

TEXAS ACADEMY OF FAMILY PHYSICIANS – ALAMO CHAPTER

BYLAWS

ARTICLE I – NAME

The name of this organization is the Alamo Chapter of the Texas Academy of Family Physicians.

ARTICLE II – AFFILIATION

The organization is a chapter of the Texas Academy of Family Physicians and abides by the bylaws of the Parent organization.

ARTICLE III – VISION STATEMENT

The Alamo Chapter of the Texas Academy of Family Physicians is dedicated to the promotion of a healthcare environment that values the vital role of family physicians in providing quality, comprehensive care to all Texans.

ARTICLE IV – MISSION STATEMENT

The Alamo Chapter of the Texas Academy of Family Physicians unites the family physicians of Texas through advocacy, education and member services, to empower them to provide a medical home for all patients.

ARTICLE V – GOALS

Section 1: The objects of this organization are:

1. To establish, maintain and promote an organization of family physicians by:
 - Maintaining the highest professional standards of family medicine.
 - Advancing the science and art of family medicine and the betterment of public health, and preserving the right of the patient to a free choice of physician.
 - Supporting the availability of high quality family medicine residency programs and providing competent family physicians for every citizen of Texas.

2. To preserve the right of the family physician to engage in all aspects of medical and surgical procedures for which he/she is qualified by training and demonstrated ability.
3. To encourage and assist young men and women in preparing, qualifying and establishing themselves in the practice of family medicine.
4. To acknowledge and assume responsibility of public advocacy in health related matters and to promote and improve public health.

ARTICLE VI – MEMBERSHIP

The classes of membership and the regulations governing re-election to membership shall be the same as those of the Texas Academy of Family Physicians now existing or as amended in the future, as follows:

Section 1. Active members – the members of this Chapter shall be those persons who are active members in good standing of the Texas and American Academy of Family Physicians and whose dues and assessments to this chapter have been paid. They must be licensed to practice medicine in the state of Texas. Requirements for re-election for active members shall be the same as those of the American Academy of Family Physicians.

Section 2. Resident members – physicians in training in an approved family medicine residency may be elected to resident membership. Election to such membership shall be for the duration of one’s residency. Resident members shall have six months following completion of residency to be elected to active membership within the Chapter. Those failing to be elected to active membership within the allotted time shall be dropped from the rolls of the Chapter. Resident member shall be entitled to vote and have the privilege of the floor and serve on committees.

Section 3. Inactive members – members who are incapacitated by reason of illness, accident or infirmity and who for this or any other reason are unable to engage in active practice may be elected to inactive membership by a majority vote of the Board of Directors. Election to inactive membership shall be for a maximum of one year, provided, however, that an inactive member may be re-

elected to this classification annually by the Board of Directors. Inactive members shall not be required to pay Chapter dues. Inactive members shall not be entitled to vote or to hold office in the chapter, but shall have the privilege of the floor of the Assembly.

Section 4. Life members – any prior active member who was retired from the practice of family medicine may be elected to life membership by a majority vote of the Board of Directors. These members shall not be required to pay Chapter dues. They may vote and have the privilege of the floor but may not hold office.

Section 5. Members emeritus – those retired members, because of prior distinguished services rendered to the Chapter, may be elected to honorary retirement by a majority vote of the Board of Directors. Their requirements and privileges are the same as life members.

Section 6. Student members – students regularly enrolled in Texas schools of medicine or osteopathy may be elected to student memberships by the Board of Directors. Election to student membership shall terminate upon graduation from medical school. Student members shall not be entitled to vote or to hold Chapter office, but may have the privilege of the floor and serve on committees.

Section 7. Membership Agreement – acceptance of membership in this Chapter shall constitute an agreement by such member to comply with the Bylaws thereof and to recognize the officers of the Chapter as the sole and only judge of his right to be or remain a member. All rights, title and interest, both legal and equitable, of members in and to the property of this organization shall cease and terminate in the event of any or either of the following: (a) the striking of his name from the roll of members; (b) his death or resignation.

Section 8. The membership in the Alamo Chapter of Family Physicians is composed of members from the counties of Bexar, Atascosa, Comal, Guadalupe, Kendall, Karnes, Kerr, Medina, Frio, LaSalle and Wilson.

ARTICLE VII – MEETINGS

The meetings of this organization are to be held monthly at a time and place to be determined by the Board of Directors. The Board of Directors is empowered to cancel any regular meeting because of conflicts with other meetings, vacations, or inability to procure a satisfactory program.

Section 1. Notice of general or special meetings shall be given to all members at least seven days prior to the date of such meeting.

Section 2. Special meetings may be called by the Board of Directors or by the President.

Section 3. A quorum consists of members in good standing of the Alamo Chapter in attendance. Each member present and in good standing shall have one vote. The record of the secretary shall determine all members so qualified.

ARTICLE VIII – OFFICERS

Section 1. The officers of the Academy are the President, President-Elect, Vice-President, Secretary, Treasurer and Parliamentarian.

Section 2. At least thirty (30) days before the February meeting each year, the Board shall appoint a Nominating Committee to meet in January. The Nominating Committee will consist of the past three (3) presidents who are active and available plus two members at large from the membership. This committee will prepare nominations for President-Elect, Vice-President, Secretary, and Treasurer to be presented in February and voted on at the February meeting. It is provided that nothing in these Bylaws shall prevent nominations from the floor of the February meeting.

Section 3. Elections shall be by a majority vote of the members present and voting at the meeting in February. All of the officers and the Board of Directors shall assume office at the end of the March chapter meeting. Their term shall run for one year to the end of the following March meeting.

Section 4. **PRESIDENT:** The President shall preside at meetings and shall be chairman of the Board of Directors and the chief executive officer of the Executive Committee. He/she shall represent the organization in public affairs, and preside over all meetings and committees except for the Nominating Committee. The President will appoint, subject to the approval of the Board of Directors, any committee deemed necessary. The President shall be an ex-officio member of all committees except the Nominating Committee. In the absence of the Treasurer, the President may sign any and all checks necessary to manage the finances of the Chapter. He/She must cosign all checks written by the Treasurer of the Chapter in the amounts greater than \$3,000.00. The office of President shall be filled by the President-Elect of the year previous.

Section 5. **PRESIDENT-ELECT:** The President-Elect shall be a member of the Board of Directors and shall preside at meetings of the Chapter in the absence of the President and Vice-President. He/she shall succeed to the office of President upon expiration of the President's term of office.

Section 6. **VICE-PRESIDENT:** The Vice-President shall be a member of the Board of Directors and preside at meetings of the Chapter and of the Board in the absence of the President. He/she is in charge of membership and all matters pertaining to membership in the Chapter. The Vice-President will serve a one-year term, but may serve consecutive terms.

Section 7. **SECRETARY:** The Secretary shall perform the duties which the title of the office of Secretary ordinarily connotes, such as giving notice of meetings, keeping a record of all meetings, keeping records of enrollment and maintaining records of the members. He/she also will be the custodian of all of the official documents of the Chapter and shall be responsible for any correspondence which the President may direct him/her to write. The Secretary will serve a one-year term, but may serve consecutive terms.

Section 8. **TREASURER:** The Treasurer shall be the custodian of all the funds of the Chapter and, at the discretion of the Board of Directors, shall furnish bond, the premium of which shall be paid by the organization in such an amount as the Board of Directors may require. He/she shall keep legible books of all income and

expenditures of the Chapter, shall disperse the sums necessary to manage the finance of the Chapter and have the President cosign all checks in the amounts greater than \$3,000.00. In addition, the Treasurer will manage all savings accounts and invest money to the benefit of the organization. At the beginning of his/her term of office, he/she shall present a tentative budget for the upcoming fiscal year and present it to the Board of Directors at their first meeting. At the close of each year, he/she shall furnish a financial statement and shall present the finding of the audit every two years. The Treasurer will serve a one-year term, but may serve consecutive terms.

Section 9. PARLIAMENTARIAN: The Parliamentarian shall act as an advisor to the presiding officer and be a source of information on parliamentary procedure at all meetings and resolve any difficulties in the democratic running of the Chapter. . He/she will serve a one-year term and may also serve consecutive terms. The Parliamentarian is appointed by the President and confirmed by the Board.

Section 10. VACANCIES: If the office of the President should become vacant, it shall be filled by the Vice-President. In the event the Vice-President is unable to serve, the office shall be filled by an appointment of the Board of Directors until the next annual business meeting.

In the event of death, resignation or removal from office of the President-Elect, the Board of Directors shall nominate one or more members for that office and election of the successor to the President-Elect shall take place by the vote on those candidates by the membership at the next ensuing annual business meeting providing that nothing herein shall be construed as preventing additional nominations for the office from the floor.

If the death, resignation or removal of the President-Elect occurs more than 90 days before the next annual business meeting, the Board of Directors, in a special meeting, shall nominate two members from the membership as candidates for the President-Elect. Election of the new President-Elect shall be by a majority vote of members present at the next membership meeting.

In the event of a vacancy in the office of Treasurer or Secretary, the Board of Directors, by majority vote, shall appoint a successor to serve until the next election.

ARTICLE IX – EXECUTIVE COMMITTEE

Section 1. Composition. The Executive Committee shall consist of the President, President-Elect, Vice-President, Secretary, Treasurer and the Parliamentarian.

Section 2. Duties. The President will be the chief executive officer and will preside at all meetings. The Executive Committee is authorized to act on business matters of the Chapter requiring prompt attention between meetings. Such actions must be reported to the Board of Directors at the next regular meeting of the membership.

ARTICLE X – BOARD OF DIRECTORS

Section 1. The control and administration of this organization is vested in a Board of Directors composed of the:

- Immediate past president
- Delegates and Alternates to be determined June 1st of each year by the Texas Academy of Family Physicians (TAFP) as defined by the bylaws of the TAFP and elected from the membership or appointed by the President
- Chairmen of each Family Medicine Residency Programs
- Six (6) officers of the Alamo Chapter of the TAFP
- Resident liaison
- Members who are officers of the American Academy of Family Physicians.

Section 2. Five voting members of the Board of Directors constitute a quorum.

Section 3. The President of the Alamo chapter will be the presiding officer of this Board of Directors.

Section 4. The Board of Directors will meet upon the call of the President. Any member of the Board of Directors may request a meeting by contacting the President.

Section 5. The Board of Directors shall meet prior to the first monthly meeting of its terms of office. The Board of Directors shall have charge of all properties and monies of the Chapter, and shall manage its financial affairs after the manner and with the usual authority of Board of Directors under the laws of the State of Texas. The body shall take an active role in management of the affairs of the Chapter. All resolutions or recommendations pertaining to the expenditure of monies must be approved by the Board of Directors before the same shall become effective. The Board of Directors shall fix the salary of any paid employee of the Chapter.

Section 6. The Resident liaison shall be a member appointed by the Residency Directors, approved by the President and the Board of Directors to represent the residency program and shall act as liaison between the Chapter and the various physicians in family medicine residencies and medical schools. He/she shall be a member of the Board of Directors, serving a one-year term and may serve consecutive terms. The Liaison shall provide information to the Board of Directors on Resident and Medical Student concerns.

Section 7. The Program Chairman, while working with staff, shall be in charge of the regular monthly meeting programs. He/she shall be a member of the Board of Directors, serves a one-year term, shall be appointed by the President and may serve consecutive terms.

Section 8 The Board of Directors shall act as representatives of all of the members, to carry on the work of the organization during the intervals between meetings of the membership.

Section 9. Vacancies on the Board of Directors may be filled by the Board of Directors or as specified under Article VIII of the Bylaws.

ARTICLE X – FINANCES

Section 1. DUES: Dues for the membership to the Chapter will be set by the Board of Directors with the approval of the members present and voting at the February meeting. Special assessments may be levied or changes in annual dues may be made by a two-thirds vote of the Board of Directors and a majority vote of

the membership present and voting at the next meeting. It is mandatory that dues to the American Academy of Family Physicians be paid in full to obtain membership in the Texas Academy of Family Physicians and the Alamo Chapter. Membership dues are paid to the American Academy of Family Physicians and rendered to the Alamo Chapter through the Texas Academy of Family Physicians.

Section 2. AUDITOR: The Chapter's fiscal account shall be audited every two years. The results of the audit will be presented by the Treasurer to the Board of Directors.

ARTICLE XI – DISCIPLINE, ETHICS AND CHANGE OF STATUS

The Principles of Medical Ethics of the American Medical Association as adopted by the American Academy of Family Physicians shall be the principles of ethics of this Chapter and shall be and hereby are made a part of these Bylaws.

ARTICLE XII – INSPECTION OF RECORDS

The minutes of the proceedings of the Chapter, the membership book as provided by the TAFP and the books of account shall be open to inspection upon written demand of any member, at a reasonable time and shall be produced at a time when requested by ten percent of the members present at any chapter meeting. Demand of inspection, other than at a meeting of the members, shall be in writing to the President of the Chapter.

ARTICLE XIII – AMENDMENTS TO THE BYLAWS

Any member may propose amendments to the Bylaws by submitting the same to the Secretary in writing prior to any regular meeting. Notice of such proposed amendment shall be given by the Secretary to all members at least thirty (30) days prior to being voted on. Affirmative two-thirds vote of the members present and voting is required to amend the Bylaws. Any revision of the Bylaws shall be presented to the Board of Directors at least thirty (30) days prior to being voted on. Affirmative two-thirds vote of the Board members present and voting is required to bring the revised Bylaws to the membership.

ARTICLE XIV – RULES OF ORDER

American Institute of Parliamentarians Standard Code of Parliamentary Procedure, current edition, except when the same are in conflict with the Bylaws of the Chapter shall cover all parliamentary proceedings of the meeting.

Amendments approved from October 2016 incorporated into Alamo Chapter Bylaws in July 2019.