

# **JEFFERSON COUNTY CHAPTER**

**KENTUCKY ACADEMY OF FAMILY PHYSICIANS**

**AMERICAN ACADEMY OF FAMILY PHYSICIANS**

# **BYLAWS**

CONSTITUTION OF THE JEFFERSON COUNTY CHAPTER  
KENTUCKY ACADEMY OF FAMILY PHYSICIANS

ARTICLE I

Name

This organization shall be known as The Jefferson County Chapter of the Kentucky Academy of Family Physicians.

ARTICLE II

Objects and Purposes

Section 1. The objects and purposes for which this Academy Chapter is formed are as follows:

To establish an organization of family physicians;  
To encourage and assist young men and women in preparing, qualifying, and establishing themselves in family practice;  
To preserve the right of the family physician to engage in medical and surgical procedures for which he/she is qualified by training or experience;  
To assist in providing postgraduate study courses for family physicians, and to encourage and assist practicing physicians in participating in such training;  
To promote the science and art of family medicine and the betterment of public health, and to preserve the right of free choice of physician to the patient;  
To be an active chapter in the Kentucky Academy of Family Physicians and uphold its Constitution and Bylaws insofar as they may pertain to this organization; and further to take an active interest in the American Academy of Family Physicians of which the Kentucky Academy is a state chapter.

Section 2. This organization shall have no capital stock. It is not conducted for pecuniary profits and does not contemplate pecuniary gain or profit to the members thereof.

ARTICLE 3

Membership

Categories of membership in this organization shall be the same as those of the American Academy of Family Physicians, effective as of 1996. They are as follows: (1) Active, (2) Affiliate (category ceases to exist 1/1/98), (3) Supporting, (4) International, (5) Inactive, (6) Life, (7) Student, (8) Resident. The qualifications required of the respective classes, their right and obligations, and the method of their election shall be the same as those of the American Academy of Family Physicians and shall be set forth in the Bylaws.

ARTICLE 4

Meetings

There will be monthly meetings of this organization in at least nine months of each twelve month period. The time and place shall be set forth in the Bylaws. Special meetings may be called by the President, or majority vote of the Executive Committee.

ARTICLE 5

Quorum

Members of the Academy who are members of this organization present at any meeting as provided in Article 4 shall constitute a quorum provided that ten members, including at least two members of the Executive Committee, are present.

ARTICLE 6

Officers

The officers of this organization shall be a President, Secretary, and Treasurer. The powers, duties, terms of office, and method of election of the officers shall be set forth in the Bylaws.

ARTICLE 7

Executive Committee

There shall be an Executive Committee composed of each of the aforementioned officers and the immediate past president of the organization. The powers, duties, terms of office, and method of appointment of these officers shall be as set forth in the Bylaws.

ARTICLE 8

Bylaws

Bylaws may be adopted, amended, or rescinded by an affirmative vote of at least two thirds of the members present and voting at any meeting, provided that there shall be a quorum present, and that notice of the proposed action shall have been given at the previous regular meeting or shall have been sent to the members of this organization at least thirty days before the meeting at which such action is proposed to be taken.

ARTICLE 9

Constitution Amendment

This Constitution may be amended at any regular or special meeting, provided that the proposed amendment shall have been submitted in writing and read in open session at a previous regular or special meeting; and provided that a copy of the proposed amendment shall have been sent by mail to each active member at least seven days before it is to be acted on; and provided that at least a quorum of members is present; and provided that no amendment shall be in conflict with the Constitution and Bylaws of the Kentucky Academy of Family Physicians or the American Academy of Family Physicians.

ARTICLE 10

Taking Effect of This Constitution

This Constitution shall take effect immediately upon its adoption.

BYLAWS

CHAPTER 1

MEMBERSHIP

ARTICLE A

Classes of Membership

As stated in the Constitution, membership in this organization shall be classified as follows: (1) Active, (2) Affiliate (category ceases to exist 1/1/98), (3) Supporting, (4) International, (5) Inactive, (6) Life, (7) Student, (8) Resident.

Section 1. Active Members. The members of this organization shall be those persons who are members of good standing of the state chapter of the American Academy of Family Physicians whose names have been certified to the Secretary and whose dues and assessments to this organization have been paid.

Section 2. Eligibility. To be eligible for membership in this organization the applicant must meet all requirements of the American Academy of Family Physicians, and must be passed on by both rulings of which are subject to review by the members of this organization at any regular or special meeting.

Section 3. Requirements. The requirements to maintain membership in this organization shall be identical with those required by the American Academy of Family Physicians; also each member shall be subject to review at any time by the Executive Committee.

Section 4. Affiliate Members. Only those physicians who held or applied for Affiliate membership as of Sept. 20, 1995 may be re-elected to this category of membership for 1996 and 1997. Effective Jan. 1, 1998, this category of membership will cease to exist. (AAFP CLASSIFICATION CHART)

Section 5. Supporting Members. Members in this category must meet one of the two following requirements: (1) Physicians in specialties other than family practice must meet criteria established by the AAFP Board of Directors and must be licensed to practice in a geographic area in which a constituent chapter exists. (2) Physicians who have been actively engaged in the practice or teaching of family medicine or in medical administration for the previous six years but who do not qualify for Active membership because they did not complete the necessary residency training, must have completed during the three years immediately preceding application for Supporting membership 150 hours of CME, all of which must be AAFP prescribed credit, acceptable to the CoCME.

Section 6. International Members. Physicians engaged in family practice, the teaching of family practice, or medical administration who are licensed to practice in countries or territories outside the United States in which no constituent chapter exists and who are not eligible for membership in the Uniformed Services Chapter.

#### Section 1. Funds

The funds of this organization shall be derived from (A) annual equal assessment as dues, (b) voluntary contributions, (c) gifts, (D) income from investments, (E) monies from the constituted activities of this organization.

#### Section 2. Dues

The annual assessment as dues for any dues-paying member shall be as fixed by the membership of this organization at each annual meeting following the recommendation of the Executive Committee. They shall be due on demand by the Treasurer but not later than the first of the fiscal year, or in accordance with the AAFP, provided that the dues of an active member who is elected to membership after June the first of any fiscal year shall be but fifty percent of the annual dues of that year.

#### Section 3. Delinquent

Any dues-paying member who has failed to pay his or her dues by June the thirtieth of any fiscal year shall thereby become delinquent and shall forfeit his/her privileges as a member of this organization, provided that, if the dues are paid by July the thirty-first, he/she shall automatically be restored to full membership; if paid subsequent to July the thirty-first and before December the thirty-first, he/she shall be restored to full membership only on favorable action of the Executive Committee; if not paid during the current fiscal year, restoration to full membership shall require reapplication which shall be processed as for new members.

#### Section 4. Fiscal year

The fiscal year of this organization shall be from January the first through December thirty-first.

### CHAPTER 3

#### ELECTION OF OFFICERS

#### Section 1. Nominations

At least sixty days prior to the annual meeting in December it shall be the duty of the Executive Committee to elect a Nominating Committee consisting of three members. This committee shall present to the Executive Committee a slate of officers consisting of President, Secretary and Treasurer, provided that nothing herein shall be construed as preventing nomination from the floor at the time of the annual meeting of this organization. The names of the nominees shall be read in a regular meeting immediately preceding the annual meeting and a list of those names shall be sent by mail to all members of this organization at least seven days prior to the annual meeting.

The election of all officers shall be by a majority vote. When there are three or more candidates for a single office and no one receives a majority vote on the first ballot, a second ballot shall be taken between the two candidates receiving the highest number of votes on the first ballot.

All votes taken in the election of officers shall be by secret ballot.

#### Section 2. Vacancies

In the event that the office of President becomes vacant for any reason whatsoever, it shall be filled by the Secretary. In the event that the office of Secretary or Treasurer becomes vacant, it shall be filled by special election ordered by the President. Notice of the time of election shall be sent in advance to each active member of this organization. Nominations for the vacant office shall be made from the floor at the time of election.

#### Section 3. Installation of Officers

All officers shall be installed and assume their duties at the close of the annual meeting at which they are elected.

### CHAPTER 4

#### DUTIES AND TERMS OF OFFICERS

##### Section 1. President

The President shall serve for one year or until his/her successor shall have been elected and installed. His/her duties shall be those ordinarily pertaining to this office in usual parliamentary practice. He/she shall name the members of all appointed committees and shall be an ex officio member thereof. He/she may attend meetings of special committees and participate in discussion but may not vote. At the annual meeting which concludes his/her term of office he/she shall deliver an address on such matters as he/she deems of importance to the profession and to the public. Any elected officer not attending three consecutive meetings is to be dropped from that position; the office to be declared vacant and a special election to be held at that third meeting to fill this vacancy.

##### Section 2. Secretary

The Secretary shall, in addition to the ordinary duties of the Secretary of such an organization, be responsible for printing and mailing of programs; he/she



## Section 2. Nominating Committee

As listed in Chapter 3, Section 1 of these Bylaws, at least 60 days prior to the annual meeting it shall be the duty of the Executive Committee to select a nominating committee consisting of three members. This committee shall present to the Executive Committee a slate of officers of this organization prior to the immediate meeting preceding the annual meeting.

## Section 3. Limitations

Nothing listed herein or elsewhere in the Constitution or the Bylaws shall usurp the rights of any question of decision made by the Executive Committee to be rightfully heard before the body of this organization for their approval, disapproval, and/or recommendation.

# CHAPTER 6

## SPECIAL COMMITTEES

### Section 1. Special Committees

The President, on instructions from this organization or, in case of emergencies, from the Executive Committee, or on his/her own initiative if circumstances warrant, may appoint such special committees as may be necessary from time to time. Such committees shall confine their work to the purposes for which they were appointed and shall report to the organization as directed. They shall not have the power of action unless such is specifically granted by the motion which created the committee.

# CHAPTER 7

## ORDER OF BUSINESS

### Section 1. Regular Meetings

The order of business shall be:

- A. Call to order by the President
- B. Scientific Program
- C. Reading of the minutes of the preceding meeting. Treasurer's Report.
- D. Reports of the Special Committees
- E. Unfinished Business
- F. Introduction of new members
- G. New or miscellaneous business
- H. Adjournment (provided that the organization may, by majority vote, suspend the order of business for that meeting and provided that the Guest Speaker shall be heard prior to the business session).

## Section 2. Annual Meetings

The order of business shall be:

- A. Call to order by the President
- B. Recording of the minutes of the preceding meeting.
- C. Annual reports of officers (providing that the annual reports of officers shall be presented in writing)
- D. Reports of Special Committees
- E. Unfinished Business
- F. Introduction of new members
- G. New or miscellaneous business
- H. Annual election of officers
- I. Installation of officers

## CHAPTER 8

### AMENDMENT

These Bylaws may be amended at any regular or special meeting or new Bylaws adopted or Bylaws rescinded, provided that there be a quorum present, and that notice of the proposed action shall have been given at the previous regular meeting or shall have been sent to the active members of this organization at least 30 days before the meeting at which action is proposed to be taken.

## CHAPTER 10

### RULES AND ORDERS

The rules contained in Sturgis Standard Code of Parliamentary Procedure (latest edition) shall govern this organization in all cases to which they are applicable and when they are not inconsistent with the Bylaws of this organization.

J. A. Bishop, M.D.  
Stanley Smith, M.D.

Homer B. Martin, M.D.  
Carroll L. Witten M.D., Chairman

This Constitution and Bylaws was adopted November 11, 1954 at the regular monthly meeting of the Jefferson County Academy of General Practice Chapter with Gracie R. Rowntree, M.D., President, Edgar B. Morgan, M.D., Vice President, Stanley E. Smith, M.D., Secretary, and W. E. McKee, M.D., Treasurer.

This Constitution and Bylaws were amended April 11, 1996 at the regular monthly meeting of the Jefferson County Chapter, American Academy of Family Physicians with Robert P. Schiavone, M.D, President, Bakula Sheth, M.D., Secretary, and E. Kathie Elliot, M.D., Treasurer.