

- 1 5. To preserve the right of the patient to choose a physician.
- 2 6. To preserve the right of the family physician to engage in medical and surgical
- 3 procedures for which he/she is qualified by training, expertise, and/or
- 4 demonstrated ability.
- 5 7. To provide and assist in providing CME courses for family physicians and
- 6 general practitioners, and to encourage participation in such training.
- 7 8. To ensure availability of high quality family medicine residency programs to
- 8 provide competent family physicians for every Texas citizen.
- 9 9. To encourage men and women to choose family medicine and assist them in
- 10 achieving this goal.
- 11 10. To assure the responsibility of public advocacy in health related matters.
- 12 11. To promote and improve the public health.
- 13 12. To serve as a public advocate for our members.

14
15 **CHAPTER VI**
16 **CLASSES OF MEMBERSHIP AND ELECTION**
17

18 The classes of membership and the regulations governing re-election to membership
19 as described in this chapter shall be the same as those of the AAFP. In the event of
20 conflict, the Bylaws of the AAFP shall prevail.
21

22 SECTION 1 Active Members - Members of this Academy shall be in good standing in
23 their component chapter and shall have paid all appropriate dues and
24 fees. A member may join or transfer his/her membership to another
25 component chapter that offers a closer community of interest. Initial
26 application for membership may be made directly to the component
27 chapter with which the member desires affiliation. Transfer of existing
28 membership, however, must be approved first by the member's current
29 chapter before the application for transfer may be considered.
30

31 SECTION 2 Resident Members - Membership election shall be limited to the duration
32 of one's residency or extended training upon completion of their residency
33 training and upon verification of eligibility for active membership resident
34 members automatically shall be transferred to active membership. A
35 Resident member may vote in Academy and component chapter affairs,
36 may hold component chapter office under provisions of individual con-
37 stituent chapter bylaws, and may address the membership but may not
38 hold state office. At the option of the resident and the component chapter
39 where the resident resides, he/she may become a member of the
40 component chapter. However, membership in a component chapter shall
41 not be required.
42

43 SECTION 3 Inactive Members - Members who are incapacitated or retired from the

1 practice of medicine with less than twenty (20) years continued
2 membership in the Academy, and who are unable to engage in active
3 practice may be elected to Inactive membership by a majority vote of the
4 Board of Directors. Election to Inactive membership shall be for a
5 maximum of one (1) year, provided, that the Inactive members be re-
6 elected to this classification annually by the Board of Directors, unless the
7 member is totally retired. An Inactive member shall be relieved of the
8 requirement for postgraduate education and shall not vote or hold office
9 in the Academy but shall have the privilege of the floor of the Assembly.

10
11 SECTION 4 Honorary Members - A person who has rendered outstanding service to
12 the AAFP or to the medical profession, or has been a distinguished
13 member of the AAFP and has retired from practice, may be elected by the
14 Congress of Delegates to Honorary membership. An Honorary Member
15 shall be entitled to the privilege of the floor of the Assembly but may not
16 vote. He/she shall pay no dues or admission fees and shall have no right,
17 title, or interest in any Academy property. Constituent chapters may not
18 confer honorary membership but may propose candidates to the AAFP.

19
20 SECTION 5 Supporting Members - Duly licensed physicians may be elected to
21 supporting membership. Supporting membership shall consist of two
22 types (1) those physicians in specialties other than family medicine but not
23 including those in emergency medicine otherwise eligible for some other
24 category of membership; and (2) those physicians actively engaged in
25 family medicine or teaching of family medicine or medical administration
26 for the previous six years, but do not qualify for active membership
27 because they have not completed the necessary residency training.

28 With respect to physicians practicing in a specialty other than
29 family medicine, such physicians may become Supporting Members
30 provided they meet the criteria established by the Board of Directors and
31 are licensed to practice in Texas. Such criteria shall be based on activities
32 which support and enhance the specialty of family medicine. Supporting
33 Members actively engaged in a specialty other than family medicine shall
34 be relieved of the requirements for postgraduate education.

35 With respect to those physicians who are eligible for Supporting
36 Membership by virtue of being actively engaged in family medicine, the
37 teaching of family medicine or medical administration for the previous six
38 years, such physicians must have earned 100 credits of postgraduate study
39 acceptable to the Board of Directors during the two years immediately
40 preceding their application for supporting membership only if they
41 previously held supporting membership and ceased to be a supporting
42 member less than two years prior to reapplying for supporting
43 membership. This type of supporting members also must earn 150 credits

1 of acceptable postgraduate study every three years in order to retain
2 Supporting Membership. A Supporting Member shall not vote or hold
3 office in the Academy, but shall have the privilege of the floor of the
4 assembly.

5
6 SECTION 6 Life Members - Any person who has continued membership in the
7 Academy for a minimum of twenty (20) years, has reached age seventy
8 (70), or is totally retired from the medical practice may, on application to
9 the Board of Directors, be classified as a Life Member. Life members are
10 relieved of the postgraduate study requirements. Life members may vote
11 and have the privilege of the floor of the Assembly but shall not hold
12 office.

13
14 SECTION 7 Student Members - Any student enrolled in a Texas school of medicine or
15 osteopathy, approved by an appropriate United States accrediting
16 institution as defined by the AAFP's Commission on Education, may be
17 elected to Student membership in the same manner as an active member.
18 Election to Student membership shall terminate upon graduation from
19 medical school. Student members may not hold office in the Academy, but
20 shall have the privilege of the floor of the Assembly. However, one
21 student may be elected to the Board of Directors.

22
23 SECTION 8 Uniformed Services Adjunct Members - Members of the Uniformed
24 Services Constituent Chapter of the AAFP may be designated Uniformed
25 Services Adjunct Members of the Texas Academy, without the right to
26 vote or hold office, upon application to the Board of Directors.

27
28 SECTION 9 Any member who changes his or her occupation or status in such a
29 manner as to render him or her ineligible for membership in the
30 Academy, may, unless he or she resigns, be stricken from the roll of
31 members by action of the Board of Directors. Under unusual
32 circumstances approved by the Board of Directors, exceptions may be
33 made to the membership rules and requirements on an individual basis by
34 a two-thirds (2/3) vote of the Board of Directors.

35
36 SECTION 10 Membership Agreement - Acceptance of membership in this Academy
37 shall constitute an agreement by each member to comply with the Bylaws
38 and to recognize the Board of Directors as the sole judge of the right to be
39 or remain a member, provided, however, that the membership in this
40 Academy is conferred by virtue of membership in a component chapter.
41 The Board of Directors shall be the judge of the member's right to be or
42 remain a member of the Academy. All right, title, and interest, both legal
43 and equitable, of the members in and to the property of this organization

1 shall terminate in the event of any or either of the following: (a) expulsion
2 of the member; (b) striking the name from the roll of members; (c) death;
3 (d) resignation.
4

5
6 **CHAPTER VII**
7 **ETHICS**
8

9 SECTION 1 Principles - The principles of ethics of this organization shall be those of
10 the American Academy of Family Physicians and the American Medical
11 Association. The American Academy of Family Physicians' Congress of
12 Delegates, on a two-thirds (2/3) vote, may adopt policies or positions
13 relating to ethical issues even though such policies or positions are in
14 addition to or contrary to the Principles of Medical Ethics of the American
15 Medical Association. Absent such specific action by the Congress of
16 Delegates, the Principles of Medical Ethics of the American Medical
17 Association, as they now or hereafter may provide, shall be the principles
18 of ethics of this organization.
19

20 SECTION 2 Violation of Principles - If any member has violated the principles of
21 Medical Ethics or the Bylaws of this Academy, or is otherwise guilty of
22 conduct justifying censure, suspension or expulsion from this
23 organization, any member may bring charges against him/her. Charges
24 must be in writing and signed by the accuser(s) and must specify the acts
25 and/or conduct.

26 Charges must be filed with the Executive Director of the TAFP. At
27 the first meeting of the TAFP Board of Directors held after the filing of
28 charges, the charges must be presented to the Board. The Board shall
29 consider the charges and shall either dismiss them or proceed within
30 thirty (30) days.

31 If the Board fails to dismiss the charges, it shall, within fifteen
32 (15) days, serve the charges to the accused through registered mail to the
33 last known address of the accused. The Board shall also fix a time and
34 place for hearing the charges and the accused shall be notified of the time
35 and place in the same manner as the serving of the charges. The hearing
36 shall not be less than fifteen (15) days or more than six (6) months after
37 serving of charges.

38 The accused may answer in writing but failure to do so shall not be
39 an admission of guilt or a waiver of the accused right to a hearing.
40 The Board shall give the accuser and the accused opportunity to be heard,
41 including oral arguments, and the filing and consideration of written
42 briefs, conclude the hearing and within thirty (30) days render a decision.
43 The affirmative votes of the majority of the Board members present and

1 voting shall constitute the verdict of the Board which by such vote may
2 exonerate, censure, suspend, or expel the accused member. The decision
3 of the Board shall be signed by the President and Secretary of the
4 Academy. No member of the Board not present for the entire time of the
5 hearing shall be entitled to vote.

6 Censure shall mean a reprimand by the chairman of the Board of
7 Directors administered to the accused in the presence of the Board. No
8 member shall be suspended for more than one year and at the expiration
9 of the period of suspension shall be reinstated to membership upon
10 application and the payment of dues accrued during the period of
11 suspension. The decision of the Board of Directors shall be final, except as
12 provided hereafter.

13
14 SECTION 3 Appeals - Any member of the TAFP Chapter who has been censured,
15 suspended, or expelled may appeal such action within six (6) months after
16 notice is given by their chapter to the Board of Directors of the AAFP.

17
18 **CHAPTER VIII**
19 **COMPONENT CHAPTERS**
20

21 SECTION 1 Component chapters consisting of counties or regional areas may be
22 chartered by the Academy, and their bylaws shall not be in conflict with
23 the Bylaws of the Texas or American Academies of Family Physicians.
24 One Uniformed Services Component chapter and one Resident
25 Component chapter may be established for the State, subject to the same
26 rules as other component chapters.

27
28 SECTION 2 Upon petition of ten (10) or more members of the Academy residing in a
29 county or regional area, the Board of Directors may issue a charter for a
30 component chapter. Such charters shall be in a form approved by the
31 Board of Directors.

32
33 SECTION 3 Petitions for a component chapter shall be accompanied by the proposed
34 bylaws for the chapter. No charter shall be issued until bylaws are
35 approved by the Board of Directors of the Academy. The members of the
36 component chapter shall be those to whom a charter is issued and such
37 additional people who are elected to membership thereafter.

38
39 SECTION 4 Approval by the Board of Directors of the TAFP is necessary for expansion
40 of an existing component chapter to include a contiguous county in such
41 chapter.

42
43 SECTION 5 Any component chapter chartered by the TAFP may be suspended or

1 revoked by the Board of Directors: (1) in the event of any action deemed
2 to be in conflict with the Bylaws, (2) in the event of its failure to comply
3 with all of the requirements of these Bylaws, or; (3) with any failure to
4 comply with any lawful requirement of the Board of Directors or officers
5 of this Academy, or of the AAFP. Procedures shall be in accordance with
6 Chapter VI, Section 6, of the AAFP Bylaws. Component chapters are
7 separate incorporated or unincorporated associations and unless there is a
8 properly executed agreement, TAFP is neither explicitly nor by
9 implication the guarantor of the debts of a component chapter. TAFP
10 does not have the authority to approve, disapprove or veto any actions of
11 a component chapter unless such action violates the provisions of the
12 TAFP or AAFP Bylaws.

13
14 SECTION 6 Component Chapter Inactivity. When a component chapter exhibits
15 evidence of inactivity such as failure to hold meetings, failure to send a
16 director to the meetings of the board of directors, or failure to elect officers
17 or a director for a period of three (3) years, the board of directors may
18 request that a contiguous component chapter annex all or part of the
19 inactive chapter to produce a larger, consolidated chapter. Such action is
20 not to be considered as penalizing the inactive chapter, but to allow the
21 membership in such chapter a voice and representation in the affairs of
22 the Texas Academy of Family Physicians. Should component chapter
23 request dissolution, each member will be polled for their approval. If
24 there is a majority, each member will be assigned to the selected
25 component chapter of their closest community interest.

26
27
28 **CHAPTER IX**
29 **DUES AND ADMISSION FEES**

30
31 SECTION 1 Dues of the TAFP will be set by the Board of Directors with the approval
32 of the members present and voting at the annual business meeting. The
33 dues may be changed by a two thirds (2/3) vote of the Board of Directors
34 and a majority vote of the membership present and voting at the next
35 annual business meeting. The Board of Directors is empowered to levy an
36 admission fee that shall accompany any new applications for membership.

37
38 SECTION 2 It is mandatory that dues and fees to the AAFP be current to be qualified
39 for membership in the TAFP.

40
41 SECTION 3 Membership dues shall be payable in advance on January 1 each year.
42 Dues of the new members shall be prorated as follows: If he/she is
43 enrolled on or after July 1, but prior to November 1, his/her dues shall

1 amount to one half (1/2) the annual dues; if he/she is enrolled on or after
2 November 1, his/her dues shall be waived, but his/her annual dues for
3 the ensuing calendar year shall immediately become due and payable, in
4 addition to any admission fees.
5

6 SECTION 4 Any member whose dues are unpaid at the time of any annual business
7 meeting shall be ineligible to vote or hold office. Any member who pays
8 dues on a calendar year basis shall be considered delinquent if his/her
9 dues are unpaid as of July 1 and shall be removed from membership thirty
10 (30) days after notice from the Treasurer. Any member who pays dues on
11 an academic year basis, such as a student or resident member, shall be
12 considered delinquent if his/her dues are unpaid as of December 31 and
13 shall be removed from membership thirty (30) days after notice from the
14 Treasurer. Upon completion of residency or extended training, such a
15 member may apply for active membership and may hold such
16 membership for the remainder of the calendar year without paying the
17 standard dues for this category, but he/she must pay the usual and
18 customary admission fees.
19

20 **CHAPTER X**
21 **ANNUAL BUSINESS MEETING**
22

23 SECTION 1 A business meeting of this organization shall be held annually at a time
24 and place to be determined by the Board of Directors and shall be
25 announced at least sixty (60) days prior to the date. This meeting shall be
26 presided over by the President, and the Executive Director of the associa-
27 tion shall be the secretary of the meeting.
28

29 SECTION 2 Functions of the annual business meeting shall be: (1) to adopt or reject
30 proposed changes in the Bylaws; (2) to act upon annual reports by officers
31 and committees which are summarized and given by the President; (3) to
32 act on business specifically referred by the Board of Directors; and (4) to
33 make available the power of referendum.
34

35 SECTION 3 Any member of the Academy in good standing may submit a resolution to
36 the Board of Directors for consideration at the annual business meeting
37 and to be published in the official journal prior to the annual meeting,
38 provided: (1) the resolution is signed by five other members in good
39 standing, and; (2) it is sent by registered mail to Academy headquarters at
40 least sixty (60) days prior to the annual business meeting.
41

42 SECTION 4 Resolutions not meeting the requirements specified will be introduced
43 only if a copy is submitted in writing to the presiding officer, and only if

1 consent to consider the resolution is voted by a majority of the members
2 present and voting.

3
4 **CHAPTER XI**
5 **BOARD OF DIRECTORS**

6
7 *SUB-CHAPTER I - Policy and Procedure*
8

9 SECTION 1 The control and administration of the Academy shall be vested in a Board
10 of Directors, hereinafter called the Board. The Board shall be composed of
11 the Academy President, Vice President, President-Elect, Treasurer,
12 Parliamentarian, Immediate Past President, Delegates and Alternate
13 Delegates to the AAFP, Coordinator of Preceptorship Programs, and a
14 representative/s from each component chapter, depending on the
15 component chapter size. Past Presidents of the Academy may serve as ex-
16 officio, non-voting members of the Board.

17 The component representative/s shall be the Director or in his/her
18 absence the Alternate Director or in their absence a credentialed member
19 from the component chapter.

20 The Nominating Committee may nominate one (1) Student
21 Director and one (1) Student Alternate Director as well as two (2) Resident
22 Directors and two (2) Resident Alternate Directors, and one (1) Special
23 Constituency member to serve on the Board. They shall be nominated to
24 serve a one (1) year term and may be renominated to serve additional
25 terms; however, their term shall terminate upon graduation from medical
26 school or completion of residency or extended training. They shall be
27 nominated from among the student and resident membership of the
28 Academy, respectively. A duly elected student or resident director may
29 vote and have the privilege of the floor similar to the Directors from
30 component chapters, but may not be named chair of a committee or hold
31 office in the Academy.
32

33 SECTION 2 Twenty (20) members of the Board of Directors shall constitute a quorum.
34 An excused absence of a director, submitted in writing, shall count
35 toward the quorum.
36

37 SECTION 3 Each member of the Board of Directors shall have one (1) vote.
38

39 SECTION 4 Members of the Board of Directors who are absent from two (2) consecu-
40 tive Board Meetings may be dropped from the Board unless excused for a
41 reason acceptable to the Board.
42

43 SECTION 5 The officers of the Academy shall be President, Vice President, Treasurer,

1 President-Elect, Immediate Past President, and Parliamentarian. The
2 President shall serve as Chairman of the Board and shall not be eligible to
3 succeed himself/herself. The powers, duties, terms of office, and method
4 of election of officers shall be set forth in these Bylaws.
5

6 SECTION 6 At the Interim Session Meeting of the Board of Directors, the Nominating
7 Committee shall present nominations for Officers, Directors and Alternate
8 Directors of the TAFP, and Delegate and Alternate Delegate to the AAFP
9 Congress of Delegates.

10 The Bylaws shall not prevent nominations from the floor at the
11 Annual session Board of Directors meeting. The Bylaws shall not prevent
12 a Delegate or Alternate to the Congress of Delegates of the AAFP from
13 holding another elected or appointed office; and provide further that any
14 additional Delegates from the Texas Chapter to the AAFP may be elected
15 at the Annual Session Board of Directors meeting without further
16 amendment of the Bylaws.
17

18 SECTION 7 Component Chapter Nominations - A component chapter may nominate
19 any active member for the elected positions of the Academy. This
20 nomination must be submitted in writing to the President at least ninety
21 (90) days prior to the beginning of the Annual Session. If a component
22 chapter is inactive, five (5) members in good standing of that component
23 chapter may submit a nomination. The President will notify the Board of
24 Directors of all nominations for all elected positions at least sixty (60) days
25 prior to the beginning of the Annual Session.
26

27 SECTION 8 Board Elections shall be by majority vote of the Board members present
28 and voting at the Annual Session Board of Directors Meeting.
29

30 SECTION 9 All candidates for office in this Academy shall be active members in good
31 standing.
32

33 SECTION 10 Vacancies on the Board shall be filled by the Alternate Director and such
34 appointment shall terminate at the next annual Board of Directors
35 meeting, at which time the Nominating Committee shall present a
36 nominee for the unexpired term, if any. A vacancy shall exist on the
37 Board when an elected member for any reason terminates his/her
38 membership in the chapter which he/she represents.
39

40 SECTION 11 If the office of the President becomes vacant, he/she shall be succeeded by
41 the Vice President. In the event the Vice President is unable to serve, the
42 office shall be filled by an appointment of the Executive Committee until
43 the next annual Session Board of Directors meeting. In the event of the

1 death, resignation, or removal from office of the President-Elect, the
2 Executive Committee shall nominate one or more members for that office
3 and election of the successor to the President-Elect shall take place by
4 voting on those candidates by the Board of Directors at the next Annual
5 Session, provided that nothing shall prevent additional nominations for
6 this office. If the death, resignation, or removal of the President-Elect
7 occurs more than ninety (90) days before the next Annual Session Board of
8 Directors meeting, the Executive Committee in a special meeting shall
9 nominate two (2) members and distribute mail ballots to the Board of
10 Directors. Election of the new President-Elect shall be by a majority of
11 those ballots returned to the TAFP office within fifteen (15) days of the
12 mailing date.

13
14 SECTION 12 The Board shall control all properties and monies of the Academy, and
15 shall manage its financial affairs after the manner and with the usual
16 authority of Boards of Directors under Texas state law. The Board will
17 supervise all publications of the Academy. All resolutions or recommen-
18 dations pertaining to the expenditure of money must be approved by the
19 Board.

20 The Board shall fix the salaries of the Academy's salaried
21 employees. The Board may appoint special committees to aid in the
22 discharge of its duties.

23
24 SECTION 13 The Board may delegate any of its duties and authority to the Executive
25 Committee as provided in Sub-Chapter II.

26
27 ***SUB-CHAPTER II - Executive Committee***
28 **DUTIES AND TERMS OF OFFICE**
29

30 SECTION 1 Members of Executive Committee - There shall be an Executive Committee
31 of the Board composed of thirteen (13) members: the President - who also
32 serves as Chair; Vice President; President-Elect; Treasurer; Immediate Past
33 President; the Parliamentarian; two (2) members selected by the President;
34 two (2) other members elected from nominations made by component
35 chapters or from the floor of the Board of Directors at the Annual Session
36 Board of Directors meeting. There will be a resident member, selected by
37 the Section of Resident Physicians, and a Special Constituency member
38 selected by the Section on Special Constituencies. There will also be a non-
39 voting student member selected by the Section of Medical Students. Terms
40 shall be in conjunction with the elected position terms for President, Vice
41 President, President-elect, Treasurer, Immediate Past President, and the
42 Parliamentarian. Terms of the five (5) additional members (two selected by
43 the President, two elected by the Board, and one selected by the Section on

1 Special Constituencies) shall be for one year. The Resident and Student
2 members will be appointed to serve a one-year term and may be appointed
3 for an additional (1) one year term.
4

5 SECTION 2 Purposes of the Executive Committee - The Executive Committee, by a
6 vote of its members, shall have full authority to act for and in behalf of the
7 Board of Directors on such matters as determined by the Board or
8 whenever the business of the Academy demands prompt action in the
9 interim between meetings of the Board or when it is impracticable or
10 impossible to convene the Board of Directors.

11 The Executive Committee will also be responsible for evaluating
12 and making recommendations to the Board concerning the internal affairs
13 of the Academy. These affairs include among other items: personnel
14 problems, major staffing selections and changes, performance reviews,
15 annual salary review of the Executive Director and review of employee
16 benefit plans. The Executive committee will be available to the Executive
17 Director to discuss any items necessary. The Executive committee will
18 decide at any time when the expertise of an Internal Affairs Commission
19 is necessary and call that commission in at that time.
20

21 SECTION 3 Executive Committee Meetings - Meetings of the Executive Committee
22 shall be held at the call of the chair. A report of its actions shall be given
23 by the Executive Committee to the Board of Directors at the following
24 Board meeting. The resident member shall be a voting member of this
25 committee. A majority shall constitute a quorum.
26

27 ***SUB-CHAPTER III - Elected Positions***
28

29 SECTION 1 President - The President shall be the chief executive officer and shall have
30 the general supervision and will also control the business affairs of the
31 organization subject to the approval of the Board or the Executive
32 Committee. The President shall preside at all meetings of the Academy
33 and shall be the Chairman of the Board. The President shall be an ex-
34 officio member of all committees and commissions and shall appoint all
35 standing committees and commissions, subject to Board approval and by
36 authority of the Board shall appoint all special committees. His or her
37 term of office shall begin at the conclusion of the first ensuing annual
38 meeting following the annual meeting at which his/her election occurs as
39 President-elect and expires at the conclusion of the next annual session
40 meeting, when his/her successor is seated. He/she shall not be eligible to
41 succeed himself/herself.
42

43 SECTION 2 President-Elect - The President-Elect shall be a member of the Board and

1 ex-officio member of all committees and shall preside at meetings of the
2 Academy in the absence of the President and Vice President. He/she shall
3 succeed to the office of the President at the conclusion of the first annual
4 session meeting following the annual session meeting at which his/her
5 election occurred, and shall expire at the conclusion of the next annual
6 session meeting, or when his/her successor is elected.
7

8 SECTION 3 Vice President - The Vice President shall become upon election a member
9 of the Board and shall preside at meetings of the Academy and of the
10 Board in the absence of the President. His/her term of office shall begin at
11 the conclusion of the Annual Session Board of Directors meeting at which
12 his/her election occurs, and shall expire at the conclusion of the next
13 Annual Session Board of Directors meeting, or when his/her successor is
14 elected. He/she shall be able to succeed himself/herself.
15

16 SECTION 4 Immediate Past President - The Immediate Past President shall be a
17 member of the Board of Directors for a period of one year following
18 his/her term as president; such term is to begin at the conclusion of
19 his/her term of office and end at the conclusion of the following Annual
20 Session Board of Directors meeting.
21

22 SECTION 5 Treasurer - The Treasurer shall become upon election a member of the
23 Board and Chairman of the Finance Committee. He/she shall be the
24 custodian of all Academy funds and shall, in such amounts as the Board
25 may require furnish bond, the premium of which shall be paid by the
26 Academy. He/she shall perform the duties which the office ordinarily
27 connotes. He/she will meet with the executive director and the financial
28 manager as a Financial Oversight Committee at least four times annually.
29 He/she shall be elected for a one (1) year term beginning at the conclusion
30 of the annual session Board of Directors meeting at which he/she is
31 elected and may succeed himself/herself. In the event of a vacancy in the
32 office of Treasurer, the Executive Committee, by majority vote, shall
33 appoint a successor to serve until the next Annual Session Board of
34 Directors meeting.
35

36 SECTION 6 Parliamentarian - The Parliamentarian shall be elected by the Board of
37 Directors. He/she shall upon election become a voting member of the
38 Board of Directors. His/her duties shall be to inform the officers of
39 proper parliamentary procedures, according to Sturgis Standard Code of
40 Parliamentary Procedure (current edition). He/she shall be elected for a
41 one (1) year term and may succeed himself/herself.
42

43 SECTION 7 AAFP Delegates - The term of office of a Delegate to AAFP shall not

1 exceed three (3) consecutive two (2) year terms. The term of the office of
2 Alternate Delegate to AAFP shall not exceed three (3), consecutive two (2)
3 year terms. Nothing shall prevent an Alternate Delegate from advancing
4 to serve as Delegate. The terms of the TAFP Delegates and Alternative
5 Delegates to the AAFP will begin and end at the end of the AAFP
6 Congress of Delegates.
7

8 SECTION 8 Directors and Alternate Directors - The term of office of a Director and
9 Alternate Director, with the exception of the Student, Resident, and
10 Special Constituency members, shall be three (3) years, and shall begin at
11 the conclusion of the annual session Board of Directors meeting at which
12 he/she was elected. No Director or Alternate Director may serve two (2)
13 consecutive terms.

14 The nomination of members to the Board will follow the rotation schedule
15 outlined below, and be repeated every three (3) years thereafter.

16 Each component chapter will nominate Directors and Alternate Directors
17 based on the numbers of active members within that chapter, i.e., less than
18 200 active members, one Director and one Alternate Director; 201-400, two
19 Directors and two Alternate Directors; 401-600 active members, three
20 Directors and three Alternate Directors; and 601 and over active members,
21 four Directors and four Alternate Directors. The additional Directors and
22 Alternate Directors will be added on a staggered rotating schedule as
23 determined by the Board of Directors and consistent with the outline
24 below:
25

26 1962 - Nominations for three (3) year terms: El Paso, Permian
27 Basin, West Texas, Gulf Coast, Valley, Travis County,
28 East Texas, Sam Houston, Colorado Valley, Rose,
29 Henderson County
30

31 1963 - Nominations for three (3) year terms: South Plains,
32 Midwest, Panhandle, Harris County, Central Texas,
33 Tarrant County, North Texas, Abilene, Brazos Valley,
34 Three Rivers, San Gabriel
35

36 1964 - Nominations for three (3) year terms: Alamo, Galveston,
37 South Texas, Southeast Texas, Dallas, Red River,
38 Northeast Texas, Southwest Texas, Northwoods
39

40 ***SUB-CHAPTER IV - Appointed Positions***
41

42 SECTION 1 Coordinator of Preceptorship Programs - The Coordinator of
43 Preceptorship Programs shall be appointed by the President and

1 confirmed by the Board. He/she shall upon appointment and confirma-
2 tion become an ex-officio non-voting member of the Board and shall be a
3 member of the Commission on Academic Affairs. He/she shall have the
4 responsibility of supervising student preceptorships with members.
5 He/she shall be appointed for a three (3) year term and may succeed him-
6 self/herself.
7

8 SECTION 2 Inter-Specialty Society Committee Appointment - The Academy's
9 representative and alternate representative to the Inter-Specialty Society
10 Committee of the Texas Medical Association shall be recommended by the
11 Nominating Committee and confirmed by the Board. He/she shall upon
12 appointment and confirmation become an ex-officio non-voting member
13 of the Board. He/she shall have the responsibility of reporting the
14 activities of the Inter-specialty Society Committee of the Texas Medical
15 Association to the Board. He/she shall be appointed for a term not to
16 exceed three (3) years. However, he/she may succeed himself/herself
17 without limits.
18

19 SECTION 3 Chief Executive Officer/Executive Vice President - The Board of Directors
20 shall appoint a Chief Executive Officer/Executive Vice President for a
21 term and stipend to be fixed by the Board. He/she shall under the
22 direction of the Board of Directors perform such duties as the title of office
23 ordinarily connotes, and such duties of the Treasurer may be assigned to
24 him/her by the Board. He/she shall keep an accurate record of meetings
25 and transactions of the annual business meetings and the meetings of the
26 Board. He/she shall serve as secretary to these bodies. He/she may or
27 may not be a member of the Academy and shall not be entitled to vote.
28
29

30 **CHAPTER XII**
31 **STANDING COMMITTEES**
32

33 SECTION 1 General Definition - The President will appoint, subject to the approval of
34 the Board, a Bylaws Committee, a Nominating Committee, and a Finance
35 Committee. The Board of Directors shall determine the composition of
36 these bodies and their function shall be established in other sections of
37 these bylaws, and shall be determined by the Board of Directors and
38 published in the "Manual of Duties and Responsibilities." In addition, the
39 Board of Directors may appoint such additional committees, or similar
40 organizational entities known as commissions/committees to assist the
41 Board of Directors as it deems appropriate. The composition and
42 functions of such additional committees, or organizational entities shall be
43 as determined by the Board of Directors and published.

1 Three active members of the committee/commission will constitute
2 a quorum for any Committees/Commission.

3 The President subject to Board approval shall appoint the
4 chairperson of the committee. No member may serve as chairperson of
5 any specific committee for more than three (3) years and members of
6 committees are not considered officers. Resident or student members may
7 be appointed to committee membership for a one (1) year term but not to
8 exceed three (3) appointments to the same committee.

9 Any committee chairperson or member who fails twice in succession to
10 attend meetings of his/her committee shall be dismissed from the
11 committee unless he/she submits an acceptable excuse. A chairperson
12 must submit his/her excuse to the President and a member must submit
13 his/her excuse to the chairperson of that committee.

14
15 SECTION 2 Bylaws Committee -

- 16 a) This Committee shall consist of a Chairperson and five (5) or more
17 other members. A resident member and a non-voting student member
18 may be appointed for a one-year term.
19 b) One third (1/3) of the members shall be appointed annually, each for a
20 term of three (3) years.
21 c) Duties of this committee shall include studying the Bylaws and
22 making recommendations for changes, deletions, modifications, and
23 interpretations after consideration to submitted proposals.

24
25 Finance Committee -

- 26 a) This Committee shall consist of the Treasurer of the Texas Academy, as
27 chairperson, and four (4) or more other members. A resident and a
28 student member may be appointed for a one-year term.
29 b) One-third (1/3) of the members shall be appointed annually, each for a
30 term of three (3) years. The Executive Director shall serve as an ex-
31 officio, non-voting member of this Committee.
32 c) This Committee shall supervise the Academy's fiscal accounts, submit
33 an annual budget for Board approval and arrange an annual fiscal
34 audit.

35
36 Nominating Committee -

- 37 a) This committee shall consist of nine (9) members; each with terms of
38 three years.
39 b) One third (1/3) of the members shall be appointed annually.
40 c) Two (2) members will be appointed by the President-Elect and the
41 other elected by the Board of Directors.
42 d) The chairperson shall be elected by the committee, from the
43 committee's membership.

- 1 e) The purpose of this committee shall be to:
2 i) Represent nominations for the office of President-Elect, Vice
3 President, Treasurer, one (1) Delegate and one (1) Alternate
4 Delegate to the Congress of the AAFP.
5 ii) Review the nominations of Directors and Alternate Directors from
6 component chapters.
7 iii) Make suggestions to the President regarding appointments to the
8 AAFP, Texas and American Medical Associations, other state
9 committees and commissions, and any other appointments, which
10 may be requested.
11 iv) Evaluate the job performance and attendance of elected TAFP
12 officers delegates.
13

14 Other Committees - Special committees or task forces may be appointed
15 by the President. They shall be reviewed annually and when their
16 assigned task is completed and their report is received by the Board, they
17 shall be dissolved.
18

19 **CHAPTER XIII**
20 **NOTICE OF MEETINGS**

21
22 SECTION 1 Notice of general or special meetings shall be given by the Executive
23 Director to all members at least thirty (30) days prior to the date of the
24 meeting, either by letter mailed to each member's address or by publication.
25

26 SECTION 2 Special meetings may be called by the Board or the President. Special
27 meetings shall be called by the Executive Director upon written request of
28 ten (10) or more members, at a place and time determined by the Board.
29

30 SECTION 3 Fifty (50) members shall constitute a quorum at any general or special
31 meeting of the Academy.
32

33 **CHAPTER XIV**
34 **INSPECTION OF RECORDS**

35
36 The minutes of the proceedings of the Board of Directors, the membership registry,
37 and the ledgers of fiscal account shall be open to inspection upon the written demand of
38 any member at any reasonable time, (during regular business hours), for any purpose
39 reasonably related to the member's interest as a member, and shall be produced at any
40 time when requested by ten percent (10%) of the members present at any general or
41 special meeting. Demand of inspection, other than at a meeting of the members, shall
42 be in writing to the President or to the Executive Director of the Academy.
43

