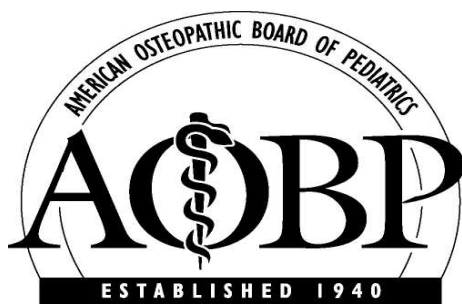




AMERICAN OSTEOPATHIC ASSOCIATION

142 East Ontario Street, Chicago, IL 60611-2864 ph 312 202 8000 | 800 621 1773



5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33

Bylaws of the American Osteopathic Board of Pediatrics

Adopted in its Entirety July 2011
Amended March 2012

FOREWORD

1
2
3 The American Osteopathic Board of Pediatrics was established in 1940 upon approval by the Board of
4 Trustees of the American Osteopathic Association.
5
6
7 This booklet contains the revised Bylaws as approved by the Board of Trustees of the American
8 Osteopathic Association in March, 1991; February 1994; February, 1995; July, 1996; July 2002; February
9 2003, July 2003, February 2004, July 2011, and March 2012.
10
11

1 **BYLAWS OF THE**
2 **AMERICAN OSTEOPATHIC BOARD OF PEDIATRICS**

3
4 **Mission Statement**

5
6 The mission of the American Osteopathic Board of Pediatrics is to use every means possible to maintain
7 the highest standards of practice within the field of osteopathic pediatrics. (2/10)

8
9 **Article I. Duties**

10
11 Section 1. Duties.

12 The duties of the American Osteopathic Board of Pediatrics (hereinafter also referred to as “the Board”
13 or “AOBP”) are to:

- 14
15 A. Define the qualifications for and to serve as an advisory body for all applicants for certification in
16 pediatrics and any other specialty or field of practice which may be assigned to its jurisdiction.
17
18 B. Determine, in accordance with the provisions of these Bylaws, the standards of education, formal
19 training and practice required for certification in pediatrics and any other specialty, subspecialty
20 and/or certification of added qualifications which may be assigned to its jurisdiction, subject to
21 the recommendation of the Bureau of Osteopathic Specialists (BOS) and the approval of the
22 Board of Trustees of the American Osteopathic Association (AOA).
23
24 C. Establish procedures, in accordance with the provisions of these Bylaws, for the conduct of
25 examinations at least once a year.
26
27 D. File its recommendations and pertinent information concerning each applicant for certification, as
28 required by the BOS.
29
30 E. Provide and issue certificates in all fields assigned to the AOBP, in accordance with the provisions
31 of these Bylaws.
32
33 F. Recommend the revocation of a certificate in accordance with the provisions of these Bylaws.
34
35 G. Record and file all applications submitted, complete records of examination results in accordance
36 with the Records Retention Policy of the BOS, and maintain a registry of diplomates.
37
38 H. Determine and collect the application and examination fees, in accordance with the provisions of
39 these Bylaws and provide the funds necessary to finance the operation of the AOBP.
40
41 I. Arrange for all meetings necessary for the Board to carry out its functions as provided for in these
42 Bylaws.
43
44 J. Provide a representative to the BOS. The Chairman of the AOBP will act as representative to the
45 BOS. In case of the inability of the regular representative to attend the sessions of the BOS, an
46 alternate shall be recommended, as provided in the AOA "Policies and Procedures of the Bureau

1 of Osteopathic Specialists and AOA Specialty Certifying Boards" (*Policies and Procedures of the BOS*).
2 (2/10)

3
4 K. Conduct its activities in relation to the officers of the AOA, the BOS, other Specialty Certifying
5 Boards and applicants for certification and recertification, in accordance with the *Policies and*
6 *Procedures of the BOS*.

7
8
9 L. Establish, in conformance with these Bylaws, all necessary rules and procedures governing the
10 activities of the Board which are not provided by the BOS and the AOA Board of Trustees.

11
12 M. Report all recommendations regarding candidates for certification and recertification to the BOS
13 for approval, and all other actions, recommendations and activities through the BOS to the AOA
14 Board of Trustees for approval.

15
16 N. Maintain a recertification process, as approved by the BOS and the AOA Board of Trustees.
17 Issue certificates of recertification to candidates who successfully complete the recertification
18 process, subject to the approval of the BOS.

19
20 O. Establish and maintain an Osteopathic Continuous Certification (OCC) process.

21
22 In conducting the financial affairs of the organization, the Board shall:

23
24 A. Establish and receive application, examination and other fees.

25 B. Invest the Board's money in securities and properties as it may determine.

26 C. Authorize signature(s) on all checks.

27 D. Shall comply with AOA bonding requirements.

28 E. Authorize an audit of its accounts.

29 F. Pay from its funds the cost of financial obligations it authorizes.

30 G. Receive an accounting of all funds at its annual meeting and at such other times as the chairman
31 may determine.

32 H. Not be liable individually for Board debts within the organization's scope of authority.

33 I. Prepare a financial statement for submission to the AOA in accordance with established
34 guidelines.

35
36 Section 2. Definition

37 For the purpose of the operation of the AOBP, the practice of pediatrics shall be defined as consisting of
38 and including the utilization of all of those procedures necessary to the study and management of the care
39 of infants and children, as well as to the prevention, diagnosis, and treatment of the diseases of infants and
40 children through adolescence.

Article II. Membership

Section 1. Membership

The AOBP shall consist of nine (9) members elected by the process defined in Article VI of the *Policies and Procedures of the BOS*. Insofar as practical, membership shall include a representative from each area of pediatrics and a representative from each of the time divisions of the United States. (7/11, 3/12)

Section 2. Qualifications

Members of the Board must:

- A. Be a member in good standing of the AOA.
- B. Be certified by the AOA through the American Osteopathic Board of Pediatrics.
- C. Be a fellow or senior member in good standing of the American College of Osteopathic Pediatricians.
- D. Have involvement within the past five years with a pediatric residency program, a recognized medical education program, or a faculty or research program related to pediatrics.
- E. Have demonstrated experience or training in evaluation processes.
- F. Be primarily active in general pediatrics or a pediatric subspecialty practice at the time of election.

Section 3. Term of Office

- A. Members shall be elected for terms of three (3) years. The terms shall be staggered so that new members elected in any year shall not constitute a majority of the Board. Terms shall be limited to no more than four (4) consecutive three (3) year terms or a total of twelve (12) years lifetime.
- B. Whenever a vacancy occurs on the Board due to the death or resignation of a member whose term has not expired, the procedure outlined above shall be followed. If it is deemed urgent that approval of the nominee be considered prior to the next annual meeting of the AOA Board of Trustees, a nominee may be submitted according to established procedure to the next scheduled meeting of the AOA Board of Trustees.
- C. Members shall continue to serve until their successors are elected.

Article III. Officers

The officers of the AOBP shall be a Chairman, Vice Chairman, and Secretary-Treasurer. The officers shall be elected by the Board during its annual meeting and shall serve for a term of one (1) year or until such time as their successors are elected.

Section 1. Chairman

The Chairman shall preside at all meetings of the Board, appoint all committees, schedule all meetings of the Board, supervise all examinations, and sign all certificates issued by the AOBP. The Chairman shall be Chairman of the Examination Committee, will be the BOS representative and shall be an ex-officio member of all other committees.

1 Section 2. Vice Chairman

2 The Vice Chairman shall preside at all meetings of the Board in the absence of the Chairman and assist
3 the Chairman in the discharge of the duties of that office.
4

5 Section 3. Secretary-Treasurer

6 The Secretary-Treasurer shall:
7

- 8 A. In cooperation with the AOA central office, keep a record of all proceedings, transactions, and
9 rulings of the Board, all examination papers and case records and all old and current basic
10 documents, in compliance with the Records Retention Policy of the BOS.
11
- 12 B. Maintain a record of all diplomates of the Board.
13
- 14 C. Have printed and distributed all certificates, application forms, and booklets of information
15 authorized by the Board and necessary for the proper functioning of the Board.
16
- 17 D. Provide all applicants with the requirements for examination, certification and recertification in
18 written form.
19
- 20 E. Sign all certificates issued by the Board.
21
- 22 F. Prepare the complete files and other pertinent information in support of recommendations for
23 certification and recertification for presentation to the AOA.
24
- 25 G. Prepare the annual and midyear reports for the BOS as requested.
26
- 27 H. Notify the Chairman and Secretary of the BOS and the AOA Executive Director of the officers
28 elected by the Board and of the appointments of BOS representatives.
29
- 30 I. Receive, protect and disburse the funds of the Board, and issue an accounting of all funds at the
31 annual meeting or at such other times as requested by the Chairman of the Board.
32
- 33 J. Prepare a financial statement for submission to the AOA in accordance with established AOA
34 requirements.
35

36 In addition, the Secretary-Treasurer shall collect, receive, disburse, and be accountable for all funds of the
37 Board. The Secretary-Treasurer shall maintain a complete and permanent record of the financial
38 transactions of the Board in accordance with accepted accounting practices and shall be bonded, at the
39 discretion of the Board. The Secretary-Treasurer shall make a full financial report at the annual meeting
40 of the Board and, at the discretion of the AOBP and/or on request by the AOA, shall present the
41 financial records for audit purposes. The Secretary-Treasurer shall perform all other duties that usually
42 and customarily pertain to the office of Secretary-Treasurer and shall perform such other duties and
43 exercise such other powers as may be determined from time to time by the Board.
44
45
46

1 Section 4. Additional Appointments

2 At its discretion, the Board may appoint:

- 3
- 4 A. An Executive Director to assist the Chairman and Secretary-Treasurer
- 5
- 6 B. Consultants to counsel the Board.
- 7
- 8

9 **Article IV. Committees**

10 Committees shall be appointed by the Board Chairman, the duties of which are herein prescribed:

11 Section 1. Credentials Committee

12 The Credentials Committee shall consist of three (3) members of the Board. The Committee shall:

- 13
- 14
- 15
- 16 A. Review all completed applications.
- 17
- 18 B. Conduct a comprehensive investigation of each applicant in accordance with the rules governing
- 19 applications.
- 20
- 21 C. Prepare a complete report, with recommendations for each applicant, for presentation to the
- 22 Board at its next annual meeting.
- 23

24 Section 2. Examination Committee

25 The Examination Committee shall consist of a Chairman and no fewer than two (2) members of the

26 Board. The Chairman of the Board shall be the Chairman of the Examination Committee. The

27 Examination Committee shall:

- 28
- 29 A. Plan and prepare for the conduct of examinations in the specialties and subspecialties and/or
- 30 added qualifications under the jurisdiction of the Board in accordance with the rules governing
- 31 examinations of the Board.
- 32
- 33 B. Report the results of the examinations to the Board.
- 34

35 Section 3. Executive Committee

36 The Executive Committee shall consist of the officers of the Board. The Committee shall meet and

37 conduct business as needed. All business transacted by the Executive Committee shall be reported to the

38 full Board within thirty (30) days of the meeting. The Executive Committee shall meet at the call of the

39 Chairman or upon written request of any two (2) members.

40

41 Section 4. Ad Hoc Committees

42 The Chairman of the Board may, from time to time, establish Ad Hoc Committees to carry out specific

43 objectives, subject to approval by this Board. After an Ad Hoc Committee's mission has been

44 accomplished, it will be dissolved.

45

46

47

Article V. BOS Representatives

1
2
3 Section 1.

4 The chairman of the AOBP will represent the Board on the BOS and in all matters where such
5 representation is required.

6
7 Section 2.

8 An alternate representative shall be recommended from and by the membership of the Board. The
9 alternate shall be empowered to act for the regular representative in his/her absence.

10
11 Section 3.

12 The BOS representative shall:

- 13
- 14 A. Transmit from the Board all information attesting to the adequacy of the examination.
- 15
- 16 B. Have available files and records of all candidates being recommended for certification and such
17 other files as may be requested in advance.
- 18
- 19 C. Report the adequacy of the examinations and the recommendations of the Board on applicants
20 who have completed the examinations to the BOS.
- 21
- 22 D. Report actions and proceedings of the BOS to the Board.
- 23
- 24

25 **Article VI. Meetings**

26
27 Section 1. Annual Meeting

28 The AOBP shall hold a regular annual meeting to transact business and to conduct examinations.

29
30 Section 2. Midyear Meeting

31 A midyear meeting, called for the purpose of transacting business, shall be held at a time and place
32 determined by a majority vote of the members of the Board at the annual meeting.

33
34 Section 3. Special Meetings

35 Special meetings of the Board deemed necessary for the transaction of business may be called by the
36 Chairman of the Board or by a majority vote of the total membership of the Board. Notice of the
37 meeting shall be mailed to each member by the Secretary-Treasurer not less than thirty (30) days prior to
38 the proposed meeting date.

39
40 Section 4. Quorum

41 For the transaction of business at any meeting of the Board, five (5) members present shall constitute a
42 quorum. (7/11)

1 Section 5. Order of Business for AOBP Meetings

2
3 A. Annual Meeting:

- 4 1. Call to Order
- 5 2. Roll Call
- 6 3. Approval of Minutes
- 7 4. Report of Secretary-Treasurer
- 8 5. Report of Credentials Committee
- 9 6. Report of Examination Committee
- 10 7. Reports of Special Committee(s)
- 11 8. Old Business
- 12 9. New Business
- 13 10. Election of Officers
- 14 11. Approval of Committee Appointments
- 15 12. Adjournment

16
17 B. Midyear Meeting

- 18 1. Call to Order
- 19 2. Roll Call
- 20 3. Approval of Minutes
- 21 4. Report of Secretary-Treasurer
- 22 5. Report to BOS of Osteopathic Specialists and AOA Board of Trustees
- 23 6. Report from BOS Representative
- 24 7. Report of Credentials Committee
- 25 8. Report of Examination Committee
- 26 a. Any special rules governing examinations
- 27 b. Recommendation for additional (adjunct) examiners
- 28 9. Review of Examination Questions

29
30 Section 6. Governing Rules

31 Meetings of the Board shall be governed by Robert's Rules of Order, Newly Revised, unless otherwise
32 specified in these Bylaws.

33
34
35 **Article VII. Certification Program**

36
37 Section 1. Criteria

38 In accordance with the Policies and Procedures of the Board and the *Policies and Procedures of the BOS*, the
39 AOBP shall establish and publish criteria for certification.

40
41 Section 2. Additional Certification Requirements

42 Subject to the recommendation of the BOS and to the approval of the AOA Board of Trustees, the
43 AOBP may require such further training and/or practice in each of the specialties or subspecialties
44 coming under its jurisdiction as, in its judgment, such subspecialty may require, provided that the
45 additional requirement for each specialty or subspecialty is clearly set forth in the Policies and Procedures
46 of the Board. Additions to training and/or practice requirements shall go into effect one (1) year
47 subsequent to the announcement of such change. (2/10)

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35

Section 3. Certificates

The AOBP will issue and maintain certificates of certification and recertification in accordance with the *Policies and Procedures of the BOS*.

Section 4. Inactivation, Revocation, Reinstatement, and Reactivation

In accordance with the Policies and Procedures of the Board and the *Policies and Procedures of the BOS*, the AOBP shall establish and publish information related to the inactivation, revocation, reinstatement and reactivation of a certification.

Section 5. Recertification and Osteopathic Continuous Certification

In accordance with the Policies and Procedures of the Board and the *Policies and Procedures of the BOS*, the AOBP shall establish and publish recertification and Osteopathic Continuous Certification (OCC) criteria and issue certificates of recertification to candidates who successfully complete the recertification and/or OCC process and who are approved by the AOA.

Section 6. Appeals

An applicant or candidate for AOA board certification through the AOBP shall be entitled to appeal, according to the Policies and Procedures of the Board and the *Policies and Procedures of the BOS*.

Article VIII. Authority

The actions of the Board regarding recommendations of certification are subject to the approval of the Executive Committee of the BOS. Actions of the Board regarding policy and other matters are subject to the recommendations of the BOS and the approval of the AOA Board of Trustees.

Article IX. Amendments

Subject to the review and recommendation of the BOS and to the approval of the AOA Board of Trustees, these Bylaws may be amended by a two-thirds (2/3) vote of the total membership of this Board at any meeting provided each member has been notified at least thirty (30) days prior to the date of the meeting, of its being called and of the intention to amend.