ACOOG Policies and Procedures

<u>Introduction</u>

These are the Policies and Procedures of the American College of Osteopathic Obstetricians and Gynecologists. This document serves as a reference for the duties of each ACOOG Committee. The composition and the term limits of members should be found easily within this document. This document is also meant to be a dynamic document that can be revised in an expeditious and efficient manner. The ACOOG Board of Trustees will approve any changes to this document, but approval of the general membership is not required. However, any changes to the Bylaws of the ACOOG will need to be approved by the Board of Trustees and the general membership.

Duties of the Editorial Committee

(a) The Chair shall be the editor of the ACOOG newsletter
(b) The committee shall consist of a Chairperson and four members as determined by the President
(c) The term is for 1 year with a 3-year limit. Terms will be staggered. The Chair will have no term limits.
(d) The members of the committee shall act as guest editors for the ACOOG newsletter
(e) The committee will cooperate with the editorial department of the American Osteopathic Association and assist in editing obstetrical and gynecological writing intended for publication.

Duties of the Research and Awards Committee

(a) This committee will consist of a Chair and three or more members as determined by the President, including one senior resident or postgraduate fellow.
(b) The term is for 1 year with a 3-year limit. Terms will be staggered. The Chair will have no term limits.
(c) The goal of the Research Committee is to foster excellence and integrity in its physicians in training programs. This committee will help promote original research publications and manuscript submission to the current medical literature.
(d) This committee will work with the ACOOG Executive Committee and the Executive Vice President of the ACOOG to explore funding sources to subsidize research in this specialty.
(e) This committee will encourage and assist those individuals in *postgraduate training programs* in the preparation and submission of research projects.
(f) To recommend to the Board of Trustees those research projects in this specialty field that shall receive financial support from available funds.

(g) This committee will also work with the ACOOG Executive Committee and the Executive Vice President of the ACOOG to evaluate and grade research projects presented at the annual meeting.

(h) To recommend to the Board of Trustees any outstanding osteopathic physician for a special award that may be given by the college from time to time.

Duties of the Nominating Committee

(a) The members of the Nominating Committee shall consist of the Immediate Past President as Chair, the current President, the President Elect and the Vice President.
(b) To propose members' names for the various offices of the College and appropriate AOA Committee recommendations.
(c) To notify the general membership of its proposed nominations at least thirty (30) days in advance of the annual meeting.

Duties of the Bylaws Committee

(a) This committee will consist of a Chair and 5 members.
(b) The term is for 1 year with a 3-year limit. Terms will be staggered. The Chair will have no term limits.
(c) To study all proposed and necessary amendments to the Constitution and Bylaws as well as policies and procedures.
(d) To draw up in proper form all suggested amendments and to send a copy of these proposed amendments to the Executive Vice President of the College.
(e) Any proposed amendments to the Bylaws of the ACOOG are to be approved by the Board of Trustees, and then forwarded to the general membership 30 days prior to the Annual Meeting of the ACOOG for approval.

Duties of the Ad Hoc Committee on Ethical and Professional Standards

(a) This committee will consist of a Chair and 5 members appointed by the President on an Ad Hoc basis when required.
(b) To enforce the Code of Ethics of the American College of Osteopathic Obstetricians and Gynecologists.
(c) The Code of Ethics of the American Osteopathic Association is the Code of Ethics of the American College of Osteopathic Obstetricians and Gynecologists, and all hearings involving charges of violations of the Code of Ethics shall be conducted according to substantially the same procedure followed by the American Osteopathic Association in similar matters.
(d) To review, investigate, and hold hearings as may be necessary with regard to allegations or complaints of violations by any member of the Constitution, Bylaws, Code of Ethics, unprofessional conduct or failure to exercise sound judgment and a reasonable degree of

skill in the diagnostic and therapeutic procedures involved in the practice of the specialty of Obstetrics and Gynecology. In pursuance of the aforementioned duties, the Committee shall be empowered to receive complaints concerning alleged violations and commence the investigation thereof and is further empowered to initiate any investigation of conduct, which may be considered a violation hereof. If it appears from the complaint or after preliminary investigation by the Committee that there is no reasonable cause to believe the member is guilty of a violation, they may dismiss the complaint or cease any further investigation thereof.

(e) If the Committee believes that there is a reasonable cause that a member is guilty of a violation, the Committee shall make a formal complaint in such form as to reasonably advise the respondent member of the nature of the complaint and violation and shall serve same on the respondent member either by personal service or by certified or registered mail. The respondent member shall file a written answer to such complaint and serve same upon the Chair of the Committee within twenty (20) days of receipt of complaint. The respondent shall have the right to request a hearing conducted by the Committee. If the member does not request a hearing, the Committee shall proceed to review the complaint by such procedures as the Committee shall choose and render findings of fact and a recommendation as provided herein.

(f) If the respondent member shall request a hearing, the Committee shall meet within sixty (60) days following the expiration of a twenty (20) day answer period for the purpose of conducting a hearing on the complaint and answer. The Committee shall serve the respondent member with a written notice of such meeting with a reasonable period of time prior thereto and the respondent member shall have the right to appear before the Committee and may be represented by legal counsel. The Committee shall be entitled to adopt such procedural and evidentiary rules as shall be in the nature of an evidentiary hearing.

(g) Legal counsel shall be present and represent the College for the purpose of presenting any evidence in support of the complaint and the respondent member shall be entitled to present evidence in response thereof. Respondent member shall appear personally for examination and shall answer fully and fairly under oath all questions pertaining to the complaint. Respondent member shall cooperate with the Committee in its investigation by providing access to records, charts and all matter pertaining to the issue presented by the complaint. The Committee shall be entitled to obtain the services of a Court Reporter for the purpose of taking a transcript of the hearing proceedings.

(h) If the Committee finds that the alleged violation has not been established by a preponderance of the evidence, it shall enter an Order of Dismissal of the complaint. If the Committee finds that the violation and/or violations as alleged in the complaint are established as true by a preponderance of the evidence, the Committee shall make written findings of fact and recommendations thereto and forward same with all pleadings and exhibits to the Board of Trustees by transmittal to the President and Secretary-Treasurer of the College within thirty (30) days of the date of the hearing. The Committee is empowered to adjourn the hearing for cause shown, but all parties are to recognize that all such proceedings are to be conducted in a timely and expeditious manner. The Committee shall have the right to determine the location at which the hearing is to be conducted. The vote required to transact any of the aforementioned decisions by the Committee shall be a three-fourths vote.

(i) If a member shall have been suspended or expelled as a result of a finding that such member violated the Code of Ethics, then the record of such proceeding and the decision shall be forwarded to the CEO of the AOA for ultimate review by the AOA Board of Trustees. The AOA Committee on Ethics shall first determine if the record and decision complies with AOA requirements. If the record and decision do not so comply, they shall be returned to this College for rehearing. If the record and decision do comply, they shall be scheduled for review by the AOA Board of Trustees.

(j) In either event, the AOA Committee on Ethics shall notify the member and this College of its determination. In the case of AOA Board review, the member may file a petition similar to the petition employed in original ethical matters before the AOA, including therein if desired a request to appear personally before the Board. The AOA Executive Committee shall have sole discretion as to whether such request for a personal appearance shall be granted.

Duties of the Continuing Medical Education Committee

(a) The committee shall consist of a chair and thirteen (13) members inclusive of the program chairs and co-chairs of the next three scheduled conferences and a resident representative for a two-year term and a student representative for a one-year term. Ex-officio members will be the Executive Vice President.
(b) The term will be a three-year appointment with a maximum of 2 terms per member.
(c) The Chair will have no term limits.
(d) To ensure at least two programs per year to assist members in meeting continuing medical education requirements established by the AOA.
(e) To review and recommend to the Board of Trustees candidates for the position of Program Chair(s) for continuing medical education programs.
(f) To review and recommend program curricula submitted by program chair(s) to the ACOOG Board of Trustees.
(g) To review evaluation forms received from program attendees and conduct appropriate needs assessment activities.
(h) To develop long range CME course curricula.
(i) To assist with the incorporation and promotion of Osteopathic principles and practices in OB/GYN residency training.
(j) To ensure the inclusion of appropriate Osteopathic content in the Continuing Medical Education programs presented by the ACOOG.

Duties of the Strategic Planning Committee

(a) Members of this committee shall consist of:
  a. the two most recent Past Presidents with the Immediate Past President as Chair
  b. President Elect
  c. Vice President
  d. The Resident Representative to the BOT for a two-year term
  e. A second-year NSS member for a two-year term
  f. Two members who are elected at the general membership meeting for staggered two-year terms.
  g. A Postgraduate Fellow may be included at the discretion of the Chair
  h. Chairs of the following ACOOG committees shall serve
    i. Membership and Promotion Committee
    ii. Continuing Medical Education Committee
    iii. Government Affairs Committee

(b) To conduct an annual review of the strategic plan and recommend to the Board of Trustees additions, deletions, or any other change in the strategic plan, mission, and goals of the ACOOG.

(c) Publication and presentation of the strategic plan to the general membership at the annual membership meeting.

Duties of the Government Affairs Committee Revision pending Govt Affairs committee meeting 8/22/24

(a) This committee shall consist of six regular members, one of whom is the Chair, one resident representative, and one student representative. The resident term will be a one year term to be served in the third or fourth year of training.

(b) The six members may be selected based on geographic areas of the country in order to better represent the organization from a governmental perspective.

(c) In addition, the executive vice president shall be an ex-officio member of this committee.

(d) The term shall be for three years with staggered terms.

(e) The Chair of this committee will report to the Board of Trustees of the American College of Osteopathic Obstetrics and Gynecologists, twice a year, at the annual and mid-year meetings of this college. This report will summarize the activities of this committee since the previous report

(f) This committee shall have as its primary goal the reporting of governmental issues important to women's health to the Board of Trustees of the American College of Osteopathic Obstetricians and Gynecologists.

(g) Members of this committee shall function as liaisons between the ACOOG and the government relations committees of other national organizations pertinent to, or involved in, women's healthcare.

(h) Members of this committee are expected to participate in the annual ACOG Congressional Leadership conference, and the DO Day on the Hill, both in the spring. Members should be willing to travel to Washington DC for at least one of these meetings annually
(i) The committee will hold a minimum of 2 virtual meetings a year. Attendance of at least one meeting per year is mandatory for continued participation in this committee
(j) Participation in OB-GYN PAC and/or OPAC is highly suggested, on an annual basis

Duties of the Historian and Traditions Committee

(a) The Chair of the committee will be designated as the Historian of the college and must be a Distinguished Fellow, who will serve a three-year term with no term limits. If the Historian is not present at the annual meeting, one of the other Distinguished Fellows will act as the Historian for that year.
(b) The committee shall consist of a Chair and four members plus a resident representative, and at least two members will be Distinguished Fellows. They shall serve three-year terms with a two term limit and be staggered initially to allow for a change in membership more frequently than every three years. The resident member will serve a one-year term during the third or fourth year of training.
(c) This committee will recommend actions, activities, and keep a log of significant events by the membership of ACOOG.
(d) This committee will keep a written history complete with photographs, documentation, and other personal and professional information of significant events of the ACOOG, in order to preserve its legacy.
(e) The committee will assume a role in the recognition of current members who have achieved milestones and college events significant to the future of the profession. Awards and ceremonies will be recorded so that there will be consistent, professional documentation of these events.
(f) The committee will meet at least once a year at the annual meeting.

The Duties of The Position Response Committee

(a) The committee will consist of the following members:
    a. A Chair, which will be the Immediate Past President
    b. President
    c. President-Elect
    d. Vice President
    e. Secretary-Treasurer
    f. Government Affairs Committee Chair
    g. The AOBOG Chair
    h. The Executive Vice President
    i. Representatives to other relevant organizations as determined by the President on an as needed basis.
(b) The purpose (duty) of this committee will be to maintain a mechanism for rapid responses to any inquiries from other organizations or to draft a consensus statement from the ACOOG on various topics or events.
(c) This committee will also work closely with the ACOOG Board of Trustees and all other ACOOG committees on public relations and review any communication released by the ACOOG.

The Duties of The Council of Postgraduates (COP-ACOOG)

(a) The council will consist of:
    a. The resident representative to the Board of Trustees as Chair
    b. The resident representatives of all other ACOOG committees
    c. A new physician in practice who is the most recent past resident representative to the Board for a two-year term
    d. A faculty advisor who is a senior member of the College for a two-year renewable term
    e. If the most recent past resident representative to the Board cannot serve, another new physician in practice will be appointed by the President of the ACOOG

(b) The mission of the COP-ACOOG is to:
    a. Serve as the advocacy body for the candidate membership (residents and fellows) of the ACOOG
    b. Provide education, resources, and support for all candidate members in training
    c. Cultivate communication and promote opportunities for meaningful interaction and fellowship among candidate members
    d. Inspire postgraduate engagement in future leadership roles in the ACOOG
    e. Promote osteopathic distinctiveness within the GME community

(c) This council shall serve as a functionary of the ACOOG, and this council and all of its functions shall be subject at all times to change, alteration, modification, and abolition by the action of the Board of Trustees of the ACOOG. This council shall have no authority or power to obligate the ACOOG financially or to act as an agent of the ACOOG, except pursuant to specific authority granted by the ACOOG.

(d) The council will meet at least twice annually. Once at the time of the fall conference of the ACOOG and other meetings by phone or web conference.

Duties of the National Osteopathic Medical Student Society of the American College of Osteopathic Obstetricians and Gynecologists (NSS-ACOOG).

(a) The mission of the NSS-ACOOG is to:
    a. Familiarize and educate osteopathic medical students about the mission, vision, and core values of the ACOOG
    b. Provide opportunities for fellowship among osteopathic medical students interested in osteopathic obstetrics and gynecology
    c. Educate osteopathic medical students of opportunities for postgraduate education and research in the field of women's health
    d. Foster communication between the ACOOG and sanctioned osteopathic ob/gyn medical student interest groups at accredited Colleges of Osteopathic Medicine.

(b) This society shall serve as a functionary of the ACOOG, and this society and all of its functions shall be subject at all times to change, alteration, modification and abolition by action of the Board of Trustees of the ACOOG. This society shall have no authority or power to oblige the ACOOG financially or to act as an agent of the ACOOG, except pursuant to specific authority granted by the ACOOG.

(c) Members of this committee shall be appointed by the President of the ACOOG from student members of the ACOOG who have been nominated by the locally sanctioned student ob/gyn interest group (SOBIG). Each campus is allowed one voting delegate and one alternate delegate. This committee shall meet at least annually at the time of the fall conference of the ACOOG.

(d) The NSS-ACOOG officers shall consist of a president, vice president and secretary. They shall serve for a period of one year and are elected at the fall conference of ACOOG. Nominations for office shall be open 90 days prior to the NSS-ACOOG membership meeting, and a slate of nominees shall be published to the student membership 30 days in advance of the meeting. One candidate from each campus may be nominated for office. It shall be the duty of the president to preside at all meetings of the society; to perform all duties usually pertaining to such office; to appoint ad hoc committees with approval of the governing officers; to appoint officers to fill all vacancies; and said officers to hold office for the unexpired term thereof or until their successors are elected by the general membership.

(e) The vice president shall preside in the absence of, or at, the request of the president. In case of permanent vacancy in the office of president, the vice president shall assume the powers and duties of that office for the unexpired term.

(f) The secretary shall keep accurate records of the meetings of the society and shall cooperate with the other officers in their respective duties. If agreed upon, the society may call upon the ACOOG executive office to handle the above.

(g) The officers shall be vested with the authority to cooperate with the AOA and with the ACOOG and to act as local officers and agents thereof, provided always that, except as to specific authority granted by the AOA or ACOOG, no member or officer of this society shall have authority in way to represent or bind the ACOOG or AOA in any manner whatsoever.

(h) Only seated delegates have the privilege of voting at the regular and special meetings of the NSS-ACOOG. If an alternate is seated as the official campus representative, this must be acknowledged by the presiding officer.

(i) A regular or senior member of ACOOG shall be appointed as NSS-ACOOG advisor by the ACOOG President.