

BYLAWS  
OF THE  
AMERICAN OSTEOPATHIC COLLEGE OF PATHOLOGISTS, INC.

Adopted July 12, 1954

Incorporated in the State of Illinois, 1960

Revised (Draft May 2002), Revision Voted October 2002, Approved by the AOA February 2003

Article I  
NAME

The organization shall be known and incorporated as the American Osteopathic College of Pathologists, Incorporated.

Article II  
OBJECTIVES

The objectives of this college shall be:

1. To maintain the highest moral and ethical standards in education, research, and training in the practice of pathology.
2. To develop and promote the application of the osteopathic concept in the field of pathology.
3. To evaluate, determine and establish methods, requirements and procedures in the education of osteopathic physicians in the field of pathology.
4. To insure that all programs conducted under the auspices of this organization are in accord with the adopted policies of the American Osteopathic Association.
5. To study and promote such other arts and sciences as will improve the practice of pathology.

Article III  
MEMBERSHIP

Section 1 - CATEGORIES

- A. Active
- B. Candidate
- C. Associate
- D. Emeritus
- E. Junior
- F. Affiliate
- G. Retired

Section 2 - QUALIFICATIONS

A. Acceptance for Active, Candidate or Associate members requires the individual physician to be:

1. a graduate of a college of osteopathic medicine or college of medicine acceptable to the American Osteopathic Association (AOA) and the American Osteopathic College of Pathologists, Inc. (AOCP)
2. participating in or have completed a training program acceptable to this college and the AOA.
3. recommended by two physicians.
4. elected by a simple majority of the Board of Governors, subject to approval by the Active members present at the next annual meeting of the college.

## Section 3 - CATEGORIES

### A. Active Member

1. Active membership in the AOCPP shall be available to physicians who have qualified for such membership as set forth in these bylaws.
2. He/she shall have the right to vote and hold committee appointments.

### B. Candidate member

1. A physician of good moral character shall be eligible for this category if he has been accepted into a formal training program approved by the AOA and by this college.
2. Candidates shall not vote or hold office, but may be appointed to committees.
3. A candidate member will advance to Active member without further application upon completion of his/her training program.

### C. Associate Member

1. A physician or health professional not otherwise qualified for membership may be recommended for this category.
2. An active member shall nominate the person and submit the necessary documents to the college for presentation to the Board of Governors.
3. Associate members shall not vote or hold office.

### D. Emeritus Member

1. Emeritus membership may be granted by the Board of Governors to any member of the college who has reached the age of 65, is no longer in active practice, and has been a member in good standing for fifteen (15) consecutive years immediately preceding the request. (The Board of Governors may waive the requirement on individual consideration.)
2. Written petition to the Board of Governors is required.
3. Emeritus members shall have voice in the affairs of the college without vote.
4. Emeritus membership may also be granted at any age by the Board of Governors upon application from a member of the college who has become permanently disabled.
5. Emeritus members shall not be required to pay dues or assessments.

### E. Junior member

1. An individual of good moral character shall be eligible for this category if he/she is enrolled in a college of medicine or in an internship program approved by the AOA and this college.
2. An application shall include a recommendation from a professor, dean or medical director.
3. Junior members shall not vote, hold office or be appointed to committees.
4. Junior members shall not be required to pay dues or assessments.
5. A junior member will advance to candidate member without further application, upon notification of acceptance into a residency program acceptable to the AOA and this college.

F. Affiliate member

1. An individual of good moral character shall be eligible for this category if he/she is an allied laboratory professional (MT, MLT, HT, cytotechnologists.)
2. An application shall include a recommendation from the department chair or an AOCP active member.
3. Affiliate members shall not vote nor hold office but can serve on appointed committees.

G. Retired member

1. An individual of good moral character shall be eligible for this category if he/she is currently retired from practice.
2. Retired members may vote, hold office, serve on committees and pay dues as set by the Board of Governors.

Article IV  
OFFICERS

Section 1. OFFICERS OF THE COLLEGE

The officers of the college shall be the president, president-elect, vice-president, secretary-treasurer and immediate past-president.

Section 2. ELECTION OF OFFICERS

The Board of Governors will elect the following officers of the college at the annual meeting from within the Board: president, president-elect, vice president and the secretary-treasurer.

A. On the last day of the annual meeting the president-elect shall automatically become president, the president shall automatically become immediate past-president, the vice-president shall automatically become president elect, and the secretary treasurer shall automatically become vice president of the college.

B. Should an office become vacant, the Board of Governors may appoint an interim governor until the next regular meeting.

Section 3. DUTIES OF THE OFFICERS

A. President

1. The president shall function as the principal executive officer of the college, member of all committees and as chairman of the Board of Governors with the right to vote.
2. He/she shall preside at all meetings of the college.

B. President-elect

1. The president-elect shall be a member of the Board of Governors with a right to vote, shall preside at the meetings in the absence the president.
2. In the event of the death or resignation of the president shall succeed him/her in office.

C. Vice President

1. The vice-president shall be a member of the Board of Governors with the right to vote.
2. In the event of the death or resignation of the president-elect, shall succeed him in office.

3. The vice-president shall serve as consultant to the secretary-treasurer for one (1) year or as deemed necessary by the board.

#### D. Secretary-Treasurer

1. The secretary-treasurer shall be a member of the Board of Governors with a right to vote.
2. He/she shall be responsible for the handling of all of the funds of the college, shall furnish a surety bond if specified by the Board of Governors. Periodic reports of the financial condition of the college shall be submitted to the Board of Governors. He/she shall assist in preparing an annual budget and recommended policies for efficient use of college funds for approval by the Board of Governors.

#### E. Immediate Past-President

1. The immediate past-president shall be a member of the Board of Governors with a right to vote.

### Article V BOARD OF GOVERNORS OF THE COLLEGE

#### Section 1.

The Board of Governors shall consist of nine (9) board-certified members.

#### Section 2.

Each governor shall serve a term of three (3) years and shall take office immediately following the annual meeting at which he/she is elected.

#### Section 3.

Governors shall be elected by members of the college as prescribed under Article VII, Section I of the Bylaws.

#### Section 4.

At least two (2) governors shall be elected at each Annual Meeting.

#### Section 5.

Vacancies occurring interim shall be filled by the Board of Governors until the next annual meeting of the college, when proper action shall be taken.

#### Section 6. Functions of the Board of Governors

A. The Board of Governors shall manage and direct all affairs of the college in a manner to accomplish the objectives of the college. They:

1. shall establish and initiate fees for the annual dues in all applicable categories of the membership.
2. shall elect the college officers annually from within the Board of Governors.
3. shall create and appoint from presidential nominees all standing, ad hoc and special committees.
4. shall direct and review all committee activities.
5. shall call annual and special meetings of the college as may be required to conduct all other college affairs otherwise not provided.
6. shall exercise legal and constitutional authority and responsibility in directing the affairs of the college including the initiation and establishment of policy in order to promote and

maintain the objectives of the college.

7. shall review the complaints and grievances affecting members or residents in training programs approved by the college.

8. shall report to the college annually as to work and activities, including an audited financial statement prepared by an accountant, and such interim financial reports as necessary.

9. may be called into session by the president, or in his absence, the president-elect, upon petition by any three (3) governors.

#### Article VI EXECUTIVE COMMITTEE

The Executive Committee of the college shall consist of the president, president-elect, vice president, secretary-treasurer, and immediate past-president. A quorum consists of three (3) members.

#### Article VII ELECTIONS OF THE BOARD OF GOVERNORS AND OFFICERS OF THE COLLEGE.

##### Section 1. BOARD OF GOVERNORS OF THE COLLEGE

The president shall appoint a nominating committee of three (3) active, certified members at the onset of the annual meeting. This committee is to include a governor of the AOCP, a member of the American Osteopathic Board of Pathology who is not a governor of the college, and a member of the college at large who is neither a member of the Board of Governors nor of the Board of Pathology. This nominating committee shall bring in a slate of nominees. Preceding the vote, nominations from the floor shall be entertained by the president of the College. Voting shall be by secret ballot with the highest number of votes needed for election.

##### Section 2. OFFICERS OF THE COLLEGE

The officers of the college shall be elected by the Board of Governors, from within this Board.

#### Article VIII MEETINGS

The Board of Governors shall call at least one (1) meeting of the membership annually, at a site and time it shall determine.

#### Article IX PARLIAMENTARY PROCEDURE

Meetings of the Board of Governors, of the Executive Committee, and of the college shall be governed by Robert's Rules of Order, Newly Revised.

#### Article X ETHICS

The American Osteopathic College of Pathologists subscribes to and abides by the Code of Ethics of the AOA, and requires adherence to this Code by its members.

#### Article XI DUES

##### Section 1.

The dues for each category of membership shall be fixed by the Board of Governors at the annual meeting. Life and junior members shall pay no dues. The fiscal year will be concurrent

with the calendar year.

Article XII  
AMERICAN OSTEOPATHIC BOARD OF PATHOLOGY

Section 1.

The American Osteopathic Board of Pathology shall function by its own bylaws in every way other than in the election of its members.

Section 2.

Nomination to the Board of Pathology shall be by college members who are fully certified. Members of the American Osteopathic Board of Pathology must be fully certified by the AOA upon recommendation by the American Osteopathic Board of Pathology.

Section 3.

A nominating committee shall be chosen by the president of the AOCPC. This committee is to include a governor of the AOCPC, a member of the American Osteopathic Board of Pathology who is not a governor of the college, and one additional member of the college. The committee is to be selected at the commencement of the annual meeting.

The committee shall be given a list of the members eligible for the position or positions available. A slate from the nominating committee shall be presented during the meetings to the certified college membership. Preceding the vote, nominations from the floor shall be entertained by the president of the college. Voting shall be by secret ballot with the highest number of votes needed for election.

Article XIII  
AMENDMENTS

The bylaws may be amended by the active members. A proposed amendment must be communicated to the voting membership in writing at least thirty (30) days prior to the annual meeting of the college. Recommendations by the Board of Governors relative to a proposed amendment must be communicated to the voting membership prior to the annual meeting. For passage, an amendment must receive an affirmative vote by two-thirds of the active members present for voting.

Article XIV  
DISSOLUTION OF THE CORPORATION

In the event that the AOCPC shall ever cease to exist, it is hereby resolved that all minutes, books, pertinent documents, and monies shall be donated to the AOA.

RULES AND REGULATIONS  
OF THE  
AMERICAN OSTEOPATHIC COLLEGE OF PATHOLOGISTS, INC.

Article I  
CONDUCT OF COLLEGE BUSINESS

Section 1. MEETINGS OF THE MEMBERS

A. Time and Place

1. Meetings of active members shall be held in conjunction with the annual seminar. Other member meetings shall be held at such times and places as directed by the Board of Governors. A quorum shall be 25% of the voting members of the college.

B. Suspension of Rules

1. The rules may be suspended at any meeting by unanimous consent of the members present and eligible to vote.

C. Notification of Regular Meetings

1. Members shall be notified at least thirty (30) days prior to the scheduled meeting.

Section 2. MEETINGS OF THE EXECUTIVE COMMITTEE

A. A meeting of the Executive Committee may be called by the president or any three (3) members of the Executive Committee as needed.

B. All action taken by the Executive Committee shall be acted upon by the Board of Governors at their next meeting.

1. This committee shall consist of the president, president-elect, incoming vice president, secretary-treasurer as chairman, and immediate past-president.

2. They shall review all matters of a financial nature involving the utilization and expenditures of the college funds.

Section 3. MEETINGS OF THE BOARD OF GOVERNORS

A. All college members are welcome at meetings of the Board of Governors. They shall have voice but no vote.

Article II  
COMMITTEES

Appointments to committees shall be annual and terminate at the next annual meeting. The president shall appoint the committees subject to the approval of the Board of Governors. Each committee will report in writing their prior activities to the annual meeting and/or at such time as requested by the Board of Governors.

Section 1. STANDING COMMITTEES

A. Membership and Public Relations Committee

1. There shall be three (3) members of this committee.

2. The executive director shall forward the necessary credentials of all applicants to the chairman of this committee.
3. The committee shall evaluate and review the documents and return them to the chairman with their recommendation.
4. The names of the prospective members may be published in the college newsletter.
5. Each member shall contact residents in training and strive to have all trainees apply for membership.

#### B. Program Committee

1. The program chairman for the next annual scientific seminar shall be assigned to the newest member of the Board of Governors.
2. Chairpersons for programs other than the annual scientific seminar shall be appointed as needed.

#### C. Rules and Regulations Committee

1. This committee shall consist of three (3) members.
2. This committee shall study, review and recommend revisions to the bylaws of the college as needed.

#### D. Editorial Committee

1. This committee shall cooperate with the editorial department of the AOA and assist in editing scientific articles pertinent to this specialty.
2. The committee shall consist of three (3) members.

#### E. Resolutions Committee

1. This committee shall consist of three (3) members.
2. This committee shall be charged with the responsibility of providing suitable resolutions, as directed by the president and the Board of Governors.

#### F. Evaluating Committee

1. This committee shall be composed of the president and secretary of the AOCP, chairman and secretary of the American Osteopathic Board of Pathology, college representative to the Council on Postdoctoral Training, and a certified member at large to be appointed by the president of the college.
2. The purpose of this committee shall be for evaluating all program documents, training documents and credentials for candidates in AOA-approved training, submitting its recommendations to the Council on Postdoctoral Training. The secretary of the college shall serve as chairman.

#### G. National Laboratory Standards and Inspections

1. The committee shall consist of five members, with at least one member who actively participates on the AOA survey team.

2. The purpose of this committee shall be to:

- A) evaluate current and proposed laboratory guidelines.
- B) serve as, or recommend consultants in all areas of laboratory management.

#### Section 2. Ad Hoc and Special Committees

These committees shall be appointed by the president as the need arises.

### Article III RECOGNITION

The AOCF acknowledges three separate categories of recognition.

#### Section 1 - Title of Fellow

A. The title "fellow" may be conferred upon any pathologist who is board certified by the AOA through the American Osteopathic Board of Pathology or by the American Board of Pathology, in

- 1) both anatomic pathology and laboratory medicine, having successfully completed both parts of the certifying examination.
- 2) anatomic pathology or laboratory medicine, following a three-year program and/or subspecialty program, having successfully completed that specific certifying examination.

B. Eligibility is effective upon notification from either board, of successful completion of all applicable parts of their respective examinations. The time limit for eligibility is without restriction, once eligibility has been established.

C. Every application for fellow requires a cover letter, documentation of successful completion of the examination(s) from the certifying board, and letters of endorsement from two board certified pathologists who recognize the professional abilities and character of the applicant. An application fee established by the board shall accompany the request.

D. Conferring of the title, "fellow" shall occur at either the annual or midyear dinner meeting.

#### Section 2 - Title of Distinguished Fellow

A. The title "distinguished fellow" may be conferred upon any board certified member of the college who has rendered service to the college and/or profession as to warrant special recognition.

B. The final appointment for distinguished fellow may be selected by either the Board of Governors or through nomination from any active member of the college, presenting in writing, the nominee's special qualifications.

C. Conferring of the title, "distinguished fellow" shall occur at the annual dinner meeting.

#### Section 3 - Title of Honorary Fellow

A. At the discretion of the Board of Governors, the title, "honorary fellow" may be conferred on any individual, other than a member of the college who has made a significant contribution to the college and/or medical profession.

B. Conferring of the title, "honorary fellow" shall occur at either the annual or midyear dinner meeting.

### Article IV. DISCIPLINE

Each member is required to attend two (2) meetings of the college every six (6) years to maintain membership in the college. Special exception will be given on an individual basis.

#### Section 1 - Non-Payment of Dues

A. A member who fails to pay yearly dues within ninety (90) days after January 1 shall be considered delinquent. Thirty (30) days after written notification, thereof, the member shall be dropped from the rolls of the college and deprived of all rights and privileges. Reinstatement shall be accomplished by paying the back dues in full. Special cases may be appealed to the Board of Governors.

#### Section 2 - Mechanism for Disciplinary Action

A. The Board of Governors may expel, suspend or otherwise discipline any member found to be deficient in moral character, professional competence, or found guilty of professional misconduct. Such questions shall be referred to the president by the aggrieved party. In each case, the Board of Governors or any committee made up of governors, shall evaluate the matter and submit its findings and recommendations in writing to the Board as a whole.

B. If the evidence before the Board of Governors is sufficient to consider disciplinary action, the Board is obliged to notify the member by certified mail at least fifteen (15) days in advance of the next meeting so the member may appear before it to submit such oral or written testimony as the member deems proper.

C. Disciplinary action against any member shall require an affirmative vote of 2/3 of the members of the Board of Governors present at the meeting at which such action is considered. Any member whose membership has been terminated or suspended shall forfeit all rights and privileges of the college and shall not thereafter hold himself or herself to be a member of the AOCF.

#### Section 3 - Appeals

The Board of Governors shall hear appeals of any denial of membership or other action by officers of the college affecting membership status or other rights of a members.

A. In any case when membership is denied an applicant, the secretary-treasurer shall give the applicant written notice of said action within fifteen (15) days of such action.

B. Within ten (10) days after receiving said notice, the appellant shall have the right to appeal by giving written notice to the secretary-treasurer of his desire to appeal. Other appeals may be initiated by the appellant giving such notice at any time.

C. Within fifteen (15) days after receipt of said notice by the secretary-treasurer, the Board of Governors shall set a date and place for a hearing and give the appellant notice of same. The appellant may appear at the appeal hearing in person, and shall have the right to be represented by counsel and submit and adduce additional evidence. After considering the testimony, evidence and/or additional evidence, the Board of Governors may sustain, reverse or modify the original decision. All evidence and findings at said appeal hearings shall be transcribed.

D. As soon as practicable after said hearing, the secretary-treasurer shall notify the applicant in writing of the Board of Governors' final decision.

### Article V PRESIDENTIAL APPOINTMENTS

#### Section 1 - Parliamentarian

The president shall appoint a knowledgeable active member as parliamentarian for the college. This appointment shall be annual.

#### Section 2 - Sergeant-at-Arms

The president shall recommend a Sergeant-at-Arms for the college. This appointment shall be annual.

#### Section 3 - Representatives to the American Osteopathic Association

The president shall appoint representatives to the AOA committees affecting this specialty. The appointment will run consistent with the terms set for it by the AOA.

#### Section 4 - Other Appointments

The president shall appoint representatives to those agencies, associations or organizations affecting this specialty as necessary.

### Article VI MISCELLANEOUS PROVISIONS

#### Section 1 - SEVERABILITY

If any provision of the bylaws or rules and regulations shall be determined as invalid or void for any reason, such determination shall not affect the validity of any other provision of the bylaws or rules and regulations.

#### Section 2 - REQUIRED VOTE

Rules and regulations may be amended by a majority vote of the eligible members present and voting at any meeting.

Approved by the AOCP - 10/02

Approved by the AOA Board of Trustees - 2/03

Approved by the AOCP - 10/95

Approved by the AOA Board of Trustees - 2/96

Approved by the AOA Board of Trustees 2/03