

Bylaws & Policy Manual

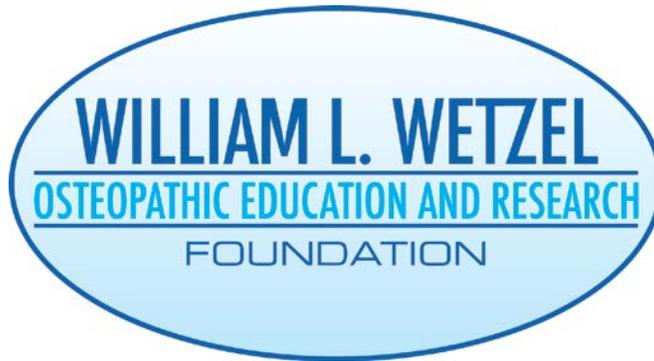
A manual containing the bylaws and policies approved by the Board of Trustees for the effective and efficient administration of the Foundation.

Updated by the Wetzel Foundation Board of Trustees: August 2017

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BYLAWS

(Last Revised: April 2012)

Article I – Name

The name of this organization shall be the William L. Wetzel Memorial Osteopathic Educational and Research Foundation, a nonprofit Corporation incorporated in the State of Missouri.

Article II – Foundation is Nonprofit

There shall be no shares of stock and the members, directors or officers shall not profit from Foundation activities. Reasonable reimbursement can be paid for services rendered to the Corporation.

Article III – Purposes of Foundation

Section 1. Specific Purposes – The purposes for which the Corporation is organized are: to further advancement of osteopathic education in medicine and surgery; to maintain and perpetuate the memory of William L. Wetzel; to educate osteopathic physicians and the public; and to have all the powers necessary or proper for the accomplishment and furtherance of the above stated purposes.

Section 2. General Purposes – Said Corporation is organized exclusively for charitable, educational and scientific purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law.

Section 3. Specific Powers Granted – This Corporation shall have all the powers necessary or proper for the accomplishment and furtherance of the above stated purposes and all other powers incidental or related thereto, including but not limited to the following: (a) To purchase, receive, and take by gift, grant, devise or bequest, real or personal property; to hold, administer, sell, invest and reinvest such property, and to use such property for the purposes for which the Corporation was founded; (b) To enter into contracts, and to acquire, own, hold, mortgage, and dispose of such real and personal property as shall be necessary for the proper maintenance and conducting of its purposes.

Article IV – Amendment of Articles of Incorporation

Amendments to the articles of incorporation shall be made in the following manner: The Board of Trustees shall adopt a resolution setting forth the proposed amendment and directing that it be submitted to a vote thereon, which may be either an annual or a special meeting of the membership. Written or printed notice setting forth the proposed amendment or a summary of the changes to be affected thereby shall be given to each member entitled to vote at such meeting within the time and in the manner provided in these Bylaws

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for the giving of notice of meetings of members. The proposed amendment shall be adopted upon receiving at least two-thirds of the votes entitled to be cast by members present at such meeting.

Article V – Amendment of Bylaws

Section 1. Procedure – Bylaws may be amended by the Board of Trustees, but the Board of Trustees shall receive at least 10 days written notice of any proposed amendment to the Bylaws and the Bylaws may only be amended by two-thirds of the members of the Board of Trustees present at the meeting called for the purpose of amending the Bylaws. Any member of the Board of Trustees may propose an amendment to the Bylaws.

Section 2. Consistent with Articles – Amendments to the Bylaws shall not be in conflict with the Articles of Incorporation.

Article VI – Use of Foundation Funds

Section 1. Loans – The Board of Trustees shall have power to make loans to students obtaining professional training in a Missouri osteopathic college.

Section 2. Grants – The Board of Trustees shall have power when funds are available to make grants for postgraduate, research and fellowship purposes providing such work is done in a hospital or college by an osteopathic physician.

Section 3. Educational Programs – The Board of Trustees shall have the power to authorize the conducting of educational programs which further the professional competence of osteopathic physicians.

Section 4. Public Education – The Board of Trustees shall have the power to authorize expenditures which provide public education on health and the osteopathic profession.

Section 5. Physician Health Program – The Board of Trustees shall have the power to authorize expenditures to develop, establish and maintain a physician rehabilitation program for osteopathic students, physicians, and/or allied healthcare workers.

Section 6. Scholarships for Students and Postgraduates – The Board of Trustees shall have the power to authorize expenditures to fund scholarships for osteopathic students and post-graduate physicians.

Article VII – Membership

Section 1. Membership Defined – Membership in the William L. Wetzel Memorial Osteopathic Educational and Research Foundation shall be composed of and limited to regular members of the Missouri Association of Osteopathic Physicians and Surgeons.

Section 2. Benefits Not Inure – No part of the net earnings of the Corporation shall inure to the benefit of or be distributable to its members, trustees, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III thereof. No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provisions of these Articles, the Corporation shall not carry on any other activities not permitted to be carried on (a) by a Corporation exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code of 1954, or the corresponding provision of any future United States Internal Revenue Law or; (b) by a Corporation, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law. [Back to Table of Contents](#)

Section 3. Annual Meeting of Members – An annual meeting of the members may be called by the President of the Foundation at the approximate time and place as the annual meeting of the Board of Trustees and special meetings of members may be called by the President or by one-third of the Board of Trustees.

Section 4. Notice of Meeting – Written, printed, or electronic notice stating the place, day and hour of the meeting and in case of a special meeting, the purpose or purposes for which the meeting is called, shall be delivered not less than ten days before the date of the meeting either electronically, by mail, or published in the official publication and/or on the website of the Missouri Association of Osteopathic Physicians and Surgeons by or at the direction of the President or the Secretary or the officer or persons calling the meeting to each member of record entitled to vote at such meeting. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope addressed to the member at the address which appears on the membership records of the Corporation, with postage thereon prepaid.

Section 5. Quorum – Ten percent of the membership shall constitute a quorum for any meeting of the members.

Article VIII – Board of Trustees

Section 1. How Selected – The Board of Trustees of the Missouri Association of Osteopathic Physicians and Surgeons, Inc., and their successors shall constitute the Board of Trustees of the Corporation.

Section 2. Annual Meeting – The Board of Trustees shall hold their annual meeting at the same time and place that the Board of Trustees of the Missouri Association of Osteopathic Physicians and Surgeons, Inc., hold their annual convention.

Section 3. Power of Trustees– The business affairs of the Corporation shall be managed by the Board of Trustees.

Section 4. Notice of Meeting – Notice of any special meeting shall be given at least five days previously thereto by written, verbal, or electronic means provided, however, that if the designated meeting place is out of the state of Missouri, an additional five days’ notice shall be given. Any trustee may waive notice of any meeting. The attendance of a trustee at any meeting shall constitute a waiver of notice of such meeting, except where a trustee attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of any regular or special meeting of the Board of Trustees, need be specified in the notice or waiver of notice of such meeting.

Section 5. Quorum – A majority of the Board of Trustees shall constitute a quorum for the transaction of business at any meeting of the Board of Trustees.

Section 6. Manner of Acting – In case of the death or resignation or disqualification of one or more of the trustees, a trustee will be elected by the appropriate district.

Section 7. Compensation – Trustees as such shall not receive any stated salaries for their service, but by resolution of the Board of Trustees, a fixed sum and expenses of attendance, if any, may be allowed for attendance at each regular or special meeting of the Board of Trustees; provided that nothing herein contained shall be construed to preclude any director from serving the Corporation in any other capacity and receiving compensation therefore.

Article IX – Officers

Section 1. Number – The officers of the Corporation shall be a President, President-elect, and one or more Vice Presidents, the number thereof to be determined by the Board of Trustees, a Treasurer, a Secretary and such other officers as may be elected in accordance with the provisions of this article. The President

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and the Vice President or if there is more than one Vice President then at least one Vice President, shall be chosen from the members of the Board of Trustees. The remaining officers of the Corporation need not be chosen from the members of the Board, but they may be so chosen. The Board of Trustees, by resolution, may create the offices of one or more assistant Treasurers and assistant Secretaries, all of whom shall be elected by the Board of Trustees. Any two or more offices may be held by the same person, except the offices of President, President-elect, and Vice President. All officers and agents of the Corporation as between themselves and the Corporation shall have such authority and perform such duties in the management of the property and affairs of the Corporation may be provided in the Bylaws, or in the absence of such provision, as may be determined by resolution of the Board of Trustees.

Section 2. Election and Term of Office – The officers of the Corporation shall be elected at their annual meeting by the Board of Trustees. Vacancies may be filled or new offices created and filled at any meeting of the Board of Trustees. Each officer shall hold office until his successor shall have been duly elected and shall have qualified, or until his death or until he shall resign or shall have been removed in the said manner hereinafter provided.

Section 3. Removal – Any officer or agent elected or appointed by the Board of Trustees may be removed by the Board of Trustees whenever in its judgment the best interests of the Corporation would be served thereby, but such removal shall be without prejudice to the contractual right, if any, of the person so removed.

Section 4. Vacancies – A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled from the Board of Trustees for the unexpired portion of the term.

Section 5. President – The President shall be the principal executive officer of the Corporation and shall in general supervise and control all of the business and affairs of the Corporation. He/she shall preside at all meetings of the members and of the Board of Trustees. He/she may sign, with the Secretary or Treasurer or any other proper officer thereunto authorized by the Board of Trustees, any deeds, mortgages, bonds, contracts or other instruments which the Board of Trustees has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Trustees or by these bylaws to some other officer or agent of the Corporation or shall be required by law to be otherwise signed or executed; and in general shall perform all duties incidental to the office of President and such other duties as may be prescribed by the Board of Trustees from time-to-time.

Section 6. The President-elect – In the absence of the President or in the event of his/her inability or refusal to act, the President-elect, or in the event of the absence of the President-elect, the Vice Presidents in their order of election shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President, and shall perform such other duties as from time-to-time may be assigned to him/her by the President or by the Board of Trustees.

Section 7. The Treasurer – If required by the Board of Trustees, the Treasurer shall give a bond for the faithful discharge of his duties in such sum and with such surety or sureties as the Board of Trustees shall determine. He/she shall: (a) have charge and custody of and be responsible for all funds and securities of the Corporation; receive and give receipts for monies, due and payable to the Corporation from any source whatsoever, and deposit all such monies in the name of the Corporation in such banks, trust companies or other depositories as shall be selected by the Board of Trustees; (b) in general, perform all the duties incidental to the office of Treasurer and such other duties as from time-to-time may be assigned to him/her by the President or by the Board of Trustees.

Section 8. Secretary – The Secretary shall: (a) keep the minutes of the members and of the Board of Trustees meetings in one or more books provided for that purpose; (b) see that all notices are duly given in accordance with the provisions of these bylaws or as required by law; (c) be custodian of the corporate records and of the seal of the Corporation and see that the seal of the Corporation is affixed to all documents,

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the execution of which on behalf of the Corporation under its seal is duly authorized in accordance with the provisions of these bylaws; (d) keep a register of the address of each member which shall be furnished to the Secretary by such member; (e) in general, perform all duties incidental to the office of Secretary and such other duties as from time-to-time may be assigned to him/her by the President or the Board of Trustees.

Article X – Waiver of Notice

Whenever any notice whatsoever is required to be given under the provisions of these bylaws or under the provisions of the Missouri Not-For-Profit law, waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

Article XI – Miscellaneous

Section 1. Fiscal Year – The fiscal year of the Foundation shall be from October 1 to September 30.

Section 2. Rules of Order – Meetings of this Foundation shall be governed by Robert’s Rules of Order, newly revised and the special rules adopted.

Article XII – Dissolution

Upon the dissolution of the Corporation, the Board of Trustees shall, after paying or making the provision for the payment of all liabilities of the Corporation, dispose of all assets of the Corporation exclusively for the purposes of the Corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, education, religious or scientific purposes as shall, at the time, qualify as an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954, or the corresponding provision of any future United States Internal Revenue Law, as the Board of Trustees shall determine.

Article XIII – Repeal of Prior Bylaws

Under the adoption of these bylaws, all previous bylaws are hereby repealed. Adopted on the 8th day of September 2013.

Wetzel Foundation Policies

A. Administrative

A.1: Review of Bylaws and Policies

The Wetzel Foundation shall review the Bylaws and Policy Manual at least every two years. All recommended changes, other than editorial, will be approved by the Board of Trustees.

A.2: MAOPS Sponsorship of New Outside CME Programs

MAOPS does not sponsor outside continuing medical education programs unless an ongoing continuous relationship has existed in the past.

Currently sponsored outside programs who do not hold a program requiring MAOPS sponsorship in future years will be considered “New” if requesting sponsorship in the future and this policy will be in effect.

Sponsored outside entities unable to meet the requirements set forth in MAOPS CME manual will no longer be sponsored in the future.

MAOPS staff will provide requesting entities with a list of accredited AOA CME sponsors upon request.

This policy pertains to district osteopathic associations, MAOPS members requesting sponsorship of personal programs, community health centers, etc. As of passage of this policy the only outside organizations eligible for MAOPS sponsorship are the Missouri Society of the American College of Osteopathic Family Physicians and the Schwarze Group out of St. Louis, Missouri.

Exceptions to this policy will be considered on a case-by-case basis and are subject to the approval of the President, Executive Committee, or Board of Trustees.

Background:

Traditionally MAOPS has served as an accredited AOA sponsor of 1-A CME programs. Due to recent changes in AOA requirements for 1-A CME programs it is becoming much more difficult to not only meet the 1-A requirements, but to also document that a program has met the criteria. Due to experiences, we have already had with programs we have traditionally sponsored, it is evident that sponsorship of future new programs jeopardizes not only MAOPS AOA sponsorship designation, but also relationships with members.

Since such a large proportion of MAOPS/Wetzel revenue comes from the annual CME event, sponsoring outside programs that are not nearly invested in the quality of the program or the documentation of the program places MAOPS at serious risk. Were MAOPS to lose the sponsorship designation, it would place the future of the organization in jeopardy. There are plenty of sponsoring entities in the United States including other osteopathic associations and hospitals that could provide accreditation to any requesting entities.

Approved by Wetzel Foundation Board of Trustees, September 11, 2011

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A.3: CME Sponsorship and Administrative Fees

MAOPS is annually asked to sponsor continuing medical education programs around the state. Current AOA standards must be met by all programs that MAOPS sponsors, even these outside events. For this reason, considerable staff time is taken to ensure the quality and integrity of the program. Failure for a sponsored event to meet AOA requirements could result in MAOPS AOA Accreditation as a CME sponsor to be rescinded.

All requesting entities must meet all MAOPS and AOA criteria in order for the event to be accredited and before any CME credit is submitted to the AOA. These include, but are not limited to:

- a.) Written request for sponsorship received a minimum of 6 months prior to the event start date
- b.) MAOPS review of all materials to be given to attendees
- c.) Needs assessment
- d.) Score of 100% on AOA CME Document Survey as scored by MAOPS staff

Due to the time it takes staff to review materials and ensure compliance, the following administrative fees will be charged to all outside entities desiring MAOPS sponsorship of their event.

If the CME provider is a:

- a.) MAOPS member: \$250 per 15 credits of AOA CME provided
- b.) Non-member: \$500 per 15 credits of AOA CME provided

If the CME event has sponsors and/or exhibitors:

- a.) MAOPS members: \$500 per 15 sponsors/exhibitors
- b.) Non-member: \$1000 per 15 sponsors/exhibitors

All CME events sponsored by MAOPS must have:

- a.) A MAOPS staff person onsite, or
- b.) A MAOPS Education and Convention Committee member onsite

Expenses for the onsite supervision must be paid and include:

- a.) Hotel room for duration of meeting including the night before the event begins
- b.) Mileage at current IRS rate to and from the CME event, OR
- c.) Round trip airfare to and from the event, including baggage, parking, and rental car/cab expense
- d.) A \$200 per day per diem for the onsite supervisor

(Should the CME provider be a MAOPS member ACTIVE on the MAOPS Education and Convention Committee, the above travel expenses could be waived)

The AOA also requires a per-credit fee be paid by each accrediting sponsor. In addition to the above fees, each CME event provider is responsible for reimbursing MAOPS for this fee.

No CME credits will be submitted to the AOA until all fees are paid in full and the AOA document survey is completed with a score of 100%.

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Exceptions to this policy will be considered on a case-by-case basis and are subject to the approval of the President, Executive Committee, or Board of Trustees.

Approved by the Wetzel Foundation Board of Trustees, April 15, 2011

A.4: Wetzel Foundation Anti-Trust Avoidance

The William L. Wetzel Osteopathic Education and Research Foundation is a not-for-profit organization. It is not organized to and may not play any role in the competitive decisions of its members or their employees, nor in any way restrict competition among members or potential members.

In order to ensure that the Foundation and its members comply with antitrust laws, the following principles will be observed:

- a.) The Foundation or any committee or district, or activity of the Foundation shall not be used for the purpose of bringing about or attempting to bring about any understanding or agreement, written or oral, formal or informal, expressed or implied, among two or more members or other competitors with regard to prices or terms and conditions of contracts for services or products. Therefore, discussions and exchanges of information about such topics will not be permitted at Foundation meetings or activities.
- b.) There will be no discussions discouraging or withholding patronage or services from, or encouraging exclusive dealing with any supplier or purchaser or group of suppliers or purchasers of products or services, any actual or potential competitor or group of actual potential competitors, or any private or governmental entity.
- c.) There will be no discussions about allocating or dividing geographic or service markets or customers.
- d.) There will be no discussions about restricting, limiting, prohibiting, or sanctioning advertising or solicitation that is not false, misleading, deceptive, or directly competitive with Foundation products or services.
- e.) There will be no discussions about discouraging entry into or competition in any segment of the marketplace.
- f.) There will be no discussions about whether the practices of any member, actual or potential competitor, or other person are unethical or anti-competitive, unless the discussions or complaints follow the prescribed due process provisions of the Foundation's bylaws.
- g.) Certain activities of the Foundation and its members are deemed protected from antitrust laws under the First Amendment right to petition the government. The antitrust exemption for these activities, referred to as the Noerr-Pennington Doctrine, protects ethical and proper actions or discussions by members designed to influence: 1) legislation at the national, state, or local level; 2) regulatory or policy-making activities (as opposed to commercial activities); or 3) decisions of judicial bodies. However, the exemption does not protect actions constituting a "sham" to cover anticompetitive conduct.
- h.) Speakers at committees, educational meetings, or other business meetings of the Foundation shall be informed that they must comply with the Foundation's antitrust policy in the preparation and the presentation of their remarks.
- i.) Meetings will follow a written agenda. Minutes will be prepared after the meeting to provide a concise summary of important matters discussed and actions taken or conclusions reached.

At informal discussions at any site of any Foundation meeting all participants are expected to observe the same standards of personal conduct as are required of the Foundation in its compliance.

Approved by the Wetzel Foundation Board of Trustees, January 15, 2012

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A.5: Conflicts of Interest Policy

All Trustees and Officers of the William L. Wetzel Education and Research Foundation will be reminded of the “Conflicts of Interest Policy,” and will be asked to disclose potential conflicts at each meeting. The policy is as follows:

WILLIAM L. WETZEL EDUCATION AND RESEARCH FOUNDATION

CONFLICTS OF INTEREST STATEMENT & DISCLOSURE FORM

The Board of Trustees must act at all times in the best interests of the William L. Wetzel Education and Research Foundation (the FOUNDATION) and not for personal gain or financial enrichment. When encountering potential conflicts of interest, board members shall identify the potential conflict and, as required, remove themselves from all discussion and voting on the particular matter. Specifically, the Board of Trustees shall:

- a.) Avoid placing (and avoid the appearance of placing) one's own self-interest above that of the FOUNDATION; while the receipt of incidental personal benefit may necessarily flow from certain the FOUNDATION activities, such benefit must be merely incidental to the primary benefit to the FOUNDATION and its purposes;
- b.) Not abuse their board membership by improperly using their board membership or the FOUNDATION staff, services, equipment, materials, resources, or property for their personal or private business gain or pleasure, and shall not represent to third parties that their authority as a Board member extends any further than that which it actually extends;
- c.) Not engage in any outside business, professional, or other activities that would directly or indirectly materially adversely affect the FOUNDATION;
- d.) Not engage in or facilitate any discriminatory or harassing behavior directed toward THE FOUNDATION trustees, staff, members, meeting attendees, exhibitors, advertisers, sponsors, suppliers, contractors, or others in the context of activities relating to the FOUNDATION;
- e.) Not solicit or accept gifts, gratuities, free trips, honoraria, personal property, or any other item of value from any person or entity as a trustee or indirect inducement to provide special treatment to such donor with respect to matters pertaining to the FOUNDATION without fully disclosing such items to the Board of Trustees;
- f.) Not persuade or attempt to persuade any member, exhibitor, advertiser, sponsor, subscriber, supplier, contractor, or any other person or entity with a relationship to or with the FOUNDATION to terminate or curtail its relationship to or with the FOUNDATION or to in any way reduce the monetary or other benefits to the FOUNDATION of such relationship.

To help avoid any conflicts of interest, disclose ownership or other proprietary interests, responsibilities, circumstances, or other reasons why you (or, by extension, any member of your family) might have an actual, apparent, or potential conflict of interest with your duty to the FOUNDATION both respect to the conflicts prohibited above and any others. You hereby invite further review by the FOUNDATION of any aspects of these circumstances that might be considered appropriate. In addition, you agree to take other steps, such as avoiding deliberation and resolution of certain issues or even withdrawing from your membership on the Board of Trustees, if it is determined that such steps are necessary to protect the integrity of the Board of Trustees and avoid the breach of your fiduciary duty to the FOUNDATION. Finally, during such time as you continue to serve on the Board of Trustees, you agree to notify the FOUNDATION Executive Director and President promptly if and when you determine that any additional actual, apparent, or potential conflicts of interest with your duty to the FOUNDATION arise subsequent to the execution of this form. Please complete the appropriate section below:

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_____ I have an actual, apparent or potential conflict(s):

_____ I do not have any actual, apparent, or potential conflicts.

Signed: _____ Date: _____
THE FOUNDATION Board Member

A.6.: William L. Wetzel Foundation Memorial Garden

The purpose of the William L. Wetzel Osteopathic Education and Research Foundation Memorial Garden, dedicated in 2015, is to provide a mechanism for friends, family, corporations, and organizations to recognize and/or preserve the memory of exemplary Missouri osteopathic physicians and advocates.

Engraved bricks and stones in the garden may be purchased at a cost determined by the Wetzel Foundation Board of Trustees on a periodic basis. Criteria for commemoration in the garden will be as follows:

- a.) Individual, organization, or company must have demonstrated a commitment to osteopathic medicine and must be approved by the Wetzel Foundation Board of Trustees.
- b.) The brick/stone must be purchased with funds outside both MAOPS and the Wetzel Foundation. (ie. should the Board choose to memorialize an individual, MAOPS or Wetzel funds can't be used to purchase the brick. Funds should be collected from the Board or member making the nomination). The exception to this will be those receiving the Memorial Recognition from the Missouri Association of Osteopathic Physicians and Surgeons, both past and future, and profession founder A.T. Still who will be the first to be recognized in the garden.
- c.) Single sidewalk bricks will be limited to recognizing deceased individuals only who were members of the Missouri Association of Osteopathic Physicians and Surgeons, the Auxiliary to the Missouri Association of Osteopathic Physicians and Surgeons, the Missouri Society of the American College of Osteopathic Family Physicians, or others upon approval of the Wetzel Foundation Board after special consideration.
- d.) Documentation of who is recognized in the garden will be stored in an electronic file.

Approved by the Wetzel Foundation Board of Trustees, August 30, 2015

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B. Committees

B.1: Wetzel Awards and Scholarship Committee

For the purposes of selection of award winners and scholarship, fellowship and funding recipients associated with the Wetzel Foundation, the members of the Leadership Development Committee, a subcommittee of its members or a separate committee established by the President shall serve that purpose.

C. Convention & Educational Events

C.1: Continuing Education Certification by AAFP

Annually, the Education and Convention Committee shall review historical data on the number of members taking advantage of the opportunity and/or wanting the opportunity for continuing medical education credit from the American Academy of Family Physicians. Should it be deemed that a sufficient number of members would find this credit of benefit, then MAOPS and the Wetzel Foundation will seek certification of convention continuing medical education hours through the American Academy of Family Physicians as “prescribed curriculum credits.”

Approved by the House of Delegates, April 2010

C.2: President’s Banquet Guidelines

The President’s Banquet, held annually during the Missouri Osteopathic Annual Convention, is the most prestigious event of the Missouri Association of Osteopathic Physicians & Surgeons. It is the time to honor our leadership for their time and commitment to the osteopathic profession and to announce award recipients, recognizing them for service to their community, patients, and the profession. Attending the convention and banquet are MAOPS members and their families, and honored guests from the osteopathic colleges, legislature, students and post-graduate physicians. Those participating in the banquet ceremonies are requested to maintain respect, dignity, and the highest degree of integrity to demonstrate the importance of the event to those in attendance. This is the osteopathic physicians’ night to “shine.”

Approved by the Board of Trustees in September of 2006.

C.3: Wetzel Program Speaker Guidelines

The William L. Wetzel Education and Research Foundation provides the Missouri Osteopathic Annual Convention offering educational programming for professionals, especially osteopathic physicians. Therefore, all speakers are requested to maintain respectful comments and the highest degree of professionalism in their terminology during their presentations.

Approved by the Board of Trustees in September of 2006.

C.4: Wetzel Foundation Educational Program Conflict of Interest Statement

The William L. Wetzel Education & Research Foundation is a not-for-profit 501(c)3 organization, established to provide public education, as well as continuing medical education for osteopathic physicians, and scholarships for osteopathic students and post-graduate physicians.

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In addition, the Foundation works to enhance the visibility and the public's knowledge and understanding, as it relates to healthcare and the osteopathic profession. The Foundation works with other organizations to accomplish our mission and goals.

In providing information to educate the public, as well as to osteopathic physicians, we are diligent in providing programs and speakers which meet the needs of our audience. In planning and developing programs for osteopathic physician, the Committee will establish topics for the program based on extensive needs assessments including current research, evaluations completed by attendees at the previous meeting, and advancements in technology, thus providing the physicians with information to enhance the quality of care they provide their patients.

All financial support for the programs is provided to support continuous learning of physicians and the art and science of medicine. The Foundation has no other financial arrangements and/or interests with our educational grantors. The financial support obtained is utilized to cover continuing medical education expenses of the meeting. The Foundation does not endorse products or services relating to physician practices as it relates to patients' care.

Approved by the Wetzel Foundation Board of Trustees December 4, 2005.

Approved by the MAOPS House of Delegates April 2006.

C.5: Speaker Honorariums and Expenses

Annually, the Education and Convention Committee will meet to discuss and set guidelines for speaker honoraria and reimbursement rates. Variations to these set rates can be negotiated by staff with approval of the General Convention Chair, Program Chair, or President. Honoraria and reimbursement rates will be reflected in the minutes of the Education and Convention Committee.

Approved by the Board of Trustees, February 2007

C.6: Wetzel Foundation Education Program Speakers Statement

Speakers presenting at the Missouri Osteopathic Annual Convention as a courtesy, without an honorarium, can request complimentary event registration. The courtesy speaker will be given registration for the convention at no charge and his or her continuing medical education credits will be sent to the AOA or accrediting agency of their choice.

The physician will be required to complete all required attestation forms, a letter of agreement, faculty disclosure statement, and any other required forms in order to receive the continuing medical education credits.

Approved by the William L. Wetzel Education and Research Board of Trustees September 16, 2007

C.7: MOAC Speakers

MOAC speakers should be invited and encouraged to be MAOPS members if not already members.

Approved by the Wetzel Board of Trustees, September 11, 2011

C.8: The Wetzel Annual Meeting Guidelines – Affiliated Organizations

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The William L. Wetzel Education & Research Foundation's mission is: to provide continuing medical education to osteopathic physicians, students and postgraduate physicians; provide healthcare information to the public, enhance the image of the profession; administer the Physician Health Program; provide students and post-graduate physicians with scholarships and funding and provide professional information to osteopathic students and post-graduate physicians. The proceeds from the convention are essential to fund these programs.

In order to assure funding for the Foundation, its Education and Convention Committee, osteopathic specialty colleges and affiliates need to work together to ensure a successful convention. In order to fairly treat all entities and ensure the long-term financial viability of the Foundation, the following policies are in effect when planning affiliate events at the annual convention and other educational programs:

- a.) All affiliate events which require a speaker, entertainment or catering should have a sponsor or unrestricted grant to cover expenses or be funded by the affiliate.
- b.) Expenses for audio-visual equipment requested by affiliates will be billed to the affiliate organization.
- c.) All food and beverage ordered for events/meetings held by affiliate groups will be billed to the affiliate, unless the event is a MAOPS/MOAC ticketed event included in the attendee's registration fee paid to the Foundation.
- d.) Staff can arrange special events for affiliates and specialty colleges, however, any costs will be the responsibility of the affiliate. Staff reserves the right to decline assistance to an affiliate (examples include if proper notice was not given OR if a requested event conflicts with a MAOPS or Foundation event, or if previous negative experiences with the affiliate necessitate a denial.)
- e.) Tickets, sleeping rooms, and all other expenses incurred by any affiliate group's guest(s), registrant(s), speaker(s), student(s) and/or post-graduate physician(s) will be the responsibility of the individual or the affiliate group.
- f.) All osteopathic specialty colleges whose attendees pay convention registration will have a meeting room provided at no charge if notification of such need is received prior to finalization of site contracts. Affiliates will be responsible for costs associated with room requests made after site contracts are finalized Refreshment breaks and ticketed events can be held jointly with advance notice to avoid additional catering expense to the Foundation and/or specialty college.
- g.) Audio visual (AV) equipment and additional food and beverage service is the financial responsibility of the affiliate.

*Approved by the MAOPS Board of Trustees, September 10, 2000
Reaffirmed by the MAOPS House of Delegates, April 2006*

C.9: Non-member Fees for the Missouri Osteopathic Annual Convention

MAOPS non-member fees for CME events sponsored by the William L. Wetzel Education and Research Foundation will be higher than the MAOPS member registration fee. Annually, a cost-analysis will be conducted by staff and non-member rates will be determined. Out-of-state registrants that are members of their state's osteopathic affiliate association will be charged MAOPS member rates if they provide documentation of membership in their state organization and their state is a member of the AOSED CME Consortium, or are out-of-state members of MAOPS.

Approved by the Wetzel Board of Trustees on April 9, 2010.

C.10: General Convention Chair and Program Chair

Annually, the Board of Trustees, or a committee delegated by the Board, will appoint the General Convention Chair and Program Chair to serve in such capacity for the following Presidential year.

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The General Convention Chair shall be responsible for the overall development and implementation of the annual convention. Duties will include chairing the Education and Convention Committee, development and implementation of an overall plan for the convention, and delegation of duties to staff and committee members.

The Program Chair is specifically responsible for the educational component of the annual convention including the needs assessment, speaker selection, and all components dealing with program certification by the American Osteopathic Association and the American Academy of Family Physicians. The Program Chair is also responsible for any needs assessment and planning for additional educational programs the Foundation may offer.

D. Financial

D.1: Wetzel Foundation Audit Committee

The Wetzel Foundation Finance and Audit Committee will serve as the Audit Committee for the Foundation.

Approved by the Wetzel Foundation Board of Trustees, January 15, 2012

D.2: Wetzel Foundation Financial Audit

The Wetzel Foundation will hire an independent audit firm, approved by the Board of Trustees, to periodically perform a financial audit.

Approved by the Wetzel Foundation Board of Trustees, January 15, 2012

D.3: Courtesy MOAC Registration for Victims of Disaster

In order to serve members in need, the Foundation President, Executive Committee, and/or Board may, on a case-by-case basis, offer members who are victims of state or federally declared disasters courtesy or reduced rate continuing medical education.

Approved by the Wetzel Foundation Board of Trustees, September 11, 2011

D.4: Legislative and Congressional Guests at the Missouri Osteopathic Annual Convention

In order to foster relationships with physicians (both DO and MD) who serve in the Missouri General Assembly or the United States Congress as Missouri Congressmen, the Wetzel Foundation will invite all honorary legislative and congressional MAOPS members to the Missouri Osteopathic Annual Convention as honored guests. Honorary guests will not pay the conference registration fee.

Approved by the Wetzel Foundation Board of Trustees, September 11, 2011

D.5: Annual Donation to the MAOPS Physician Health Program

The Wetzel Foundation will annually provide a donation to Capital Region Medical Center, Jefferson City, Missouri, to support operations of the Physician and Health Provider Wellness Program in an amount equal to the donations received by the Foundation during the previous fiscal year minus administrative expenses assumed by the Foundation (printing, mailing, etc.). All expenses for the program

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outside of these administrative expenses will be paid for directly by Capital Region Medical Center from the annual donation from the Wetzel Foundation.

Approved by the Wetzel Foundation Board of Trustees August 27, 2017.

E. Wetzel Scholar Program

E.1. Wetzel Scholarships

The Wetzel Scholarship program shall be available for Missouri osteopathic medical school students. Scholarship amounts and associated reimbursable expenses will be determined annually by the Finance and Audit Committee and approved by the Board of Trustees. Scholar candidates will participate in an application and selection process approved by the Board of Trustees. The intent to practice in Missouri shall be a requirement for consideration as a Wetzel Scholar candidate. The procedures will be reviewed periodically by a committee as directed by the President.

As of February 18, 2017, the following policy guidelines are adopted:

Wetzel Scholarship Guidelines

Application Window: October 1 – December 15

Application Process:

- a.) Completion of a standard Wetzel Scholarship Application
- b.) Submission of at least one letter of recommendation
- c.) Finalist(s) will be interviewed by a member(s) of the MAOPS Leadership Development Committee (LDC)
- d.) LDC will have final approval authority

Renewal Process:

- a.) Completion of all requirements in previous year
- b.) Submission of Wetzel Scholarship Renewal Form by December 15 annually

Requirements:

- a.) OMS I-III at a Missouri college of osteopathic medicine
- b.) Intent to practice in Missouri upon training completion
- c.) Desire to actively participate in organized medicine activities
- d.) Academic success
- e.) Demonstrated leadership ability/skills and commitment to the profession and continued development of leadership skills
- f.) Completion of required Scholar activities as outlined below (reasonable expenses to be covered by MAOPS):

Complete all the following annually:

- a.) Maintain academic success
- b.) Attend the entire Missouri Osteopathic Annual Convention and business meetings (*\$1,000 first day missed, \$500 each subsequent day*)
- c.) Participate in selected events at the conference (*\$500 per event*)
- d.) Attend all MAOPS and Wetzel Foundation Board of Trustees meetings either by video conference or in-person (*\$1,000*)
- e.) Active communication with assigned mentor.
- f.) Active membership in the campus MAOPS chapter (*\$500*)
- g.) Review and update MAOPS online member profile (*\$250*)

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- h.) Complete the Wetzel Scholarship Renewal Form annually by December 15. (\$3,000)
- i.) Completion of one task from each of the two categories below: (\$1,000 each)

Category 1:

- a. Serve on at least one MAOPS committee or team
- b. Participate as an active blog and/or social media contributor for MAOPS
- c. Serve as an officer of the campus MAOPS Chapter
- d. Attend Missouri Osteopathic Medicine Awareness Day
- e. Other prior approved (MAOPS Executive Director and mentor) activity

Category 2:

- a. Attend the AOA House of Delegates with the MAOPS Delegation
- b. Attend a national meeting such as COSGP, SOMA, OMED, or one approved by the MAOPS Executive Director and submit a report to the MAOPS Board of Trustees (registration at own expense)
- c. Participate in the MAOPS D.O.c.-A-Day Program
- d. Other prior approved (MAOPS Executive Director and mentor) activity

For an additional \$500 stipend bonus, complete one of the following annually: (*not eligible for bonus unless ALL above criteria are met*)

- a.) Form a student Fast Action Team and submit a resolution or position paper on a relevant issue to the MAOPS Board of Trustees
- b.) Organize and implement a campus legislative forum for students
- c.) Other prior approved (MAOPS Executive Director and mentor) activity

Award:

- a.) \$3,000, renewable annually if all requirements are met; with \$500 bonus opportunity
- b.) Lodging and registration at the annual convention
- c.) Watch or similar item at President's Banquet during last year of scholarship
- d.) Plaque to be presented at COM graduation awards ceremony following OMS IV
- e.) Recognition on plaque at Central Office for year of initial award
- f.) Scholars and candidates will be recognized annually at the MAOPS President's Banquet
- g.) Interested Scholars successfully completing all requirements will be encouraged to apply for a Wetzel Fellowship during postgraduate training.

E.2. Wetzel Fellowships

The Wetzel Fellowship program shall be available for osteopathic postgraduates with the intent to practice in Missouri. Fellowship amounts and associated reimbursable expenses will be determined annually by the Finance and Audit Committee and approved by the Board of Trustees. Fellow candidates will participate in an application and selection process approved by the Board of Trustees. The intent to practice in Missouri shall be a requirement for consideration as a Fellow candidate. The procedures will be reviewed periodically by a committee as directed by the President.

As of February 18, 2017, the following policy guidelines are adopted:

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Wetzel Fellowship Guidelines

Application Window: Year-round

Application Process:

- a.) Completion of the standard Wetzel Fellowship Application
- b.) Submission of two letters of recommendation from
 - a. Postgraduate program director
 - b. MAOPS member
- c.) Interview with the MAOPS Leadership Development Committee or Executive Committee
- d.) The LDC will have final approval authority

Fellowship Requirements:

- a.) Osteopathic postgraduate physician with intent to practice in Missouri
- b.) Each fellow will have three years to complete the program requirements at their own pace. However, discernable progress must be made each year once the program is started.

Complete all the following annually:

- a. Attendance at the Missouri Osteopathic Annual Convention and business meetings
- b. Participate in Board-selected events at the conference including moderating and/or presenting educational or sessions
- c. Attend all MAOPS & Wetzel Foundation Board meetings either in-person or by video conference (Note: the annual meeting will not be held via video conference. In-person attendance is required).
- d. Actively participate on the MAOPS Legislative Committee
- e. Review and update MAOPS online member profile annually
- f. Active communication with assigned mentor.

Each Fellow candidate must complete each of the following within three years of beginning the fellowship program (expenses will be paid by MAOPS):

- a. Participation in the D.O.c.-A-Day Program or attendance at the Missouri Osteopathic Medicine Awareness Day.
- b. Attendance at the AOA House of Delegates
- c. Coordinate and co-host a MAOPS student and/or postgraduate dinner
- d. Actively serve as a member of the MAOPS Education and Convention Committee
- e. Write a position paper or resolution on a topic of interest/need to be considered for approval by the MAOPS Board of Trustees, or execute a fast action team as directed by the MAOPS President.
- f. Attend the AOA Advocacy for Healthy Partnerships meeting or similar approved event
- g. Produce content for the MAOPS blog, newsletters, social media, and website.

Award:

- a.) All expenses, within reason, will be paid for activities related to completion of the fellowship.
- b.) \$5,000 upon completion of the fellowship requirements plus a \$10,000 upon establishment of practice in the state of Missouri.
- c.) Fellows will receive a plaque commemorating their achievement.
- d.) Fellows will be recognized on a plaque at the Central Office upon completion of the Fellowship Program.

E.3. Wetzel Convention Funding

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Wetzel Convention Funding shall be available to osteopathic medical students and osteopathic postgraduates. Funding will consist of expenses, as determined by the Finance and Audit Committee, to attend the annual conference. Processes for application and selection shall be developed and executed by the Executive Director or delegated staff. Board approval of selected individuals is not required, and will be left to the discretion of the Executive Director.

As of February 18, 2017, the following policy guidelines are adopted:

Student and Postgraduate Convention Funding

Application Window: October 1 – March 1

Application Process:

- a.) Candidates will complete a standard Wetzel Student and Postgraduate Convention Funding Application, and update their MAOPS online profile.
- b.) A letter of recommendation from the program director (or dean) indicating the applicant is available to attend required convention functions.

Funding Requirements:

- a.) Must be an osteopathic student* or postgraduate member of MAOPS
- b.) Attendance at all required convention events for dates of attendance,
- c.) Successful candidate must attend the annual conference Thursday evening through Sunday, although attendance at the entire conference is encouraged.

*Preference will be given to osteopathic students who are a) members of the campus MAOPS Chapter, and b) indicate a willingness to share room accommodations with other students.

Award:

- a.) Lodging at a conference hotel
- b.) Registration and meal tickets

E.4: Recognition of Continuing Wetzel Scholars

All continuing Wetzel Scholars may annually be presented with a plaque with their name and the year they successfully completed the scholar program. They will also receive a lapel pin with the number of years of service as a scholar indicated.

Approved by the Wetzel Foundation Board of Trustees August 27, 2017.

E.5: Recognition of Graduating Wetzel Scholars

Graduating Wetzel Scholars may be presented with a gift of a value to be periodically determined by the Board of Trustees, along with an award and scholarship check at the awards ceremony or similar event of the College of Osteopathic Medicine from which they graduated.

Approved by the Wetzel Foundation Board of Trustees August 27, 2017.

E.6: Wetzel Scholar and Fellow Candidate Mentor Job Description

Purpose of the mentor:

Mentors will serve as a confidante to Scholar and Fellow candidates as they work through the program. The mentor will provide not only counsel for the candidates, but will also serve as the primary liaison between the Board and Central Office and the candidate.

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Qualifications of a mentor:

To serve as a mentor for a Wetzel Scholar or Fellow candidate, one must be serving or have recently served on the MAOPS Leadership Development Committee or be currently serving on the MAOPS Executive Committee. This will ensure that the goals and ideals of leadership are imparted to the candidates.

Duties of the mentor:

- a.) Contact the candidate at least monthly, preferably via phone or in-person.
- b.) Serve as a professional resource and confidant for the Scholar.
- c.) Remind the Scholar of upcoming obligations and/or opportunities (The Central Office will send out a monthly email with potential topics to discuss with your candidate)
- d.) Serve as a liaison between the Scholar, the Leadership Development Committee (LDC), and the Central Office
- e.) Ensure that the candidate is making satisfactory progress on their expected duties.
- f.) Provide initial counsel and preapproval of any activities requiring Executive Director approval. The Executive Director will take this under advisement when finally approving an activity and will contact the contact if issues are seen with the activity (costs, questionable goals, etc.)
- g.) Provide constructive criticism/feedback to candidates when necessary.

Candidates will be referred to their mentors on most issues and questions they have. It is desired to establish the mentor as the primary resource for the candidate. Similarly, when the Central Office has information, issues or concerns that need to be addressed, staff will also work through the mentors.

Submitted by the Leadership Development Committee and approved by the Wetzel Foundation Board of Trustees August 27, 2017.

G. Leadership

G.1: Leadership Training Support

The Wetzel Foundation will consider requests for funding for interested MAOPS members to complete leadership training programs or continuing education programs that will enhance a member's ability to govern the association and/or advocate for the profession. Requests must be submitted in writing to the Wetzel Board of Trustees for approval. Funding consideration will be on a case-by-case basis, with the following criteria considered:

- a.) Financial status of the Wetzel Foundation at the time of the request
- b.) Ability of the applicant to secure matching funds
- c.) MAOPS membership history
- d.) Past MAOPS participation
- e.) Willingness to serve MAOPS on the Board, Committees, and in an advisory capacity in the future, including assistance in developing policy and position papers, governance models, and other association related programs.

Awarded funds will be distributed upon the applicant providing proof of completion of the program.

Approved by Wetzel Foundation Board of Trustees September 16, 2012

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