

AMERICAN OSTEOPATHIC COLLEGE OF DERMATOLOGY
BYLAWS

ARTICLE 1 NOMINATION, ELECTION, TENURE, AND RESPONSIBILITIES OF OFFICERS

Section 1. Nomination

The election of officers will occur at the annual meeting. Only eligible voting members may nominate and elect candidates to serve as officers. A slate of nominees will be sent to the membership by the Board of Trustees at least thirty (30) days prior to the annual meeting. Additional nominations may come from the floor. A majority vote shall elect the nominee to the office under consideration.

Section 2. Election

Voting will be by secret written ballots. Only eligible voting members shall vote. Proxy votes shall not be accepted. Eligible voting members will be determined immediately prior to the election by the Board of Trustees. The members of the Board of Trustees shall be responsible for the collection and tabulation of the secret written ballots. The order in which offices will be voted upon shall be in the following sequence; President-elect, First Vice President, Second Vice President, Third Vice President, Secretary-Treasurer, and Trustees.

Section 3. Tenure and Responsibilities

The tenure and responsibilities of the officers are as follows:

- A. The President shall serve a one (1) year term beginning at the annual meeting and following a term as President-elect. The President shall be an ex-officio member of all committees. He/She shall preside at all meetings of the College as its officer and execute those duties delegated to the President in these Bylaws.
- B. The President-elect shall serve a one (1) year term commencing at his/her election and terminating at the next annual election of officers. In the absence of the President, the President-elect shall preside at all meetings of the College or its officers. The President-elect shall execute all duties delegated in these Bylaws to that office and in the event of the death or resignation of the President shall fill the office of President for the remainder of his/her term. The President-elect shall be a member of the CME Committee, Finance Committee, and the Nominating Committee.
- C. The First Vice President shall serve a one (1) year term commencing with his/her election and terminating at the beginning of the next annual election of officers. The First Vice President shall be a member of the CME Committee. The First Vice President shall preside at all meetings in the absence of both the President and the President-elect and shall execute all duties delegated to him/her. In the event of death or resignation of the President-elect he/she shall assume the duties of that office in addition to maintaining those of the First Vice President.

- D. The Second Vice President shall serve a one (1) year term commencing with his/her election and terminating at the beginning of the next annual election of officers. The Second Vice President shall be a member of the CME Committee and shall execute all duties delegated to him/her.
- E. The Third Vice President shall serve a one (1) year term commencing with his/her election and terminating at the beginning of the next annual election of officers. The Third Vice President shall be a member of the CME Committee and Finance Committee, and shall execute all duties delegated to him/her.
- F. The Secretary-Treasurer shall serve a three year (3) term, and no more than three consecutive 3 year terms for a member serving in this position. The Secretary-Treasurer shall work with the Executive Director and the Finance Committee, regarding financial matters of the college. He/She shall work with the Executive Director to prepare and preserve records of all meetings of the College. The records shall include attendance and proceedings of each meeting. He/She shall be a member of the By-laws Committee and will serve as parliamentarian at the board meetings and the annual membership meetings. He/She shall deliver an annual financial report to the membership at its annual meeting. Any of the duties of the Secretary-Treasurer may, by action of the Board of Trustees and consent of the Secretary-Treasurer, be assigned to the Executive Director.
- G. The Immediate Past President shall serve a one (1) year term immediately following his/her tenure as the President of the AOCD and terminating at the beginning of the next annual election of officers. He/She shall be the Chairperson of the Nominating and Ethics Committee, and shall also serve as the mentor to the Resident Liaison.
- H. The chair of the Education Evaluation Committee shall be a permanent voting member of the Executive Committee.
- I. There shall be six (6) Trustees and they shall hold office for three (3) year terms. Two Trustees shall be elected each year at the annual election. Trustees shall assist the officers in the conduct of college business to gain experience and shall be active on various committees and shall execute all duties delegated to him/her.
- J. If an elected officer other than President or President-elect resigns, dies, or becomes disabled during his/her term of office, the Board of Trustees, by majority vote, may appoint a successor until the next annual election of officers.
- K. Any officer elected by the membership or appointed by the Board of Trustees may be removed from office for failure to fulfill the responsibilities of their office. Removal from office shall require a two-thirds (2/3) vote of the entire Board of Trustees taken at any regularly scheduled meeting or special meeting called for that purpose.

- L. Executive Council: There shall be an Executive Council consisting of the President, President-Elect, First Vice-President, Second Vice-President, Third Vice-President, Secretary-Treasurer, and Immediate Past President. The Executive Council meets as necessary to prepare issues to be presented to the full board and/or to make emergency decisions on behalf of the Board when it is not possible or practical to assemble a quorum of the full board. This council has no power other than emergency action or other powers as may be delegated to it by the full board from time to time. The Executive Council is charged to do the will of the board, not set direction for or make new policy for the board.

ARTICLE II BOARD OF TRUSTEES AND STANDING COMMITTEES

Section 1. Voting Members

The voting members of the Board shall consist of the President, President-elect, First Vice President, Second Vice President, Third Vice President, Secretary-Treasurer, Education Evaluation Committee Chair, Immediate Past President, six (6) Trustees and an appointed representative of the American Osteopathic Board of Dermatology. In addition, the Executive Director, and the Resident Liaison shall attend all meetings of the Board of Trustees as non-voting members.

Section 2. Meetings and Duties

The Board of Trustees shall meet at the annual meeting. The Board of Trustees shall also meet on call of the President for the transaction of its assigned or regular business. Written notice of the time, place, and purpose of special meetings shall be mailed and emailed to each Board of Trustees member not less than fourteen (14) days nor more than thirty (30) days prior to the proposed meeting. A telephone conference of a Board of Trustee meeting may be called by the President with notice of not less than three (3) days by email. Eight (8) members of the Board of Trustees shall constitute a quorum at any officially sanctioned meeting.

Section 3. Administrative Staff

The Board of Trustees shall employ an Executive Director, and additional staff as needed to carry out the business functions of the College. The basic job descriptions will be set by the Board of Trustees and incorporated into the Administrative Policy Manual. The immediate supervisor of the Executive Director shall be the President.

Section 4. Standing Committees and Representatives

The standing committees shall be: AAD Liaison, Awards, Bylaws, CME, Editorial/Public Relations, Education Evaluating, Ethics, Fellow of Distinction, Finance, Historical, In-Training Examination, Meeting Site Selection, Membership, Nominating and Program Directors. Unless indicated otherwise in the committee descriptions, all committee members shall be appointed annually by the President and ratified by a majority vote of the Board of Trustees. All standing committees shall report to the Board of Trustees.

- A. AMERICAN ACADEMY OF DERMATOLOGY LIAISON: This committee shall consist of a Chairperson and members appointed by the president. These members will serve to present the issues of the AOCD which are important to our college to the appropriate members of the American Academy of Dermatology (AAD), and to bring issues from the AAD appropriate to the AOCD back to our college president and Board of Trustees.
- B. AWARDS: This committee shall consist of a chairperson and additional members appointed by the president. This committee shall review and assess various awards.
- C. BYLAWS: This committee shall consist of a chairperson and members appointed by the president plus the Secretary-Treasurer. This committee shall recommend appropriate changes to the Constitution and Bylaws which shall be presented to the Board of Trustees for review and submission to the general membership for approval.
- D. CME COMMITTEE: The committee shall consist of a chairperson, the Third Vice President, the Second Vice President, the First Vice President, The President-Elect, and two members appointed by the President. The committee is charged with planning the educational events. They will follow the CME criteria set by the AOA, including needs assessments, outcome evaluation forms, long-range course curricula, and inclusion of osteopathic content. The BOT may assign other related tasks as needs arise. Program chairs shall plan and develop the didactic sessions for each meeting and be responsible for presenting the educational program.
- E. EDITORIAL/PUBLIC RELATIONS: This committee shall oversee the content and publication of AOCD written communications including (DERMLINE) as well as oversee the public relations of the College. The committee shall have responsibility for content on the AOCD website including the DERMATOLOGIC DISEASE DATABASE, and special tasks as assigned by the BOT.
- F. EDUCATION EVALUATING: The Committee shall consist of a minimum of seven (7) members appointed for three (3) year terms on a staggered basis, including the representative to the American Osteopathic Association Council on Postdoctoral Training, at least one (1) member of the American Osteopathic Board of Dermatology, with the remaining positions appointed from the eligible fellow membership. The chairperson shall be chosen by a majority vote of the members of the Education Evaluating Committee. The Education Evaluating Committee shall review all osteopathic postdoctoral training programs in dermatology for recommendation to the American Osteopathic Association Council on Postdoctoral Training.
- G. ETHICS: The committee shall consist of the three (3) most recent past Presidents with the immediate past President as chairperson and additional members appointed by the president. This committee shall review all matters of an ethical nature regarding any member or resident/trainee referred to them.

- H. FELLOW OF DISTINCTION: The committee shall consist of a Chairperson and members of Fellow of Distinction status appointed by the President. This committee shall establish the criteria for Fellow of Distinction and will submit it to the Board of Trustees for approval by three-fourths (3/4) of the voting members of the Board of Trustees. The Fellow of Distinction Committee shall evaluate candidates' applications based upon their criteria and report their recommendations to the Board of Trustees. The Board shall forward their recommendations to the general membership for ratification at the annual business meeting.
- I. FINANCE COMMITTEE: The committee shall consist of a chairperson appointed by the President, the Immediate Past President, the President Elect, the Third Vice President, and additional members appointed by the Chair with the Executive Director, Secretary/Treasurer and CPA serving as consultants. The Finance Committee is responsible for generating the annual budget, reporting any financial issues of concern to the BOT, investigating ways to invest a percentage of AOCD revenue, generating ways to create additional revenue, assisting in generating corporate funding, overseeing the compensation policy and will have oversight on all funds received from all sources.
- J. GRANTS COMMITTEE: The Committee shall consist of a Chair, Vice Chair, and a minimum of three (3) members. The Grants Committee is charged with coordinating the procurement of grant funding to further the interests and goals of the AOCD and its members by obtaining grants to cover costs at AOCD Meetings. The Committee shall review and recommend criteria for grant applications and awards according to contemporary funding circumstances.
- K. HISTORICAL: The committee shall consist of a Chairperson and additional members as appointed by the President. This committee shall oversee the archives of the College and maintain and update a general history of the College annually.
- L. IN-TRAINING EXAMINATION: The committee shall consist of a chairperson and a minimum of three (3) members appointed by the President, with at least one member being from the American Osteopathic Board of Dermatology. This committee shall develop, administer and evaluate mock boards for candidates (residents/trainees).
- M. MEETINGS SITE SELECTION: This committee shall consist of a chairperson, the six (6) trustees of the AOCD and two (2) additional members appointed by the president. These members are charged with polling our college members for particular locations of interest, and then to investigate these sites to determine which ones will present the very best opportunities for our college meetings. The members of this committee will look for the correct combination of prime meeting space and cost effectiveness which will ensure the meeting site draws the optimum attendance and the best educational experience.
- N. MEMBERSHIP: The committee shall consist of a chairperson and additional members appointed by the president. Appointments are for a three (3) year term. One member shall be appointed each year at the annual meeting. The Membership Committee shall review and submit written recommendations of applicants for membership to be acted upon by the Board of Trustees.

- O. **NOMINATING:** The Nominating Committee shall consist of the three (3) most recent past presidents, the President-Elect, a representative from the American Osteopathic Board of Dermatology and a representative from the general membership. The Chairperson shall be the most immediate Past President. The Nominating Committee shall present a slate of officers to the Board of Trustees at least three (3) months prior to the annual meeting.
- P. **PROGRAM DIRECTORS:** The Program Directors Committee shall consist of the Chairperson or vice chairperson of each residency training program. This committee shall select a chairperson from among their ranks. This chairperson will report to the Board of Trustees. This committee shall be charged with monitoring issues of importance in the training of our resident members, overseeing the In-training Examination, monitoring new trends and be proactive in addressing these issues, as well as any other tasks the Board of Trustees charges them with.
- Q. **RESIDENT LIAISON:** A delegate from the resident body shall be elected by majority vote of their peers at their annual meeting following the in-training examination. This delegate shall attend the fall and annual meeting Board of Trustees meetings as a non-voting member to represent the residents.
- R. **JOURNAL of the AMERICAN OSTEOPATHIC COLLEGE OF DERMATOLOGY (JA OCD):** This committee shall consist of the journal editor, and a minimum of (4) additional members. This committee shall oversee the content and publication of the JA OCD.

Section 5. American Osteopathic Association Delegates

- A. **BUREAU OF OSTEOPATHIC SPECIALTY SOCIETIES:** The President shall nominate three (3) fellow members to present to the American Osteopathic Association President for selection to serve as the College representative to the Bureau of Osteopathic Specialty Societies. The American Osteopathic Association President shall make the final selection of the representative who will serve a three (3) year term. A representative may serve no more than seven (7) years.
- B. **COUNCIL ON POSTDOCTORAL TRAINING:** The American Osteopathic Association President shall make the final selection of the Council on Postdoctoral Training representative nominated from the AOCD. The delegate's term will be determined by the COPT. All specialty college representatives shall be certified in the specialty they represent, and shall be members of their educational evaluating committees.
- C. **PROGRAM AND TRAINEE REVIEW COMMITTEE:** The American Osteopathic Association President shall make the final selection of the representative nominated from the AOCD to the Program and Trainee Review Committee. The delegate's term will be determined by the PTRC. All specialty college representatives shall be certified in the specialty they represent, and shall be members of their educational evaluating committees.

D. HOUSE OF DELEGATES: The President will appoint a delegate and alternate to attend the American Osteopathic Association Annual House of Delegates Meeting. The Board of Trustees will ratify this appointment. The names of the delegate and alternate will be submitted by the Executive Director to the American Osteopathic Association at least thirty (30) prior to the meeting.

Section 6. Term Limits

Unless otherwise provided in these By-Laws, standing committee members and chairs shall serve a maximum of up to three (3) consecutive three-year terms, with the exception that the member may complete the term in which nine (9) years or more of service is completed. The Board of Trustees shall approve a minimum of a one year transition period for the member coming off as the chair of a committee to mentor the new chair.

ARTICLE III MEETINGS

Section 1. Annual Meeting

There shall be an annual meeting of the College for educational purposes and the transaction of business. The annual business meeting shall be held at the annual meeting of the College.

Section 2. Additional Meetings

The College may schedule meeting(s) for educational purposes and the transaction of business at the sole discretion of the Board of Trustees.

Section 3. Notification

Notification of the time and place of regular meetings of the College shall be sent to each member at least thirty (30) days in advance of such meeting.

Section 4. Special Meetings

Special meetings may be called by the Board of Trustees and announced by the Executive Director.. Special meetings may also be called by twenty percent (20%) of the eligible voting members. Notification of special meetings shall be sent to the eligible voting members at least ten (10) days prior to such meeting.

Section 5. Quorum

For the transaction of business at any general membership meeting of the College, twenty (20) eligible voting members shall constitute a quorum.

ARTICLE IV FISCAL

Section 1. Fiscal Year

The fiscal year shall be January 1 to December 31.

Section 2. Dues

- A. Membership dues shall be paid on a timely basis by January 1 of each year.
- B. No application for membership shall be considered unless accompanied by the dues for the current year.
- C. Dues and assessments shall be established by the Board of Trustees. All changes in dues structures shall be presented to the general membership for vote. All changes will require a simple majority vote. Special assessments may be made by the Board of Trustees upon a three-quarters (3/4) vote of the membership of the Board of Trustees.

ARTICLE V MEMBERSHIP

Section 1. Application

Individuals interested in membership as fellow, associate, affiliate, resident, student or life member must submit a membership application and annual dues to the Membership Committee who will make a recommendation to the Board of Trustees. The applicant is considered an applicant until final approval of appropriate status is conferred by the Board of Trustees.

Section 2. Suspension

A member whose dues remain unpaid for three (3) months following the beginning of the membership renewal period shall be suspended from membership and the member's name shall be dropped from the rolls. The suspended member may be reinstated if payment of the dues is received within six months. Suspended members shall be ineligible to vote, hold office or serve on committees.

Section 3. Reinstatement

Suspended members may be reinstated by the Board of Trustees, at its discretion, upon payment of all delinquent dues and assessments, or presentation of sufficient evidence to support a waiver of the obligation to pay such dues and assessments.

Section 4. Affiliated Specialty Colleges

Membership in the AOCD shall be available to osteopathic physicians who have had allopathic postdoctoral training, who are members in good standing of the American Osteopathic Association and are otherwise qualified for such membership.

ARTICLE VI ADMINISTRATIVE POLICY MANUAL

The day-to-day business of the College shall be outlined in the American Osteopathic College of Dermatology Administrative Policy Manual. This manual shall be kept current and be available to any member upon their request. Policies affecting the day-to-day business are devised, modified, and deleted by a simple majority vote of the Board of Trustees at any Board of meeting.

ARTICLE VII PARLIAMENTARY PROCEDURE

Robert's Rules of Order, Newly Revised, shall govern the College in its conduct of business in all circumstances to which they are applicable and are not inconsistent with the Constitution and Bylaws.

ARTICLE VIII ETHICS

The College subscribes to, abides by and adopts by reference the Code of Ethics of the American Osteopathic Association as revised from time to time and requires adherence thereto by its members.

The American Osteopathic Association has formulated this code to guide its member physicians in their professional lives. The standards presented are designed to address the osteopathic physician's responsibilities to others involved in health care, to patients and to society. This Code of Ethics is adopted by the American Osteopathic College of Dermatology.

AMERICAN OSTEOPATHIC COLLEGE OF DERMATOLOGY CONSTITUTION

ARTICLE I NAME

This organization shall be known as the American Osteopathic College of Dermatology (hereinafter also referred to as the College).

ARTICLE II OBJECTIVES

The objectives of this organization are:

1. To maintain the highest possible standards in the practice of dermatology
2. To stimulate study and to extend knowledge in the field of dermatology
3. To promote a more general understanding of the nature and scope of the services rendered by osteopathic dermatologists to the other divisions of medical practice, hospitals, clinics, and the public
4. To contribute to the best interests of the osteopathic profession by functioning as an affiliated organization of the American Osteopathic Association

ARTICLE III MEMBERSHIP

Section 1. Class of Members

Membership in this organization shall consist of the following classifications: fellow, associate, resident, affiliate, fellow of distinction, honorary, life, corporate, and student.

Section 2. Eligibility, Rights, and Obligations

The eligibility requirements for and the rights and obligations of the members of each classification shall be as follows:

- A. **FELLOW:** Any osteopathic or allopathic physician who has been certified by the American Osteopathic Association through the American Osteopathic Board of Dermatology, or certified through the American Board of Medical Specialists by the American Board of Dermatology shall be eligible for fellow membership. Fellow members shall have full membership rights which include specifically, the right to vote, to hold office, to be assessed dues, and to accept appointment to committees and councils. It is recommended that He/She be a member in good standing of the American Osteopathic Association.
- B. **ASSOCIATE:** Any osteopathic or allopathic physician who has successfully completed an American Osteopathic Association approved postdoctoral training program in dermatology, or an ACGME approved postdoctoral training program in dermatology shall be eligible for associate membership. Associates shall have all the rights and obligations of fellow members except they shall not be eligible to hold elected office.

C. RESIDENT: Osteopathic physicians participating in an American Osteopathic Association, or an ACGME approved residency training program shall be eligible for resident membership and shall meet the following requirements:

1. Be a graduate of an American Osteopathic Association accredited college of osteopathic medicine, or a graduate of a medical school accredited by the Liaison Committee on Medical Education (LCME)
2. Have satisfactorily completed an American Osteopathic Association approved internship, or has had their ACGME first year training approved through the AOA Recognition of ACGME PGY1 Year application process.
3. Have satisfactorily entered an American Osteopathic Association or an ACGME approved postdoctoral training program in dermatology.
4. Have a license to practice within the state from which he/she applies, or be in the military service.
5. Be a member in good standing of the American Osteopathic College of Dermatology

Resident members shall have all the rights of fellow and associate members except that they shall not be eligible to vote or hold elective office.

D. AFFILIATE: A Physician Assistant Certified (PA-C) or Nurse Practitioner Certified (NP-C) who is actively in a practice with an AOBD or an ABD certified dermatologist may join as an Affiliate member. Affiliates shall have all rights and obligations of fellow members except they shall not be eligible to hold elective office or vote.

E. FELLOW OF DISTINCTION: The honorary title of Fellow of Distinction of the American Osteopathic College of Dermatology (FOD) may be conferred on fellow members who have made outstanding contributions through teaching, authorship, research or professional leadership to the stated purposes of the College. Applicant must have submitted a completed application to the Fellow of Distinction Committee, which will then make a recommendation to the Board of Trustees. Upon review by the Board of Trustees, the committee recommendation will be submitted to the general membership at the next annual meeting. Fellow of Distinction status will be conferred upon approval by three fourths (3/4) of the voting members at the annual business meeting.

F. HONORARY: Honorary membership may be granted to any person upon unanimous vote of the Board of Trustees of the American Osteopathic College of Dermatology. An honorary member shall not have the right to vote, hold elected office, or be assessed dues. In general, they shall not have any membership rights other than attendance and participation in membership and educational programs.

- G. LIFE: Any member in good standing who has been a member for twenty (20) years and has reached the age of sixty-five (65) or who has fully retired from practice because of disability shall be eligible for life membership. Life members shall continue to have their previous category rights. Life members are exempt from dues and assessments, but are obligated to observe all Bylaws and administrative regulations of the College. Reinstatement to previous membership category may be achieved by unanimous vote of the Board of Trustees of the College. Members interested in becoming life members must apply to the Membership Committee for status change which upon approval by the Board of Trustees, will be granted.
- H. CORPORATE: Corporate membership shall be granted to those corporations/ companies which have a desire to be involved with the college through the promotion of dermatology. Corporate membership may be conferred by the Board of Trustees upon the recommendation of the Corporate Membership Committee. Corporate members shall not be eligible to vote or hold elected office.
- I. STUDENT: Any osteopathic or allopathic medical student who is interested in pursuing a career in the field of dermatology shall be eligible to become a student member. This membership status may be maintained for a maximum of three years after a student graduates. Student members shall have all rights and obligations of fellow members except they shall not be eligible to hold elective office or vote.
- J. ACTIVE MILITARY: Any osteopathic or allopathic physician who is on active military duty and who has been certified by the American Osteopathic Association through the American Osteopathic Board of Dermatology, or certified through the American Board of Medical Specialists by the American Board of Dermatology, or who has successfully completed an American Osteopathic Association or an ACGME approved postdoctoral Dermatology training program, but not yet certified, shall be eligible for active military membership and are eligible for a reduced membership dues rate. Active military members who are Board certified shall have full membership rights which include specifically, the right to vote, to hold office, to be assessed dues, and to accept appointment to committees and councils. Active military members who are not Board certified shall have full membership rights except they shall not be eligible to hold office. It is recommended that He/She be a member in good standing of the American Osteopathic Association.

Section 3. Specialty College Membership

Membership in the AOCD shall be available to osteopathic physicians who have had allopathic postdoctoral training, who are members in good standing of the American Osteopathic Association, and are otherwise qualified for such membership.

ARTICLE IV OFFICERS

The officers of the College shall be President, President-elect, First Vice President, Second Vice President, Third Vice President, Secretary-Treasurer, Past President and six (6) Trustees as provided in the Bylaws. Only fellow members in good standing may serve as officers.

ARTICLE V AMENDMENTS

Section 1. Proposals Approved by Board of Trustees

- A. Amendments to the Bylaws shall be submitted to the Board of Trustees and if approved by a majority vote may be adopted by a two-thirds (2/3) vote of eligible votes received via an electronic vote or by a two-thirds (2/3) vote of eligible voting members at the next annual meeting. The proposed amendment shall have been sent to all voting members not more than ninety (90) days or less than thirty (30) days prior to the next meeting vote.
- B. Amendments to the Constitution may be submitted to the Board of Trustees and if unanimously approved may be adopted by a three-fourths (3/4) vote of eligible votes received via an electronic vote or at the next annual meeting. The proposed amendment shall have been sent to all voting members not more than ninety (90) days or less than thirty (30) days prior to the next meeting vote.

Section 2. Other Proposals

- A. Amendments to the Bylaws not approved by the Board of Trustees may be adopted by a two-thirds (2/3) vote of the eligible voting members at the next annual college meeting under the following conditions: 1) at least six (6) voting members must support the amendment; 2) the proposed amendment shall have been presented to the Secretary-Treasurer at the preceding annual meeting; and 3) a written notice of the proposed amendment shall be sent to all voting members not more than ninety (90) days or less than thirty (30) days prior to the next annual College meeting.
- B. Amendments to the Constitution not approved by the Board of Trustees may be adopted by a three-fourths (3/4) vote of the eligible voting members at the next annual College meeting under the following conditions: 1) at least twelve (12) eligible voting members must support the amendments; 2) the proposed amendment shall have been presented to the Secretary-Treasurer at the preceding annual meeting; and 3) a written notice of the proposed amendment shall be sent to all eligible voting members not more than ninety (90) days or less than thirty (30) days prior to the next annual College meeting.

Section 3. AOA Approval

Amendments to the Constitution and Bylaws shall not become effective until approved by the Board of Trustees of the American Osteopathic Association.