of the members of the Board present and voting shall constitute the decision of the Board which may by such vote dismiss the charges or order them presented to the Congress of Delegates. In either event the

Board shall make known its decision in a written resolution signed by the secretary and the chair thereof. In the former event the Board shall furnish the accused and the accuser with a copy of the resolution. In the latter event its resolution shall be read at the next regular meeting of the Congress of Delegates or at a special meeting duly called for that purpose, provided that a copy of the decision shall be delivered to the accused in the same manner provided for the service of charges at least fifteen (15) days before such meeting. The accused and the accusers shall be given reasonable opportunity to be heard at the meeting of the Congress of Delegates where the decision is read. A two-thirds (2/3) majority of all those present and voting shall be required to suspend or revoke the charter of the accused county, regional, resident or student chapter provided, however, that the delegates representing the accused chapter shall not be eligible to vote on such resolution.

**Section 10.** Amendments to the Constitution and Bylaws of a county, regional, resident or student chapter shall be submitted in writing to the secretary of the New York State Academy of Family Physicians not later than thirty (30) days following the adoption of such amendments. Whenever practicable, such proposed amendments shall be submitted in advance for a ruling as to their constitutionality.

No amendment shall be of any force or effect until it has been submitted to and reviewed by the Board of Directors of the New York State Academy of Family Physicians, provided, however, that such amendment shall be considered to be approved if the Board of Directors fails to give written notice of its objections therein within ninety (90) days following receipt.

## **CHAPTER 5**

### **Dues**

**Section 1.** Active members shall pay annual dues to the American Academy of Family Physicians in such amount as the American Academy may fix and determine; in addition, dues for active members of the New York State Academy of Family Physicians shall be fixed annually by the Board of Directors.

**Section 2.** Inactive and Life Members shall pay no state dues. They shall pay annual dues to the American Academy of Family Physicians in such amount as the American Academy may fix and determine.

**Section 3.** Supporting members shall pay annual dues to the American Academy of Family Physicians in such amount as the American Academy may fix and determine, and shall also pay dues to the New York State Academy of Family Physicians in such amount as the New York State Academy of Family Physicians Board of Directors may fix and determine.

**Section 4.** Student members shall pay no state dues. They shall pay annual dues to the American Academy of Family Physicians in such amount as the American Academy may fix and determine.

**Section 5.** Any member whose dues or assessments are unpaid at the time of any annual meeting shall be ineligible to vote or hold office.

## **CHAPTER 6**

### **Election of Officers and Board Members**

**Section 1.** The speaker and vice-speaker shall take office at the conclusion of the annual meeting at which their elections occur, and their terms shall expire at the conclusion of the next annual meeting. In the event either of the above is a duly accredited delegate, his or her seat in the Congress of Delegates shall be declared vacant upon the adjournment of the session at which his or her election occurred, and new delegate shall be elected by this county chapter.

**Section 2.** Election of the above officers shall be by secret ballot prepared by the secretary, provided, however, that when the nominations have been closed with but a single candidate having been nominated, the presiding officer shall declare the candidate elected to office. The nominee receiving a majority shall be declared elected. When there are three (3) or more candidates for a single office and no one candidate receives a majority vote on the first ballot, a second ballot shall be taken by the Congress of Delegates between the two (2) candidates receiving the highest number of votes on the first ballot. A candidate has a majority when he or she has more than half the total votes, ignoring invalid ballots.

**Section 3.** The Board of Directors shall elect its chair at its meeting during the annual meeting of the Academy following the election of officers by the Congress of Delegates. He or she shall be elected by a majority of the newly constituted Board present and voting from among the directors elected as such by the Congress of Delegates. The chair shall hold office for one (1) year, or until the next annual meeting or until his or her successor is elected. He or she shall be eligible for re-election to the chair provided that his or her term as director has not expired.

**Section 4.** In the event that any Board member of this Academy dies, is declared incompetent, resigns, or otherwise ceases to be a Board member, the chair of the Board of Directors shall call an emergency meeting of the Board of Directors for the expressed purpose of electing a member to fill the office for the unexpired term. Any member of the Academy in good standing shall be eligible for election. However, such election shall require a majority vote of the entire membership of the Board of Directors. A Board member may not hold simultaneously two (2) of the named offices in the Academy. An officer or elected director may serve simultaneously as delegate or alternate delegate to the American Academy of Family Physicians, but not both, and as delegate or alternate delegate to the House of Delegates of the Medical Society of the State of New York, but not both. However an officer or director may not serve simultaneously as Delegate or Alternate Delegate to the American Academy of Family Physicians and the House of Delegates of the Medical Society of the State of New York. Resident and student representatives shall be elected in accordance to their constituent chapters.

## **CHAPTER 7**

### **Duties and Terms of Officers and Board Members**

**Section 1.** The president shall be a member of the Board of Directors, and all-standing commissions and committees, and shall preside at all meetings of the Assembly. In the absence of the speaker and vice-speaker, the president shall preside over meetings of the Congress of Delegates. His or her term of office shall begin at the conclusion of the annual meeting of the Congress of Delegates following the annual meeting at which his or her election occurred as president-elect and expires at the conclusion of the next annual meeting of the Congress of Delegates, or when his or her successor is seated. In the event of the death or resignation of the president during the term of his or her office or if he or she shall for any reason be unable or unqualified to serve, the president-elect shall succeed to the office of president for the unexpired portion of the president's term. The president-elect shall otherwise succeed to the office of president at the conclusion of the first annual meeting following the meeting at which his or her election occurred.

The president shall be the chief officer of the New York State Academy of Family Physicians, and shall be responsible for its administration and the implementation of its policies. The president has the authority to delegate duties to duly elected or appointed officers, members, or employees of the New York State Academy of Family Physicians with the approval of the Board of Directors. The president shall also be the chair of the Executive Committee.

**Section 2.** The vice-president shall be a member of the Board of Directors. The vice-president shall serve as the vice chair of the Operations Commission. He or she may represent this Academy when designated by the president to act on his or her behalf when the president-elect is not available. His or her term of office shall begin at the conclusion of the annual meeting of the Congress of Delegates at which his or her election occurs and expires at the conclusion of the next annual meeting of the Congress of Delegates or when his or her successor is elected.

**Section 3.** The president-elect shall be a member of the Board of Directors. He or she shall consider his or her term of office as presidential training; he or she shall endeavor to accompany the president on official occasions and consult with him or her in Academy affairs; he or she may represent this Academy under all the terms of Chapter 7, Section 1 above, when designated by the president to act in his or her behalf; he or she shall act as the chair of the Board of Directors in the absence of a chair; he or she shall succeed to the presidency for the unexpired term in the event of the president's death, resignation, incapacity or otherwise vacating the office. He or she shall succeed to the office of president at the expiration of the president's term as provided in Chapter 7, Section 1. In the event of the death, resignation, or removal from office of the president-elect, the Board of Directors shall nominate two (2)

or more members for that office and election of the successor to the president-elect shall take place by vote on these candidates by the Congress of Delegates at the next ensuing meeting as the first order of business following approval of the minutes, provided, however, that nothing herein shall be construed as preventing additional nominations for the office from the floor.

**Section 4.** The speaker of the Congress of Delegates shall be a member of the Board of Directors. He or she shall preside over meetings of the Congress of Delegates and shall appoint all reference and special committees of the Congress of Delegates.

The vice-speaker of the Congress of Delegates shall be a member of the Board of Directors. He or she shall preside over meetings of the Congress of Delegates in the absence of the speaker or when designated by the speaker.

The presiding officer of the Congress of Delegates shall be entitled to vote only in the case of a tie unless the tie occurs in an election.

**Section 5.** The Chair of the Board of Directors shall preside over all meetings of the Board. In the absence of the chair, the president-elect shall take the chair; in the absence of the chair and the president-elect, the vice president shall take the chair; in the absence of the chair and the president-elect and the vice president, a temporary chair shall be elected by the members present at that meeting, but should the president be absent, a temporary chair shall be elected by the members present at that meeting.

**Section 6.** The secretary shall be a member of the Board of Directors. His or her term of office shall begin at the conclusion of the annual meeting of the Congress of Delegates at which his or her election takes place and shall terminate at the conclusion of the next annual meeting of the Congress of Delegates or when his or her successor is elected. He or she shall be present at all meetings and keep the minutes; he or she shall perform all other duties as normally pertain to the office of the secretary. He or she shall have such other powers and perform such other duties as may be prescribed by the Board of Directors or these Bylaws. He or she shall cause a copy of the minutes of the Board meeting to be mailed within thirty (30) days to all members of the Board of Directors, the presidents and secretaries of county, regional, resident and student chapters, chairs of the state commissions and committees, and both the editor and managing editor of the New York FP.

**Section 7.** The treasurer shall be a member of the Board of Directors. His or her term of office shall begin at the conclusion of the annual meeting of the Congress of Delegates at which his or her election takes place and shall terminate at the conclusion of the next annual meeting of the Congress of Delegates or when his or her successor is elected. He or she shall perform all duties as normally pertain to the office of treasurer. He or she shall cause to be kept adequate and proper accounts of the funds and properties of the Academy. He or she shall cause to be deposited all monies and other valuables in the name and to the credit of the Academy in such depositories as may be designated by the Board of Directors. He or she shall disburse the funds of the Academy as approved in the annual budget and properly authorized, and in specific appropriations by the Board of Directors. He or she shall render to the Board of Directors an account of all his or her transactions and of the financial condition of the Academy at monthly intervals or whenever requested by the Board of Directors. He or she shall have such other powers and perform such other duties as may be prescribed by the Board of Directors or these Bylaws. He or she shall give a surety bond in an amount to be determined by the Board of Directors, the premium thereon to be paid by the Academy. He or she shall be a member of the Finance Committee by virtue of his or her office.

**Section 8.** The executive vice president shall be appointed for a term and stipend to be fixed by the Board of Directors. He or she shall under the direction of the Board of Directors, perform such duties as the title of the office ordinarily connotes, and such duties of the secretary and treasurer as may be assigned to him or her by the Board of Directors. He or she shall keep or cause to be kept an accurate record of the minutes and transactions of the Assembly, the Congress of Delegates, and the Board of Directors, and shall serve as secretary of these bodies. He or she shall supervise all other employees and agents of the Academy and have such other powers and duties as may be prescribed by the Board of Directors or these Bylaws. He or she shall not be entitled to vote. The executive vice president shall be bonded in an amount fixed by the Board of Directors, the premium thereon to be paid by the Academy.

**Section 9.** The term of office of directors-at-large shall be for three (3) years and shall begin at the conclusion of the annual meeting of the Congress of Delegates at which their election occurs and expire

at the conclusion of the third succeeding annual meeting, or when their successors are elected. No directors-at-large shall be eligible for re-nomination to the Board of Directors unless at least one (1) year has elapsed since the expiration of his or her previous term. Vacancies on the Board of Directors shall be filled by a majority vote of the remaining members of the Board for the unexpired term of any vacancy occurring. Directors-at-large who have been appointed to the Board by the Board of Directors to fill an unexpired term and who have served for a period of less than one and one-half (1-1/2) years shall be eligible for nomination to the Board, notwithstanding the provisions to the contrary in this section.

**Section 10.** The immediate past president shall become a member of the Board of Directors following his or her term as president, such term to begin at the conclusion of his or her term of office and to end at the conclusion of the following meeting of the Academy.

**Section 11.** The term of office of delegates and alternate delegates to the American Academy of Family Physicians delegates is for two (2) years, to be staggered in such a way that one (1) delegate and one (1) alternate delegate are elected each year. In the event that a delegate is unable to act or is prevented from acting, the first alternate to replace a delegate shall be the alternate senior in years of service in the Congress of Delegates of the American Academy of Family Physicians. In the event that a delegate resigns, is elected to the American Academy of Family Physicians Board or otherwise leaves office, such alternate will succeed the delegate and a vacancy will exist in the office of alternate delegate. Such vacancy shall be filled pursuant to Chapter 6, Section 5 of these bylaws. The delegates elected to represent this Academy at the Congress of Delegates of the American Academy of Family Physicians are expected to have had prior experience on the Board of Directors of the New York State Academy of Family Physicians, or prior experience on a committee or commission of the American Academy of Family Physicians and shall be required to present such resolutions as have been passed by the Congress of Delegates or Board of Directors of this Academy of Family Physicians. They shall furthermore speak for the adoption of the resolutions they present. The delegates shall be depended upon to use their judgment considering the good and welfare of the New York State Academy of Family Physicians in acting upon any motions and resolutions about which they have not been instructed.

The delegates shall submit a report to the Board of Directors. Such report is to be submitted within thirty (30) days after the meeting of the American Academy of Family Physicians to the secretary who will present it to the Board of Directors. The report will be published in the succeeding issue of the "New York FP".

The delegates and alternate delegates to AAFP shall be members of the Board of Directors.

Alternate delegates should attend the meeting of the Congress of Delegates of the American Academy of Family Physicians and be prepared to assume duties, obligations and rights of said delegates.

**Section 12.** The term of office of delegate and alternate delegate to the House of Delegates of the Medical Society of the State of New York is for three (3) years. The delegate elected to represent this Academy at the House of Delegates of the Medical Society of the State of New York shall be required to present such resolutions as have been passed by the Congress of Delegates or Board of Directors or this Academy of Family Physicians. He or she shall furthermore speak for the adoption of resolutions he or she presents. The delegate shall be dependent upon his or her judgment considering the good and welfare of the New York State Academy of Family Physicians in acting upon any motion about which he or she has not been instructed. The delegate shall submit a report to the Board of Directors. Such report is to be submitted within thirty (30) days after the meeting of the House of Delegates of the Medical Society of the State of New York to the secretary who will present it to the Board of Directors. The report will be published in the succeeding issue of the "New York FP".

The delegate and alternate delegate to MSSNY shall be members of the Board of Directors. The alternate delegate should attend the meeting of the House of Delegates of the Medical Society of the State of New York and be prepared to assume the duties, obligations and rights of said "delegate". Resident and student representatives duties shall be in accordance with their constituent chapters.

**Section 13.** The term of office of the New Physician Delegate is for two (2) years. This delegate shall be in their first seven years of practice at the time of their election, and will also be expected to bring relevant issues to the National Congress of Special Constituencies. The Delegate shall be a member of the Board of Directors.

**Section 14.** Removal from office. If in the majority opinion of the Executive Committee of the Board an individual officer or Board Member has had 50% or more unexcused absences over a year, has repetitive consecutive absences, or is otherwise not felt to be fulfilling his or her obligations to that office, then upon the recommendation of the Executive Committee that individual can be removed from the Board by a 2/3 majority vote of the entire Board. The person involved should be provided the opportunity to testify in his or her behalf in advance of said vote by the Board.

## **CHAPTER 8**

### **Meeting of the Board of Directors**

**Section 1.** The Board of Directors shall meet during the annual meeting of the Academy after the adjournment of the Congress of Delegates. It shall furthermore meet not later than ninety (90) days following the annual meeting and at such times and such places as the chair may determine or as may be determined by the written request of five (5) voting members of the Board of Directors.

**Section 2.** There shall be an Executive Committee of eight (8) members composed of the president, who shall also be the chair of the Executive Committee, the vice-president, the chair of the Board, the president-elect, the secretary, and one (1) elected director-at-large appointed annually by the Board of Directors at its first meeting. The speaker of the Congress of Delegates and the Executive Vice President are non-voting members. In the absence of the president, the chair of the Board shall act as chair of the Executive Committee. The vote of those present, shall have full authority to act for and in behalf of the Board of Directors whenever the business of the Academy demands prompt action in the interim between meetings of the Board of Directors. Meetings of the Executive Committee shall be held at the call of the president, or in his absence by the chair of the Board. The president shall give a report of its actions to the Board of Directors at the next meeting of the Board.

**Section 3.** Past presidents shall be invited to attend meetings of the Board of Directors without stipend, except as stipulated in Chapter 11, Section 3. They will have the right to the floor of the meeting, but shall not be entitled to vote.

**Section 4.** Any member of the New York State Academy of Family Physicians holding national office in the American Academy of Family Physicians shall be a member of the Board of Directors of the New York State Academy of Family Physicians, with reimbursement.

## **CHAPTER 9**

### **Congress of Delegates**

**Section 1.** Each component chapter which has received a charter pursuant to Chapter 4 of the Bylaws shall be entitled to elect two (2) delegates by virtue of its charter and first one hundred (100) members and one (1) additional delegate to represent each one hundred (100) members or fraction thereof above the number of one hundred (100) reported by the state secretary to be in good standing as of January 1. Each regional chapter formed by the consolidation of two or more contiguous counties shall be entitled to two (2) delegates from each constituent county in the regional chapter and one (1) additional delegate to represent each one hundred (100) members or fraction thereof above the number of one hundred (100) in the regional chapter reported by the state secretary to be in good standing as of January 1. Only the following classifications of membership shall be counted in determining the number of delegates to the Congress of Delegates: Active, Affiliate, Inactive, Life, and Supporting. Each residency chapter which has received a charter shall be entitled to one delegate. The component chapter or regional chapter shall likewise elect alternate delegates in the same number as delegates. In addition, two (2) student members and two (2) resident members shall be elected to serve as delegates and two (2) student members and two (2) resident members shall be elected to serve as alternates to the Congress of Delegates. The method of electing each student and resident delegates and alternates shall be determined by their respective chapter's Constitution and Bylaws. The Commission on Leadership Development and Nominations shall select six (6) delegates to represent the various special constituencies as noted by the AAFP.

**Section 2.** Each delegate representing a component chapter, before being seated, shall deposit with the secretary of the Congress of Delegates a certificate signed by the president or secretary of such chapter stating that he or she is the regularly elected delegate or alternate of that chapter. No delegate shall be

seated who is not a member in good standing of the Academy.

In the event that at a meeting of the Congress of Delegates a chapter is not represented by its complete delegation, any member or members of that chapter present may be seated as delegates by a two-thirds (2/3) vote of the Congress of Delegates.

**Section 3.** In counties where no component chapter exists, delegates representing members of such counties may be elected as hereinafter specified. Not less than 60 days before the opening of the annual meeting of the Congress of Delegates in each year, any member of the Academy in good standing may notify the Speaker in writing that he/she is a candidate for election as a delegate from such county. The speaker shall accept the credentials of such members. In the event that there are more members in good standing requesting delegate positions than are available for that county, the Speaker shall conduct an election not less than 30 days prior to the opening of the annual meeting and that any necessary election be limited to members of the affected county chapter.

**Section 4.** The Congress of Delegates shall meet during the annual meeting of the Academy and at such other times and places as it may determine. Special meetings of the Congress of Delegates may be called by a two-thirds (2/3) affirmative vote of the Board of Directors, and shall be called by the president upon the written request of any ten (10) or more of the delegates, and shall be held at such time and place as may be set forth in said call, subject to the following notice: Notice of such meeting date shall be given by the secretary in writing at least sixty (60) days prior to the date set for such meeting.

**Section 5.** One-third (1/3) of the total number of delegates shall constitute a quorum at any meeting of the Congress of Delegates. The Congress of Delegates may adopt such rules of procedure for the transaction of its business as it deems desirable and shall be the judge of the election and qualifications of its members.

**Section 6.** Except by an affirmative vote of two-thirds (2/3) of the members of the Congress of Delegates present and voting, no resolutions may be submitted to the Congress of Delegates unless said resolution has been submitted in writing to the secretary of the Academy or speaker of the Congress of Delegates at least thirty (30) days prior to the meeting at which they are to be acted upon, provided, however, that this regulation shall not apply to resolutions introduced at the opening session of the Assembly pursuant to Section 3 of Article 4 of the Constitution.

## **CHAPTER 10**

### **Standing Commissions and Ad Hoc Committees**

**Section 1.** Standing Commissions

There shall be six standing commissions of this Academy:

Family Practice Advocacy

Member Services

Public Health

Academy Operations

Education

Leadership Development and Nominations

**Section 2.** Appointment of Commission Members:

Commissions shall consist of twelve (12) members, one-third (1/3) of such members shall be appointed annually for terms of three years. Members may be reappointed to an additional three year term at the discretion of the President in consultation with the respective commission chair.

The president shall make such appointments within 60 days of election of the president by the Congress of Delegates.

In addition to the aforementioned twelve (12) members, there will be a Past President, Resident and Student member appointed for a one year term to each commission. These members may be reappointed

for one year terms at the discretion of the President, in consultation with the respective commission chair.

The chair of each commission shall be appointed by the president. The duties of the commission chair shall include: 1) set the time, date and location for meetings; 2) prepare an agenda for each meeting; 3) conduct meetings in an orderly and effective manner; 4) delegate action items from the meeting; 5) assist staff in compiling minutes of meetings; 6) advise the Board of Directors and/or other commissions of the Academy of any matters referred, respectively, to the Board or to other commissions; 7) prepare the annual report of the commission for the Congress of Delegates.

The president shall, to the extent possible, also appoint a vice chair for each commission from among the membership thereof who have completed two years of service on any such commission.

Staff of the Academy shall correspond with appointees to commissions to advise them of their appointment. Such correspondence shall include the charge of the commission and, if available, the dates for meetings of the commission.

### Section 3. Commission Meetings:

Each commission will meet at least three times between the time of its appointment and the next meeting of the Congress of Delegates.

Staff shall mail a notice of the meeting with an agenda and copies of any materials relevant to the agenda, to commission members in a timely fashion. Such mailings shall include minutes of the most recent meeting of the commission and a response form for members to complete and return to indicate whether they will attend the meeting.

Commission members shall be responsible for making their own travel and lodging arrangements to attend meetings. Staff will coordinate any necessary arrangements for room blocks, meeting space, refreshments and other such items with hotels, and will advise commission members of Academy policies and procedures regarding reimbursement of travel expenses to attend commission meetings.

Staff will have minutes of the meetings transcribed and distributed to members and to the Board of Directors. Staff will also monitor implementation of any action items emanating from the meeting.

Each commission will report on its activities to the Board of Directors at regularly scheduled meetings of the Board.

Commissions shall also make an annual written report to the Congress of Delegates.

### **Section 4. Commission on Family Practice Advocacy:**

The commission will maintain liaison with the legislative committee of the Medical Society of the State of New York and study legislation pertaining to medical affairs introduced in the state legislature and make such comments on each legislation as may advance the mission of the Academy.

This commission shall study and make recommendations on the delivery and payment of health care services, particularly the services of family physicians.

It will address issues such as health care delivery systems, technological developments affecting the delivery of health care services, the economics of medical practice, organizational and management plans, health manpower needs and production, and quality assurance/utilization systems.

It shall advise the Board of current problems, issues and trends affecting privileges of family physicians with hospitals and managed care plans, assist members in resolving privileges problems, and advise the Board and membership regarding actions to be considered in dealing with privilege problems.

### **Section 5. Commission on Members Services:**

This commission shall consider applications for membership and continuation of membership and investigate the qualifications of applicants.

It shall monitor county chapter activities and organize county chapters in areas where no such chapters exist.

It will identify and develop proposals for member benefits, review proposals by staff and implement any member benefits programs approved by the Board of Directors

#### **Section 6. Commission on Public Health**

This commission will advise the Board of Directors regarding public health matters to extend the reach, the delivery, and the effectiveness of public health within our society. More specifically the Commission, consistent with a balance between the rights of the individual and the needs of the community, will seek to identify gaps in the delivery of health care, recommend remedial action and promote a public health system and measures based on good science, common sense, practicality, and cost effectiveness.

It will deal with health care of the aged and access to medical care by aged patients, work with the Commission on Education to help family practice residencies develop and implement a geriatric curriculum, and will advise the Board of Directors on geriatric educational programs.

This commission will maintain dialogue on issues of medical ethics and develop policy and protocol and serve as a resource to the Academy and members on issues of medical ethics.

This commission shall address the special issues of urban and rural health care.

#### **Section 7. Commission on Academy Operations:**

This commission will be responsible for the management and operations of the Academy, including personnel, management information systems, contracts, leases, major purchases and issues submitted by the executive vice president.

It will prepare an annual budget for the fiscal operation of the Academy and submit same to the Board of Directors for approval.

It will supervise the maintenance of the Academy's accounts and books, audit financial records and reconcile the annual audit of the books by a duly licensed independent public accountant with the financial records and the budget.

The commission shall have the authority to make investment decisions and monitor investment of cash assets for the Academy.

The commission will also be responsible for long range and strategic planning including developing specific plans for consideration of the Board of Directors and monitoring implementation of plans approved by the Board of Directors.

The commission will also be responsible for maintenance of the constitution and bylaws of the Academy, including changes, deletions, modifications and interpretations, and shall also rule on the validity of component chapter constitutions and bylaws.

This commission shall be chaired by the president-elect and the vice president is vice-chair of this commission.

#### **Section 8. Commission on Education**

This commission shall encourage and assist medical schools, hospitals, and other organizations in developing and maintaining quality programs and facilities for the education of family physicians at the graduate and undergraduate levels.

It will provide program services to program directors, chairs and faculties of educational programs to facilitate family practice education.

It will collect data supporting the progress and growth of family practice education.

It will make recommendations to the Board of Directors regarding Academy policy in matters of graduate, undergraduate and continuing medical education.

It will act as liaison with New York medical schools and family practice departments and advise medical schools in establishing family practice departments where none exist.

It will act as liaison with family practice residency programs in New York.

It will assist hospitals and other organizations interested in establishing family practice residencies.

It will advise the AAFP regarding the progress of family practice training in New York medical schools and residencies.

It will establish liaison with students and residents in family practice programs in New York and with the committee on student and resident affairs of the AAFP and with the Education Commission of the AAFP.

It will assist AAFP members by providing the fullest possible access to continuing medical education programs of quality and relevance.

It will monitor the program review actions of the regional education chairs.

It will review regional and state programs and other types of continuing medical education available to Academy members.

It will design, create and evaluate new methods of extending quality education materials to members.

**Section 9. Commission on Leadership Development:**

This commission shall design programs for developing leadership skills of members.

It will also monitor the performance of members of Academy commissions and make recommendations regarding such performance to the president-elect for the purposes of making appointments to chair and vice-chair positions on standing commissions of the Academy.

It will present to the annual meeting of the Congress of Delegates one (1) or more nominations for the offices of president-elect, vice-president, secretary, treasurer, delegate to the American Academy of Family Physicians, alternate delegate to the American Academy of Family Physicians, delegate to the House of Delegates of the Medical Society of the State of New York, and one (1) or more nominations, for each of two (2) directors; speaker and vice speaker of the Congress of Delegates. Such nominations shall be published at least 30 days prior to the annual meeting of the Congress of Delegates. Recommendations from component county chapters or self-nominations from members from inactive county chapters, for the offices listed above shall be submitted to the Commission at least 60 days in advance of the annual meeting of the Congress. At least 30 days before the Congress, the commission shall publish its slate of officers. Nothing herein shall be construed as preventing nominations from the floor at the time of the annual meeting of the Congress of Delegates. Any member of the commission who is considered for candidacy shall excuse themselves from any discussion and action by the commission regarding such candidacy.

**Section 10. Ad Hoc Committees:**

The president subject to the approval of the Board of Directors shall appoint such ad hoc committees as may be necessary to assist in the work of the Board.

**CHAPTER 11  
Miscellaneous**

**Section 1.** The current edition of Standard Code of Parliamentary Procedure except when the same is in conflict with the Constitution and Bylaws of this Academy shall control the parliamentary proceedings of the meetings of the Congress of Delegates, Board of Directors, Commissions and Committees.

**Section 2.** The fiscal year of this Academy shall begin on the first day of January and end on the last day of December of each year.

**Section 3.** Seal. The Board of Directors shall establish a suitable seal that shall be in the charge of the secretary, and shall be used as authorized by the Board of Directors.

**as revised 6/02/13 and edited 10/23/13 (per AAFP changes at their 2013 COD)**