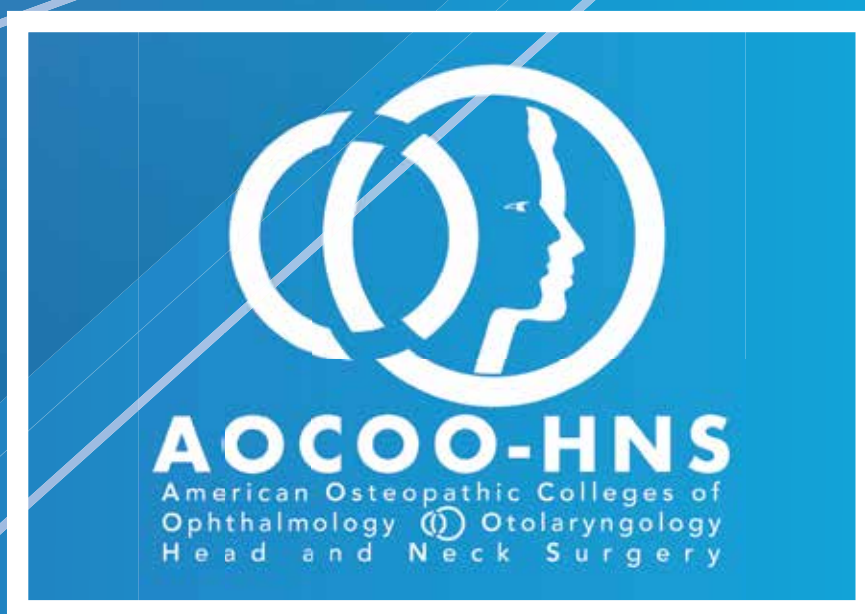


American Osteopathic Colleges of Ophthalmology and Otolaryngology-Head and Neck Surgery

# ORIENTATION MANUAL



American Osteopathic Colleges of Ophthalmology and Otolaryngology-Head and Neck Surgery Board of Governors presents this guide to help maintain the college's core values and mission.

Revised January, 2021



**AOCOO-HNS**  
American Osteopathic Colleges of  
Ophthalmology  Otolaryngology  
Head and Neck Surgery



# AOCOO-HNS ORIENTATION MANUAL **INDEX**

Page 2

**SNAP SHOT • AOCOO-HNS BOARD MEMBER  
RESPONSIBILITIES**

Page 3

**AOCOO-HNS WELCOME & ORIENTATION**

Page 4

**AOCOO-HNS CONFIDENTIALITY POLICY**

Page 5

**AOCOO-HNS HISTORY**

Page 6

**AOCOO-HNS ORGANIZATIONAL OBJECTIVES**

Page 7- 12

**AOCOO-HNS DUTIES OF BOARD MEMBERS**

Page 13-18

**AOCOO-HNS BYLAWS**

Page 19-28

**AOCOO-HNS COMMITTEES**

# AOCOO-HNS ORIENTATION MANUAL

## SNAP SHOT • AOCOO-HNS BOARD MEMBER RESPONSIBILITIES

### **ATTENDANCE**

Woody Allen - "Half the battle is showing up." Attend board meetings and participate in some committee work; understand and follow Roberts Rules of Order (1-how to be recognized at meetings, 2-how to make motions, 3-how to discuss issues, 4-understanding that after majority votes all members adopt the resolution).

### **MISSION**

Understand the College Mission and then be able to participate periodically in strategic planning in order to review purposes, programs, priorities, and targets of achievement.

### **BOARD EFFECTIVENESS**

Depends upon your ability to fully review all basic organizational documents and use them effectively during decision making.

### **FINANCES**

Assume financial responsibility by reviewing and approving the annual budget, reviewing investment policies, capital reserve funds and review and approve audit committee reports.

### **SUPPORT**

It is imperative that all board meetings, seminars and other similar activities have full board participation.

### **CHAIN OF COMMAND**

In order to be effective and professional, always put your board in its best light, fully understand and adhere to the chain of command in furthering ideas, policies and correspondence from the board to all outside entities.







# AOCOO-HNS WELCOME & ORIENTATION

## Welcome and Orientation

Congratulations on your election to the Board of Governors and the Colleges Boards of the American Osteopathic Colleges of Ophthalmology and Otolaryngology, Head and Neck Surgery. Your peers have elected you to represent their needs by utilizing your expertise in those specialties and governance.

The purpose of this manual is to ensure that you are familiar with the operation of the Colleges and the Board; to become familiar with your role in the governance of the Colleges and to work with your peers to succeed in meeting the goals and objectives of the Colleges in accordance with its strategic plan.

This manual is reviewed periodically, and revised on an as-needed basis.

## Oath of Leadership

The mission of the American Osteopathic Colleges of Ophthalmology and Otolaryngology-Head & Neck Surgery (AOCOO-HNS), as established by its Board of Governors and Colleges Boards, is to serve the membership by advancing the philosophy and practice of osteopathic ophthalmology and otolaryngology-head and neck surgery and by promoting excellence in education, research, and the delivery of quality cost-effective healthcare in a distinct, unified profession.

As a Board Member of the AOCOO-HNS, I am fully committed to the Colleges and its mission. I recognize that leadership within the organization is a higher calling and carries additional responsibilities and obligations to support the activities of the AOCOO-HNS. As a leader, my decisions and actions must be guided by what is best for the Colleges. To this end, I pledge to honor and promote the AOCOO-HNS, and its mission by following three guiding principles:

**I. I will maintain and strengthen the Vision of the AOCOO-HNS by:**

- Defining the mission of the Colleges with my fellow Board members and participating in strategic planning to review the purposes, programs, priorities, funding needs, and targets of achievement.

- Annually contributing to osteopathic ophthalmology & otolaryngology philanthropy, encouraging DO colleagues to do the same.

- Publicly supporting and promoting the Colleges' policy within the osteopathic family and to the public.

**II. I will conduct myself with the highest level of Integrity to honor the AOCOO-HNS and to support the highest ideals of the osteopathic profession for which it stands by:**

- Accepting the by-laws of the Colleges, understanding that I am morally and ethically responsible for the health and vitality of the Association, and adhering to the AOCOO-HNS Conflict of Interest policy by recusing myself from discussions or votes in which I may not be impartial.

- Leading the way by being an enthusiastic booster and a positive advocate for the Colleges, and extending that enthusiasm to the audit College's Student and Resident Chapters.

- Accepting that every Board member is making a statement of faith about every other Board member, we trust each other to carry out this Code to the best of our ability.

**III. I will be Competent in my actions and decisions for the AOCOO-HNS by:**

- Fulfilling my financial responsibilities by reviewing and approving the annual budget, overseeing adherence to it, ensuring independent auditing occurs on schedule, and overseeing the investment policies and procedures of the association.

- Making myself available to attend Board meetings, taking phone calls, and serving on committees, and being prepared for these meetings by reading agenda and other materials.

- Understanding that the job of the Board is to govern, not manage, and that the only staff member I have responsibility for and authority over is the Executive Director.



# AOCOO-HNS CONFIDENTIALITY POLICY

## Confidentiality Policy Introduction

It is the Policy of the AOCOO-HNS to protect the information it deems confidential from deliberate or inadvertent disclosure. Accordingly, AOCOO-HNS requires its directors, officers, volunteers, employees, and consultants to abide by AOCOO-HNS' Confidentiality Policy and to acknowledge their understanding of, and agreement to abide by, the Policy in writing.

## Policy

**I.** Individuals or organizations that may have access to or obtain certain confidential information of AOCOO-HNS, including directors, officers, volunteers, employees, and consultants, shall not disclose, divulge, or make accessible confidential information belonging to, or obtained through an affiliation with, AOCOO-HNS to any person other than to persons who have a legitimate need for such information and to whom AOCOO-HNS' President or Executive Vice President has authorized the disclosure, except with respect to communications among the members of the Board of Governors or Board-authorized Divisions and Committees. "Confidential Information" for purposes of this Policy shall include all information generally considered of a confidential nature, all information of a propriety nature, and all sensitive information including, but not limited to, the following: discussions at meetings of the Board and AOCOO-HNS Divisions and Committees; names of potential donors; databases created by or for AOCOO-HNS; evaluations of personnel; financial information of any nature; strategic information of AOCOO-HNS: the identities of children and families served by AOCOO-HNS; communications between families and AOCOO-HNS and inquiries by families to AOCOO-HNS; information regarding medications, including data regarding effects and side effects; and lists and evaluations of medical personnel, researchers, attorneys, hospitals, therapists, and advocates. "Confidential Information" shall also include any other information designated as confidential by the AOCOO-HNS Board of Governors, President

**II.** Confidential Information shall be used solely for the purpose of performing services for AOCOO-HNS. Individuals and organizations subject to the policy shall exercise good judgment and care at all times to avoid unauthorized or improper disclosures of Confidential Information. For example, conversations in public places, such as restaurants, elevators, and airplanes should be limited to matters that do not pertain to information of a sensitive or confidential nature. In addition, persons should be sensitive to the risk of inadvertent disclosure and should, for example, refrain from leaving confidential information in plain view, refrain from permitting others access to AOCOO-HNS information on their computers, and refrain from the use of speakerphones to discuss confidential information if the conversation could be heard by unauthorized persons.

**III.** This Policy is not intended to prevent disclosure where disclosure is required by law. Actions that have been taken by the Board and that have been disclosed to the public by an authorized person and other information relating to AOCOO-HNS, which has been made public by an authorized person, shall not be considered Confidential Information.

**IV.** Upon the completion, conclusion or termination of an individual's or organization's association with AOCOO-HNS, all materials or documents containing Confidential Information which AOCOO-HNS determines, in its sole discretion, to be necessary to retrieve or destroy to protect the confidentiality, shall, at the option of AOCOO-HNS, be returned to the association or destroyed by the person in possession of such materials to the extent it is reasonably feasible to do so. The obligation to maintain the confidentiality of the AOCOO-HNS' Confidential Information under this Policy shall extend beyond the completion, conclusion or termination of any person's association with the AOCOO-HNS.

**V.** Any individual or organization who, without authorization, discloses Confidential Information, or otherwise is in violation of this Policy, may be subject to immediate disciplinary or other action, including suspension, removal, or termination of such person's association with the AOCOO-HNS and, in addition, may be subject to appropriate action at law or in equity.

**VI.** Appropriate provisions consistent with the provisions of this Policy shall be included in all contracts with consultants, vendors, and others with whom AOCOO-HNS may enter into agreements requiring confidentiality.

# AOCOO-HNS HISTORY

## AOCOO-HNS History

The organization of ophthalmologists and otorhinolaryngologists in the osteopathic profession began in 1908 with the establishment of the Eye, Ear, Nose and Throat Section of the American Osteopathic Association. This group has continued through the years to conduct an educational program in ophthalmology and otorhinolaryngology in connection with the programs of the American Osteopathic Association.

In 1916 an independent organization was formed to provide organized sponsorship for the Section, and an enlarged scope of activity in the training and development of specialists in this field of practice. This organization began the American Osteopathic Society of Ophthalmology and Otolaryngology.

In 1928, the need became apparent for an organization composed solely of those in the profession who devoted their entire time to ophthalmology and/or otorhinolaryngology, and whose qualifications were to be determined by examination, written, oral and practical, for advanced study, research and highly technical programs in this field. This organization became the International Society of Ophthalmology and Otolaryngology, which represented the then "approved" group of specialists in this field. The International Society later became the nucleus for the "Certified" group of ophthalmologists and otorhinolaryngologists in the American Osteopathic Association.

In 1944, the American Society and the International Society officially disbanded, and joined in a coalition organization known as the Osteopathic College of Ophthalmology and Otorhinolaryngology, with a graduated membership, which consisted of Fellows, Seniors and Juniors and provision for Associates who were guests without membership status.



This organization assumed all professional and financial obligations of its predecessor organizations, including sponsorship of the Eye, Ear, Nose and Throat Section of the American Osteopathic Association and became, and continues to be, the official organization of ophthalmologists and otolaryngologist-head and neck surgeons in the osteopathic profession.

In 1995, in order to meet the needs of the individual specialty colleges, the College was redefined and renamed to be the American Osteopathic Colleges of Ophthalmology and Otolaryngology-Head and Neck Surgery. This has allowed the separate functioning of the individual Colleges under the combined umbrella. The individuality of the Colleges has been ensured in order to allow them to participate more fully in the highly specialized areas of interest. The Board of Governors of the American Osteopathic Colleges of Ophthalmology and Otolaryngology-Head and Neck Surgery are composed of the Officers of the individual Colleges. The overall fiscal responsibility for the combined Colleges is shared at this level as is the general organizational structure. Each individual College is responsible for its own administrative duties and its interprofessional relationships.



# AOCOO-HNS ORGANIZATIONAL OBJECTIVES



**AOCOO-HNS**  
American Osteopathic Colleges of  
Ophthalmology  Otolaryngology  
Head and Neck Surgery

## Organizational Objectives

### *Name*

This organization shall be known as the American Osteopathic Colleges of Ophthalmology and Otolaryngology-Head and Neck Surgery (AOCOO-HNS).

## Mission Statement of the AOCOO-HNS

The American Osteopathic Colleges of Ophthalmology and Otolaryngology-Head and Neck Surgery exists to promote the interests of its members by providing relevant and excellent continuing medical education, necessary medical practice updates, and patient care delivery recommendations.

## Objectives

**I.** To maintain high standards for the educational and clinical practice of ophthalmology and otolaryngology- head and neck surgery.

**II.** To apply osteopathic concepts in the field of ophthalmology and otolaryngology-head and neck surgery.

**III.** To provide education and instruction in the practice of ophthalmology and otolaryngology-head and neck surgery.

**IV.** To recognize outstanding accomplishment in the field of ophthalmology and otolaryngology-head and neck surgery or outstanding service to this organization on the part of any member.

**V.** To encourage the research, publication of books, annuals and selected articles of merit on ophthalmology and otolaryngology- head and neck surgery and to encourage speakers, films, meetings and other honorable movements or methods that will promote interest and information in this specialty field.

**VI.** To mentor the next generation of osteopathic physicians in the fields of ophthalmology and otolaryngology- head and neck surgery by remaining active in recruitment and educational events for osteopathic medical students.

**VII.** To preserve and promote the AOCOO-HNS distinct meeting style of academic excellence in a small, intimate meeting size to facilitate collegial interaction and the sharing of medical experiences and knowledge.





# AOCOO-HNS DUTIES OF BOARD MEMBERS

## Duties of Board Members

As a Member of the Board of Governors of AOCOO-HNS you will be expected to actively participate in the functions of the Board and College.

These include:

- Supporting the Mission of the AOCOO-HNS.
- Attending meetings of the Board of Governors and actively participate in the decision-making process of the College.
- Reviewing all written materials in preparation for Board meetings and any Committees on which you may be appointed to as a member or advisor.
- Sharing your expertise and experience with the Board of Governors and staff.
- Being an advocate for the organization and appropriately promote the AOCOO-HNS with your fellow physicians, residents, and students.
- Maintaining membership in the AOCOO-HNS.
- Appropriately meet the requirements of the AOA for Continuing Medical Education.
- Make an annual contribution of \$500.00 to the AOCOO-HNS Foundation, Inc.

*As a Member of the Board of Governors of AOCOO-HNS you will be expected to possess the following qualities:*

- Expertise in ophthalmology and/or otolaryngology-head and neck surgery.
- Ability to be a team player and support your fellow Board Members and its Staff.
- Judgment in governing the College to the best interests of the College, its membership, and the profession of Ophthalmology & Otolaryngology.
- Devotion to spend adequate time concerning Board business and its related duties.
- Ability to maintain the confidentiality of the Board and items discussed by the Board and staff in the meetings and outside of meetings.





# AOCOO-HNS DUTIES OF BOARD MEMBERS

## Description of the Duties of the Executive Officers

### **PRESIDENT**

*The duties of the President of the Board of Governors shall be to:*

- Act as chair and preside at all meetings of the Board, Executive Committee and Membership
- Take general charge and supervision of the affairs of the Colleges
- Act as an ex-officio member of all College Committees and make appointments to these Committees
- Act as the alternate representative of the Colleges to the American Osteopathic Association and its House of Delegates
- Attend and participate in the Program Directors Annual Meeting
- Act as a confident and advisor to the Executive Vice President in the business of the College
- Prepare a written, quarterly column for the College's Quarterly Report.
- Prepare a semi-annual report to the Membership and Board.

### **PRESIDENT-ELECT**

*The duties of the President-elect of the Board of Governors shall be to:*

- Assume the duties of the President in the event that the President is unable to complete the above-described duties.
- Attend and participate in meetings of the Committees of the College as assigned by the President.
- Attend and participate in the Program Directors Annual Meeting as directed by the President.
- Prepare an annual report to the Membership, and semi-annual report to the Board.

### **SECRETARY**

*The duties of the Secretary of the Board of Governors shall be to oversee the maintenance of:*

- Books, documents and papers of the AOCOO-HNS.
- Minutes of the Board of Governors and Membership and the records of the Members of the Colleges.
- The Archives of the College.

### **TREASURER**

*The duties of the Treasurer of the Board of Governors shall act as Chair of the Finance Committee, and be responsible for overseeing the maintenance of:*

- Funds, properties, and securities of the Colleges.
  - Records of financial accounts.
- Conduct of Board Meetings  
Board effectiveness is a blend of intelligence, creativity, and practicality. Active participation by members in this shared knowledge leads to interactions such that the final product is greater than what would be capable of an individual.

*The purpose of Board meetings is to:*

- Define the Board
- Revise, update, and allow group input
- Allow members to share individual perspectives
- Allow each member to understand the collective aim of the organization, and the manner in which the individual's work has contributed to the group's success.
- Create a common understanding of purpose.
- Coordinate individuals and activities
- Provide opportunity to allocate resources (manpower and financial)





# AOCOO-HNS DUTIES OF BOARD MEMBERS

## The Role of Each Board Member

It is the responsibility of each Board member to play an interested and active role in the meetings. This is accomplished by the Board member cooperating with the AOCOO-HNS' office by responding to stated deadlines for activities and reports in a timely fashion.

*The Board member should also do the following:*

- Review background materials provided prior to the meetings. If clarification is required, contact the chair, president or office.

- Be on time.

- Be open to ideas, and be a good listener.

- Contribute to the discussions.

- Be aware of time constraints to prevent meetings from running overtime.

- Assume action on responsibilities assigned as a result of actions taken at the meeting.

The Board member should remember that material discussed at the Board meetings may not be "public information," and may be sensitive issues that affect the business dealings of the organization. Materials that appear in published (approved) minutes are public information. However, publishing and approval of minutes do not occur until the Board Meeting after an issue was originally discussed. Discussion held in Executive Session is confidential and should not be discussed. Obviously, discussion outside the Board might occur if charged with a specific responsibility by the Board. Decisions made by the Board are group decisions and no one person is responsible for any decision of the Board.

## Parliamentary Rules of Order

Briefly, Robert's Rules of Order are based on certain principles - the right of the majority ultimately to rule, the right of the minority to be heard, and the right of the individual to participate in the decision-making process. Business is conducted by acting on motions.

A member obtains the floor and introduces the main motion

**A.** The motion is seconded by another member, and then restated by the presiding officer. At that time the issue is opened and initially discussed by the maker of the motion. When there is no further discussion or someone has "called for the question", the motion is put to a voice vote, show of hands, or general consent, and the decision is determined.

**B.** Action on any motion may be affected by the following parliamentary procedures:

**Amending a motion** - this is utilized to change the original motion (called the main motion) or to change the wording in an amendment to the main motion. When amendments have been voted upon, the revised main motion is voted upon.

**Referring a motion** - this is used to refer a motion to a specific committee if more information is needed. The committee must report back as instructed by the body, referring to motion to them. If a motion is referred to another body, no further action is taken on the motion until the information required is provided.

**Postponing a motion** - this is used to delay action on a motion to sometime in the future, or until other decisions have been determined or additional information has been gathered.

**Tabling a motion** - this is used to stop action on a specific motion and to prevent further action from occurring on an issue. If a member asks that the issue be "laid on the table" or "tabled" all discussion is stopped, and no second is required. Further discussion on the motion cannot be considered until a member asks that the issue be "taken from the table". This motion (to remove from the table) must be seconded prior to the reconsideration of the motion.

**Calling for the question** - if a member states, "call for the question" all debate, and discussion ends, and the chair must ask for a second. If the motion to call the question is seconded, a vote must be taken. If a positive vote is received on the request to call for the question, the pending motion must be voted upon without further discussion.



# AOCOO-HNS DUTIES OF BOARD MEMBERS

**Reconsidering a motion** - this is used to reconsider a vote that has taken place either on the day of the meeting or that just previously. The request to reconsider must be made by a member who voted on the prevailing side of the action. A motion can be considered only one time.

No new motions may be introduced until a pending motion has been determined, in one of the preceding ways.

*Other parliamentary rules of order are:*

**Point of order** - this is used to call attention to a breach in the rules. The chair recognizes the member calling for the "point of order", and decides if the issue is subject to appeal. A member dissatisfied with the ruling of the chair can appeal to the meeting for a final decision. A majority of "no" votes is needed to reverse the chair's ruling, and the chair may vote.

**Questions and inquiries** - at any time during the meeting, members may request clarification of procedures (parliamentary inquiry), additional facts (point of information), or changes for convenience. If the chair cannot respond, the matter may be referred to another of the Board.

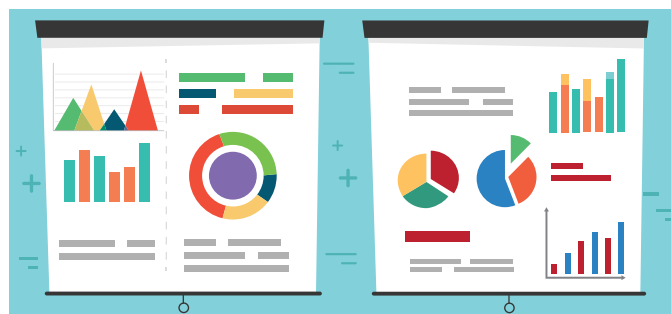
**Adjournment** - the chair can adjourn the meeting without waiting for a formal motion. However, motions under consideration must have been determined, and formally concluded prior to adjournment.

The parliamentary rules are not meant to hinder discussions or consume meeting time. They are meant to "restrain the individual" in order to accommodate the whole, and should be viewed as a method of working toward consensus, in the fairest and most efficient avenue.

## Giving Reports

When asked to provide a report of committee or individual actions, the individual should do the following:

- provide a brief statement of the background of the issue, including the findings, activities, or proposal
- list finding, without editorializing
- explain what is significant about the findings to the organization
- provide an example to make your point concrete
- request questions
- if the report calls for action, propose the action
- explain to the group what would be changed (or improved) if the proposal were accepted
- explain to the group the parameters of the proposal. Who would need to be involved, time and dollar costs
- summarize
- if appropriate, provide a resolution for action (draft this ahead of time)





# AOCOO-HNS DUTIES OF BOARD MEMBERS

## Executive Session

The purpose of the executive session is to allow frank discussion among board members of sensitive or confidential issues affecting the organization. It is NOT a means to avoid public discussion of controversial issues, or hiding conflicts among members.

*The rules for the executive session are as follows:*

- no board member may be excluded
- the only issues that may be discussed are those for which the session was called for
- the board may invite guests (i.e., executive director, past presidents)
- the minutes for the executive session are confidential and not distributed to any person outside of the Board
- discussion addressing topic(s) within the executive session with any non-board member, outside of the meeting is strictly forbidden

## Meeting Dates for the Board Meetings

The AOCOO-HNS Board of Governors meets twice each year during the main CME functions of the College. Members are expected to attend, unless otherwise excused by the President. Each member will receive a formal "Call to Meeting" a minimum of 60 days prior to the date of the meeting.

## Travel Reimbursement Guidelines

The AOCOO-HNS Travel Liaison will be pleased to work with you to insure that your expenses are quickly and fully reimbursed under these guidelines.

The following constitutes the Travel Reimbursement Guidelines of the AOCOO-HNS. Those who meet these guidelines may be assured that they will be fully reimbursed for all expenses submitted. Travel falling outside these guidelines will be subject to further review by the Travel Liaison and the Administrative Director, and will require an explanatory statement as to the reason the traveler was unable to meet these guidelines.

Some reimbursement requests may require review by the Board of Governors; such exceptions may not be granted full reimbursement. Therefore, you are requested to read and follow these guidelines, and discuss with the AOCOO-HNS Travel Liaison any special problems you are encountering in scheduling your travel.

The Annual Board Meeting held just prior to the ACA is the only meeting that the AOCOO-HNS does not reimburse. The College expects that all board members will support the Annual Clinical Assembly as part of their responsibility as a board member.

## AIRFARE: AOCOO-HNS Travel Liaison

You are encouraged to make your flight arrangements through the AOCOO-HNS Travel Liaison. This service gives the AOCOO-HNS the opportunity to control the cost of airfare through travel volume. You will be offered the lowest reasonable fare by utilizing the "E-ticket request form". Tickets purchased through the AOCOO-HNS Travel Liaison will automatically be charged to the AOCOO-HNS, thus, alleviating ticket reimbursement.

## AIRFARE REIMBURSEMENT

To be guaranteed full reimbursement, airfare must meet the following guidelines: Ticket Purchase Timing. Tickets should be purchased within 30 days after the "call to the meeting date", or no less than 21 days before travel (whichever is later), to take advantage of reduced airfare available only with advance ticket purchase. If this guideline is not met, you must include a statement explaining the reason for the delay in purchase.

**Reasonableness.** Airfares will be reviewed for "reasonableness". At this date, cross-country round-trip airfare should generally be below \$600, and short flights (e.g., Detroit to Chicago) should generally be less than \$350. Fares of more than \$600 and \$350, respectively, must include a statement explaining why this was the lowest fare available to the traveler. You may wish to contact the AOCOO-HNS Travel Liaison, before ticket purchase, regarding any fares which exceed these dollar amounts.





# AOCOO-HNS DUTIES OF BOARD MEMBERS

**Cancellation.** If a meeting is canceled or changed, the AOCOO-HNS will fully reimburse “non-cancellation rate” tickets made to take advantage of reduced airfare. To process such requests, please send the airline ticket to the AOCOO-HNS Travel Liaison.

**Receipts.** Original “Airfare Receipts” for the flights must be submitted. This requirement comes from outside auditing requirements that original documents be submitted. You may wish to maintain a copy for your records.

**Extended Stay.** Where an extended stay (Saturday night stay over) is needed to qualify for a low fare, the cost of that extended stay is fully reimbursed, provided that the combination of low fare and extended stay costs does not exceed the costs of meeting time plus the fare without the extended stay. For example, if you extend your stay by one day to include the Saturday night stay over in order to obtain a low fare, you would be reimbursed the additional night. Please include in your travel reimbursement request both the cost of the low fare and the cost of the 30-day advance-purchase fare without the extended stay.

## OTHER EXPENSES

### Hotel/Resort Accommodations.

Expenses for hotel and/or resort accommodations, when applicable, will be reimbursed up to the cost of the actual meeting location room rate, plus the appropriate hotel/resort taxes. All Board and Committee meeting attendees will have rooms reserved for them by the AOCOO-HNS Travel Liaison.

### Travel Reimbursement (Non-Airfare).

This includes the additional costs of getting to the site, i.e., automobile mileage at \$0.55 per mile for the calendar year 2013 beginning January 1, 2013, as well as reimbursement for taxi fares and/or airport parking, and en route baggage handling. All receipts for individual expenses over \$30.00 must be submitted. Reasonable ground transportation expenses will be reimbursed for getting to and from the meeting site only (this excludes the use of limousines).

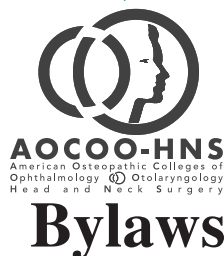
### Automobile Reimbursement.

Travel by car rather than by air will be reimbursed at the rate of \$0.55 per mile for the calendar year 2013 beginning January 1, 2013, up to the cost of a 14-21 day advance purchase coach airfare. If special circumstances require car travel rather than travel by air, please include this explanation. The AOCOO-HNS mileage reimbursement rate coincides with the mileage reimbursement rate established by the Internal Revenue Service for the use of personal vehicle only. Car rental for the purpose of travel by car rather than by air will be reimbursed up to the cost of a 14-21 day advance purchase coach airfare.

Expenses (outlined) must be submitted for reimbursement no later than 60 days following having been incurred.



# AOCOO-HNS BYLAWS



RES. NO.

SUBJECT: Revision of the Bylaws of the American Osteopathic Colleges Of Ophthalmology, Otolaryngology – Head and Neck Surgery

SUBMITTED BY: Committee on Bylaws

REFERRED TO: Board of Governors

WHEREAS, the Bylaws of the American Osteopathic Colleges of Ophthalmology, Otolaryngology – Head and Neck Surgery, were last reviewed prior to the institution of the Single Accreditation Pathway; and

WHEREAS, the American Osteopathic Association has now allowed for membership to MDs as well as DOs; and

WHEREAS, the document needed updating to keep it relevant to the member; therefore, be it

RESOLVED, that the Bylaws of the AOCOO-HNS as revised by the Committee on Bylaws and approved by the Board of Governors at its meeting in October 2017, be amended as follows and APPROVED.

Explanatory Statement: The review and acceptance of the document by the membership will allow the document to be sent to the AOA Basic Documents Committee in July 2018 for final action.

## ARTICLE I NAME AND PURPOSE

Section 1. Name: The name of the corporation shall be the American Osteopathic Colleges of Ophthalmology and Otolaryngology-Head, and Neck Surgery (herein referred to as "AOCOO-HNS").

Section 2. Purposes: The purposes for which the AOCOO-HNS is organized are to:

- a. Develop continuing medical education for osteopathic physicians in ophthalmology, otolaryngology, head, and neck surgery.
- b. Involve practitioners of these specialties in academic, social, economic, and political issues relative to their specific area of practice.
- c. Support the osteopathic profession, our specialties and the good of the public.

ARTICLE II  
BOARD OF GOVERNORS

Section 1. Responsibilities: The activities of the AOCOO-HNS shall be managed by the Board of Governors (herein referred to as the "Board"). The Board shall have the power to do and perform all acts and functions consistent with these Bylaws and the Articles of Incorporation of the State of Ohio.

Individual Board members are responsible for voting on issues presented to the board but, have no authority to act on its behalf, unless given that authority by the president of the colleges.

Responsibilities of the Board shall include:

- a. Maintaining a system whereby the fiscal assets of the AOCOO-HNS are under constant surveillance and accountability, including a full financial statement prepared by a certified public accountant annually, and interim reports as are necessary.
- b. Establishing and maintaining an effective planning process whereby needs of the AOCOO-HSN may be identified and resources allocated to meet those needs, expressly granted by the Colleges.
- c. Selection of the executive director of the AOCOO-HNS and the delineation of his or her duties and responsibilities.
- d. Reviewing reports of the Standing Committees and taking appropriate actions on the recommendations of these committees.
- e. Establishing the fees, dues, and assessments for each class of membership annually.

Section 2. Number and Qualification. The Board of Governors shall consist of twelve (12) Members. The Board of Governors shall be comprised of members from both the American Osteopathic College of Ophthalmology and the American Osteopathic College of Otolaryngology-Head and Neck Surgery, who are fellows of their college.

Section 3. Election and Tenure. Members-at-Large and Secretary/Treasurer shall be elected by a majority vote of the general membership from the names recommended by the Nominating Committee to the Board of Governors. Mail ballots will be cast between March 1 and March 31, with results reported to the Board at its Annual Business Meeting. Except for the Immediate Past-President, No officer may serve in an office for more than one (1) year.

The terms of office of the Board Officers shall be one (1) year or until their successors are elected.

Members-at-Large may be re-elected for a maximum of two three-year staggered terms. The Board shall have the power to fill the existing vacancies for the remainder of any expired term at a regular meeting of the Board. (Rev. 6/10)


Section 4. Resignation and Removal. Any Board Member may resign by giving written notice to the Secretary/Treasurer. The Board may remove any elected Board Member from his or her position at any time by a two-thirds (2/3) vote of the Board.

Section 5. Officers. The Officers shall consist of a President, President-elect, Vice President, Secretary/Treasurer and Past President. The President, President-elect, and Vice President will be elected by the members of the Board of Governors to a one (1) year term. The Secretary/Treasurer will be elected by the general membership of the AOCOO-HNS.

Physicians running for the office of Secretary/Treasurer must be Members-at-Large of the Board for at least two (2) years and selected by the Nominating Committee from the Members-at-Large. Occasionally, the Board of Governors may find it necessary to fill the office of Secretary/Treasurer with a specialist that is from the same specialty as the officer holding the office year prior. The Board will make every attempt to maintain a pattern that alternates between the specialty areas.

A majority vote of the general membership of the AOCOO-HNS shall be required for the election of Members-at-Large of the Board of Governors. Ballots will be cast, and then reported at the Annual Business Meeting.





# AOCOO-HNS BYLAWS

President. The President shall preside at all meetings of the Board of Governors and the Executive Committee. The President may delegate this duty to the Vice-President. The President is an ex-officio member of all committees of the Colleges. He or she shall also serve as President/Chairman of their respective specialty college.

President-Elect. The President-Elect shall perform the duties delegated to that office by the Board of Governors. The President-Elect shall also serve as the President/Chairman of the respective College.

Vice-President. The Vice-President shall perform the duties and exercise the powers of the President in his or her absence and shall perform other duties as shall be prescribed by the Board. The Vice-President shall also serve as Vice Chairman of their respective specialty college.

Secretary/Treasurer. The Secretary/Treasurer shall be responsible for keeping a permanent record of the proceedings of the AOCOO-HNS and a current roster of the members. The Secretary shall perform all other duties that usually pertain to the office of Secretary. In addition, the Secretary/Treasurer shall receive an accounting of all Income, Expenses, and Investments on a regular basis per accepted accounting procedures. The Secretary/Treasurer shall keep a complete and permanent record of the financial transactions of the AOCOO-HNS. The Treasurer shall make a full financial report at the Board of Governors Meetings and shall perform all other duties as may be determined by the Board. The Secretary/Treasurer shall serve as Vice Chairman of their respective College.

Past President. The Past President shall perform duties delegated to that office by the Board of Governors. The Past President shall serve on the Board of Governors for two (2) consecutive years.

Section 6. Executive Director. The administrative and day-to-day operation of the Colleges shall be the responsibility of a salaried staff individual, responsible to the Board of Governors. The salaried staff individual shall have the title of "Executive Director". The Executive Director shall have the authority to execute contracts on behalf of the college and as approved by the Board of Governors. The Executive director may carry out such other duties as may be specified by the Board of Governors. The Executive Director shall employ, and may terminate the employment of, members of the staff necessary to carry out the work of the College. Except as otherwise set forth in these Bylaws, the Executive Director shall be invited to attend and participate in all meetings of the Board of Governors and its Executive Committee in an Ex-Officio, non-voting capacity.

Section 7. The Executive and Finance Committee of the Board shall consist of the Officers of the Board of Governors. The Executive Director shall serve as secretary without voting. The Chairman of the Committee of Medical Education shall serve on the Executive Committee as a non-voting Consultant.

Section 8. Nominating Committee. The Nominating Committee shall consist of five (5) members, and these shall be the two (2) Past Presidents, the President-Elect who shall act as Chairman, the Vice President, and a Member-at-Large. The Nominating Committee shall recommend the names of persons to be considered for election as Secretary/Treasurer and Members-at-Large of the Board of Governors.

Section 9. Meetings of the Board of Governors. Regular meetings of the Board shall be held at least twice annually at a time and place designated by the Board. The purpose of the annual meeting shall be to present annual reports and conduct business that comes before the Board. The Board may call for other meetings to be held, as it may deem necessary. Members of the Board may participate in any meeting by a conference telephone or similar electronic communications equipment by means of which all persons participating in the meeting can hear each other, and such participation in a meeting shall constitute presence in person at the meeting. The conduct of all activities/meetings of the Boards/ Committees of the Colleges shall be governed by Robert's Rules of Order, Newly Revised, unless otherwise specified in these Bylaws. (R-4/99)


Section 10. Disciplinary Action. The membership of any Member of the AOCOO-HNS, who violates established policies of the AOCOO-HNS may be revoked, suspended, or placed on probation by the Board of Governors acting per the procedures in the Bylaws, and has the right of appeal to the Board of Governors following the mechanism as established by the AOA in their Bylaws, Article 2, Section 3.

## ARTICLE III COLLEGES

Section 1. Colleges. The AOCOO-HNS shall be comprised of two (2) Colleges, the American Osteopathic College of Ophthalmology and the American Osteopathic College of Otolaryngology, Head, and Neck Surgery.

Section 2. Responsibilities. The activities of a College shall be managed by its officers and appointed representatives. A College shall have the power to do and perform all acts and functions consistent with these Bylaws.

Section 3. College Composition. Each College shall have a College Board composed of five members, including a President/Chairman, Vice Chairman and three (3) Members-at-Large, which forms the composition of the Board of Governors representing the individual College. The Chairs of the Council of Regional Representatives shall also sit on the College Board, as non-voting members. (Rev. 5/3/06, 6/10)



# AOCOO-HNS BYLAWS

## Section 4. Officer Responsibility.

President/Chairman. The President/Chairman shall preside at all College Board meetings, appoint all committee members of the College, and be an ex-officio member of all committees, except the Nominating Committee. The President/Chairman shall submit a report to the Board of Governors at the AOCOO-HNS Midyear and annual meetings.

- b. Vice-President. The Vice-President shall perform duties as assigned by the College Board.

Section 5. Vacancies. Vacancies in any position on the College Board shall be filled by appointment by the College President/Chair for the unexpired term of such office.

Section 6. Resignation. A member of the College Board (Officer or Representative) may resign at any time, in writing, to the Secretary of the College. The resignation will become effective upon the date of receipt and acceptance.

## Section 7. Meetings of the College Boards.

Annual Meeting. The annual meeting of the Colleges' Boards shall be held at the AOCOO-HNS Annual Meeting. The purposes of the annual board meeting are to present annual reports, review and make recommendations concerning committee reports, formulate policy items, and consider such other business as may properly come before the Colleges' Boards.

Regular meetings of the Colleges' Boards shall be held in conjunction with the annual meeting and mid-year meeting of the Board of Governors. Members of the Colleges' Boards may participate in any meeting by a conference telephone or similar electronic communications equipment by means of which all persons participating in the meeting can hear each other, and such participation in a meeting shall constitute presence in person at the meeting.

- c. Quorum. A quorum will be a majority of the total membership of the College Board.

## Section 8. Business Meetings of the Colleges' Membership.

- a. Annual Meetings: A meeting of both the American Osteopathic College of Ophthalmology and the American Osteopathic College of Otolaryngology will be held annually at the Annual Clinical Assembly of the AOCOO-HNS. The purpose of this meeting is to present the activities of the respective colleges, officers, committee, staff and act on proposed resolutions and/or policy items.

- b. Quorum. A quorum will be a majority of the total membership of the College(s) present and voting.

- c. Regular business meetings of the Colleges' Membership shall be held at least once (1) per year.

Section 9. Code of Ethics. The Code of Ethics of the College(s) shall follow the Code of Ethics of the AOA.

Section 10. Disciplinary Action. Members of the College(s) who violate established policies of the AOA as adopted by the College(s) and recommended for disciplinary action by the College(s) Board, have the right of appeal to the Board of Governors. (This follows the mechanism as established by the AOA in its Bylaws, Article 2, Section 3.)


## ARTICLE IV MEMBERSHIP

Section 1. Categories of Membership: The categories of membership in the AOCOO-HNS are:

Resident/Fellow Member  
Active Member  
Life Member  
Senior Member  
Honorary Member  
Associate Member  
Student Member

Section 2. Resident/Fellow Member. Resident/Fellow Members must be graduates of a medical school accredited by the Council on Osteopathic College Accreditation (COCA) or the Liaison Committee on Medical Education (LCME) and be engaged in an AOA-accredited or an ACGME-accredited residency training program leading toward certification in one of the basic specialties (Ophthalmology, Otolaryngology-Head, and Neck Surgery). Fellow members must be in a recognized fellowship program. Resident/Fellow members have the right to attend educational programs and social functions of the AOCOO-HNS if they have pre-registered and submitted a letter from their Program Director. Resident/Fellow members are liable for such dues and fees as voted by the Board of Governors.

Section 3. Active Member. Active Members must be graduates of a medical school accredited by the Council on Osteopathic College Accreditation (COCA), have successfully completed a residency training program accredited by the AOA and/or ACGME, be licensed to practice Osteopathic Medicine and Surgery IN THE STATE(S) IN WHICH THEY PRACTICE, and be Board Eligible or Board Certified by the American Osteopathic Board of Ophthalmology, Otolaryngology – Head and Neck Surgery (AOBOO) or the ABO (American Board of Ophthalmology or the American Board of Otolaryngology).



# AOCOO-HNS BYLAWS

Section 4. Life Member. Life membership may be granted, upon application to the membership division of the college, to any member who has twenty-five (25) years of continuous, active membership in the College, has reached the federally defined retirement age and is permanently retired from practice.

Section 5. Senior Member. Senior membership may be granted, upon application to the Board of Governors, to any individual who would otherwise be eligible to be an active member, but has been a member in good standing for twenty-five (25) consecutive years and is sixty (60) years of age or over, but has not met the criteria for life membership.

Section 6. Honorary Membership. Honorary Membership in the College(s) may be granted to any person upon two-thirds (2/3) vote of the College(s) Board in recognition of meritorious service to the College(s) and/or the osteopathic profession. An honorary member will be assessed with no dues and will not have the right to vote.

Section 7. Associate Membership. Associate Membership may be granted to physicians who are: graduates of a medical school accredited by the Council of Osteopathic College Accreditation (COCA) or the Liaison Committee on Medical Education (LCME), have successfully completed one-year post-graduate training program accredited by the AOA and/or ACGME, and licensed to practice medicine or surgery in the state(s) in which they practice. Associate Membership is a non-voting status of membership in the AOCOO-HNS

Section 8. Affiliate Membership. Affiliate membership may be granted to the following medical personnel: a physician assistant, nurse practitioner, or advanced certified technician in active clinical practice of ophthalmology, otolaryngology, and orofacial surgery. Affiliate Membership is a non-voting status of membership in the AOCOO-HNS and is not available to chiropractors, dentists, optometrists, or audiologists.


Section 9. Student Membership. Student Membership may be granted to any individual who is presently enrolled in a college of osteopathic medicine accredited by the Council of Osteopathic College Accreditation (COCA) and exhibits a sincere interest in the specialty of ophthalmology or otolaryngology-head and neck surgery.

Section 10. Dues, Fees, and Assessments. There will be annual active member dues, new member dues and candidate dues. There may also be other fees and assessment under the duties of the Board of Governors: "It shall be responsible for establishing annually the dues, fees and assessments for each class of membership." (AOCOO-HNS Bylaws Article II, Section 1, e) Only members who have satisfied their financial obligations to the AOCOO-HNS shall be considered as members in good standing.

Section 11. Any member who fails to fulfill their financial obligations beyond sixty (60) days after official notification, shall be notified of a suspension. After an additional thirty (30) days of delinquency, the member shall be automatically dropped from membership. The member has the right of appeal to the Board of Governors following the mechanism as established by the AOA in their Bylaws, Article 2, Section 3. (Rev. 2/7/04)

Section 12. Fellowship. Members of the AOCOO-HNS may be granted the title of Fellow of the American Osteopathic College of Ophthalmology, or the American Osteopathic College of Otolaryngology- Head and Neck Surgery, who by outstanding contributions to the healing art, to the practice of Ophthalmology, or Otolaryngology- Head and Neck Surgery, to research or for such other meritorious services that reflect credit upon the AOCOO-HNS and the osteopathic profession, who meets the requirements of the Awards Committee, shall with the approval of the Board, receive the honor of Fellow.

Section 13. Continuing Medical Education. Members who are subject to the continuing medical education requirements of the AOA, shall maintain the required CME hours during a designated three (3) year period, of which at least one course shall be an AOCOO-HNS sponsored program. (Rev. 2/7/04)



# AOCOO-HNS BYLAWS

## ARTICLE V WAIVER OF NOTICE

Whenever any notice is required to be given under applicable law, the articles of incorporation or these bylaws, waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

## ARTICLE VI INDEMNIFICATION OF DIRECTORS AND OFFICERS

The College shall indemnify and hold harmless all officers, directors and committee members of the College to the full extent permitted by the state of Ohio, as amended from time to time, and shall be entitled to purchase insurance for such indemnification of officers and directors to the full extent as determined from time to time by the Board of Governors.

## ARTICLE VII AMENDMENTS

Amendments to the Bylaws may be proposed to the Board of Governors by the membership, committee, or board members, at least ninety (90) days prior to the next scheduled meeting of the Board.

All amendments will be developed into resolutions, in accordance with the Robert's Rules of Order, Newly Revised and reviewed by the Rules and Bylaws Committee of the College.

The Board of Governors will review proposed amendments and report back to the membership with their recommendation at the next regularly scheduled membership meeting. All proposed amendments will be submitted, in writing, to the full membership of the college a minimum of forty-five (45) days prior to the regularly scheduled annual membership meeting. Amendments to the Bylaws will require two-thirds (2/3) vote of those present to pass. Final action on amendments to the Bylaws will require action by the AOA Board of Trustees prior to enforcement.

## ARTICLE VIII DISSOLUTION

In the event of the dissolution of the Colleges, the Board of Governors shall, after paying or making provisions for the payment of all liabilities of the Colleges, dispose of all the remaining assets of the Colleges (except any assets held by the Colleges upon condition requiring return, transfer or other conveyance in the event of dissolution, which assets shall be returned, transferred or conveyed in accordance with such requirements) exclusively for the purposes of the Colleges in such manner, or to such organization or organizations as shall at the time qualify as a tax-exempt organization or organizations recognized under sections 501c(3) or 501c(6) of the internal revenue code of 1986, as amended (the "code") or the corresponding provisions of any future United States Internal Revenue Statute, as the Board of Governors shall determine. Any such assets not so disposed of shall be disposed of by the Court of General Jurisdiction in such a manner, or to such organization or organizations, which are organized and operated exclusively for such purposes, as said court shall determine. The above language pertains only to the American Osteopathic Colleges of Ophthalmology, Otolaryngology-Head and Neck Surgery and does not affect the non-profit arm of this organization.

## ARTICLE IX USE OF ELECTRONIC COMMUNICATION

Unless otherwise prohibited by law, (I) any action to be taken or notice delivered under these Bylaws may be taken or transmitted by electronic mail or other electronic means; and (II) any action or approval required to be written or in writing may be transmitted or received by electronic mail or other electronic means.

Adopted by Membership  
May 2003  
May 2006  
May 2018

Amended  
February 2004  
February 2007  
May 2020





# AOCOO-HNS COMMITTEE STRUCTURE

## AOCOO-HNS Committee Structure

### 1. Executive and Finance Committee

- a. Foundation Board of Directors
- b. Foundation Advisory Committee (FAC)
- c. Audit Committee

### 2. Professional Programs and Postgraduate Training

- a. Education Committee
- b. COME
- c. Council of Residents and Fellows

### 3. Awards Committee

### 4. Nominating Committee

### 5. Ethics Committee

### 6. Advocacy Committee

- a. AOA delegate
- b. AAO councilor
- c. AAO-HNS representative

### 7. Information Technology Committee

### 8. Bylaws Committee

## General Information

In accordance with the Bylaws of the AOCOO-HNS, the President makes committee appointments. The AOCOO-HNS President will appoint a Board of Governor Members-at-Large to chair the committees, except for Executive and Finance Committees and all committees that fall under that category. The Committee Chairs will be responsible for acting as the liaison between the Board and the Committees. The President is an ex-officio member of all committees and is informed of the activities of the committee by the Committee Chairs at least two (2) times per year, filing written reports to the Board of Governors, which will also be available to members of the college.

## Committee Goals and Objectives

Goals and objectives are formulated for each standing (or appointed) Committee of the Colleges. The goals and objectives are contained in this orientation manual. The Committee Chair can make changes to their respective Committees or additions/deletions in goals and objectives at any time.

## Budgetary Responsibilities

Projects being considered by a committee and the proposed costs are to be evaluated by the Finance Committee, in possible collaboration with the Foundation Advisory Committee if deemed appropriate and is part of the Foundation's mission.

## 1. EXECUTIVE AND FINANCE COMMITTEE

The Executive and Finance Committee shall consist of the President of the Colleges, the President-Elect of the Colleges, the Vice President of the Colleges, the Secretary/Treasurer, the Immediate Past President of the Colleges and the Past President of the Colleges. The Executive Director shall serve as secretary without a vote. All past presidents are also considered non-voting members of this committee except for the Immediate Past President and Past President, who shall be included as voting members. The Chairperson of the Committee of Medical Education shall serve on the Executive Committee as a non-voting Consultant. (ref. AOCOO-HNS bylaws section 8)

**Charge:** It shall be the duty of the Executive and Finance Committee to act for the Board of Governors upon Board business arising between meetings of the Board. They shall report all actions at the next meeting of the Board thereafter.

The Executive and Finance Committee shall meet at a mid-year meeting and again at the annual meeting prior to the full Board meeting. These meetings will preferably take place in person but can occur by virtual or telephone format if an in-person meeting is not possible. It shall also meet by teleconference or virtually as needed during the year.

## a. FOUNDATION BOARD OF DIRECTORS

This committee is made up of the executive committee of the college plus others. Its duties and responsibilities are solely to the foundation. It is mentioned here just for the sake of completeness, but it is separate and not part of the college.



# AOCOO-HNS COMMITTEE STRUCTURE

## **b. FOUNDATION ADVISORY COMMITTEE**

This committee is made up of appointees by the president of the foundation board of directors. It acts as an advisory board to the foundation's board of directors. It is also mentioned here for the sake of completeness, but it does not have any function in the college.

## **c. AUDIT COMMITTEE**

The Audit Committee composition shall be the Secretary/Treasurer, who will act as Chair, President, President Elect, Vice President, Past President and Immediate Past President and Executive Director who is a non-voting member.

Charge: To review the financial activities of the corporations and report twice annually to the Board Responsibilities:

The Audit Committee shall review the financial transactions of the corporations and staff accounting procedures. This shall include accounts receivables, accounts payable, bond and insurance coverings of committee members and staff who have access to organizational funds, and any purchases of equipment for the operation of the business office.

The Audit Committee will have an annual report and any appropriate financial recommendations to the Board at the Mid-Year and Annual Meetings.

The Audit Committee will review the year-end balance sheet and profit and loss statement prepared by the Administrative Staff at the Mid-Year Board Meeting.

The Audit Committee will review the accountant's financial review at the Mid-Year Board Meeting.

## **2. PROFESSIONAL PROGRAMS AND POST-GRADUATE TRAINING**

### **a. EDUCATION COMMITTEE**

This committee is made up of a committee chair who is in charge of the committee and is appointed by the Board of Governors, past, present, and future program chairs, consultants, and committee members responsible for individual subspecialties within both Ophthalmology and Otolaryngology. It is the responsibility of the committee chair to select future program chairs. Once selected, these candidates will be reviewed by the Board of Governors for acceptance.

Charge: To review and make recommendations regarding the present and future educational needs of the membership, specifically continuing medical education. To help ophthalmologists and otolaryngologists obtain the clinical knowledge, attitudes, and skills necessary to provide optimal care to the public, and to help ophthalmologists and otolaryngologists maintain their license by providing CME through the annual clinical assembly.

### **Responsibilities:**

The Education Committee shall serve to work with the program chairs to program the Annual Clinical Assembly. The members may be asked to submit pertinent lecture topics, reference material, recommended speakers for the ACA, and may be asked to contact these speakers. The members will meet at the ACA to plan the following years ACA.

The Education Committee will meet once annually in person at the ACA (unless impossible by cancellation of the ACA) and multiple times over the year as needed in phone or virtual format to maintain educational objectives.





# AOCOO-HNS COMMITTEE STRUCTURE

## **b. COUNCIL OF MEDICAL EDUCATION (C.O.M.E.)**

The C.O.M.E. shall consist of no less than four (4) members. All committee members shall be or have been certified and residency program directors for at least three (3) years, and in good standing with the AOCOO-HNS and the training institution.

Responsibilities:

COME is a sunseting committee. Residency programs are transitioning to ACGME certification. When no residents are left to be certified by the AOA, this committee will cease to exist. COME is still responsible for overseeing the training of:

1. Residents in sunseting programs
2. Residents who started in AOA accredited programs that have achieved Initial ACGME accreditation

The COME is not responsible for overseeing Osteopathic residents in ACGME accredited programs that have already dropped their AOA accreditation. Note that AOA accreditation for all residencies will cease on June 30, 2020.

Sunseting programs that have not trained out their residents by that date will be given special consideration by the AOA regarding extended accreditation.

## **c. COUNCIL OF RESIDENTS AND FELLOWS**

**PURPOSE** The Council on Residents and Fellows ("CRF") will function as an advisory body to the Board of Governors of the American Osteopathic Colleges of Ophthalmology and Otolaryngology-Head and Neck Surgery ("AOCOO-HNS") to:

(a) facilitate communication regarding issues of interest to Residents and Fellows in the fields of Ophthalmology and Otolaryngology-Head and Neck Surgery

(b) make recommendations to the Board of Governors of the AOCOO-HNS regarding programs and policies of interest to residents and Fellows

## **MEMBERSHIP**

The CRF will be composed solely of Residents and Fellows who are active members of the AOCOO-HNS as osteopathic medical graduates in training in the Colleges' specialties.

## **GOVERNING BOARD**

**Election of Board Members:** During the CRF meeting held in conjunction with the Annual Clinical Assembly, the Council will elect from among all of its members a Chairman, a Chairman-Elect and a Member-at-Large from each of the two specialties. Such election shall be by a majority vote of those members present at such meeting. These officers, along with the Immediate Past Chairman will constitute the CRF governing board. The governing board shall establish a nominating committee consisting of the Immediate Past Chairs (one of whom shall chair the proceedings) and at least two other members of the CRF. A Member of the CRF may be nominated for only one office of the governing board at any one time.

## **Terms of Governing Board Member:**

No member of the governing board may serve more than two consecutive terms. All terms will begin with the second Board of Governors meeting at the Annual Clinical Assembly. Residents who complete their training in the spring will not be eligible for any nomination.

**Chair:** The Chair will preside at all meetings of the Board of Residents and Fellows and will report on the recommendations and actions of the Council to the Board of Governors of the AOCOO-HNS. The Chairs will be representatives to the AOCOO-HNS Board of Governors as nonvoting Guests and will represent the Council in public and private forums. The chair will maintain the integrity of the Council and will be responsible for executing all initiatives on behalf of the Council. The term of office of the Chair will be one-year (the Chairs will alternate in preceding over the meeting yearly, by specialty)



# AOCOO-HNS COMMITTEE STRUCTURE

## **Chair-Elect:**

The Chair-Elect will execute all the duties of the Chair in the Chairs' absence. In the event the Chair is unable to fulfill the term of office, the Chair-Elect will become chair. The Chair-Elect will coordinate the annual meeting of the Council. The term of office of the Chair-Elect will be one-year.

## **Immediate Past Chair:**

The Immediate Past Chair will remain a governing board member for an additional one-year term.

## **Responsibility of the Governing Board:**

The governing board will serve as the executive body of the Council, will deliberate and conduct business on behalf of the Council and will be responsible for managing the affairs of the Council with respect to all matters not specifically reserved to the Council members. The powers of the governing board are established by, and subject to, approval by the AOCOO-HNS Board of Governors.

## **MEETINGS Dates and Places:**

The CRF will meet during the Annual Clinical Assembly at a place and time determined by the Chair. The governing board members shall attend all meetings of the CRF.

## **3. AWARDS COMMITTEE**

The Awards Committee shall consist of members of both Colleges in good standing. Charge: To develop, review, and make recommendations to the Board of Governors for those members deemed worthy of awards by having achieved the specific guidelines set forth in the Award Guide.

The committee is also tasked with the responsibility of reviewing the awards to see if they are still relevant or should be discontinued, as well as suggesting new awards.

The committee may also work on creating new ways to earn points toward the awards, or new ways to track the accumulated points.

## **4. NOMINATING COMMITTEE**

Composition: The Nominating Committee shall consist of five (5) members, and these shall be the two (2) Past Presidents, the President-Elect who shall act as Chairman, the Vice President, and a Member-at-Large. The Nominating Committee shall recommend the names of persons to be considered for election as Secretary/Treasurer and Members-at-Large of the Board of Governors. (ref AOCOO-HNS Bylaws section 8) Responsibility: The Nominating Committee identifies candidates that reflect the broad diversity of the membership that will be selected as nominees for leadership positions. This committee should start discussions at the Midyear Board meeting and have finalized the candidates by mid-February

## **5. ETHICS COMMITTEE**

The Ethics Committee shall consist of members of both Colleges and shall also be a Fellow and Member in good standing. This committee will be chaired by a member at large of the Board who will appoint two college members to this committee. All three members will be voting members.

Charge: To ensure that the ethical conduct of our members is in line with AOA guidelines.

## **6. ADVOCACY COMMITTEE**

Goal: To enhance relationships with members and other organizations, and to work toward unity and cooperation among all those involved with patient care.

### **a. AOA DELEGATE**

Major activity: Attend all AOA Board of Trustee meetings, and submit reports back to the Board

### **b. AAO COUNCILLOR**

Major activity: Attend all AAO Council meetings and submit reports back to the Board

### **c. AAO-HNS REPRESENTATIVE**

Major activity: Attend all AAO-HNS meetings and submit reports back to the Board



# AOCOO-HNS COMMITTEE STRUCTURE

## 7. INFORMATION TECHNOLOGY COMMITTEE

Charge: Periodically review and make recommendations to improve website development. Create more avenues for communication. Submit newsworthy articles for the AOCOO-HNS Quarterly Newsletter/*Scope Magazine*.

## 8. BYLAWS COMMITTEE

The committee shall consist of three members. A board member at large shall be appointed as chair of the committee. The President Elect and Past President shall also be members of this committee. The Bylaws Committee shall consider revisions of the Bylaws and shall, if deemed desirable, recommend amendments to the Board of Governors.

## CHAPTER 1. - GENERAL INFORMATION

1.1 PURPOSE This manual provides information and guidance on the American Osteopathic Colleges of Ophthalmology and Otolaryngology-Head and Neck Surgery awards process. It includes general policy, a description of each award, personal eligibility requirements, and the format for formal submission.

### 1.2 POLICY CONSIDERATIONS

1.2.1 Awards are for the purpose of officially recognizing and rewarding extraordinary performance, exceptional achievement and other acts of outstanding service that distinguish the individual from others performing similar acts of service. A judicious use of awards provides an incentive to greater individual effort and morale; injudicious use will destroy their basic value.

1.2.2 The appropriate level of awards should be consistent with the particular action, achievement or service and met the respective eligibility requirements.

1.2.3 Promptness with which awards are made is essential, provided standards of merit are preserved. An award for a specific action should be bestowed as soon as possible with due consideration given for the time required to validate the facts and to process the award.

1.2.4 All award recommendations (unless otherwise specified) shall be submitted to the Awards Committee for formal consideration and action. Award points accumulated will not include points for any awards previously received. (Rev. 2/05)

### 1.3 AUTHORITY TO ESTABLISH AND APPROVE AWARDS

1.3.1 Awards for issue to the membership and other eligible individuals are established by rules passed by the Board of Governors and by executive directives issue by the representative Presidents of the Colleges.

1.3.2 Recommendations for the establishment of a new award will be submitted to the Board of Governors via the Chairman of the Awards Committee.

1.3.3 The authority to approve awards is granted by the Board of Governors.

## CHAPTER 2. -AWARDS

### 2.1 LIST OF AWARDS

#### 2.1.1 Fellow

#### 2.1.2 Presidential Achievement Certificate

##### 2.1.2.1 Presidential Resident Recognition Certificate (Rev. 5/02)

#### 2.1.3 Governors Achievement Certificate

#### 2.1.4 Distinguished Service Award

#### 2.1.5 Special Board of Governors Award

#### 2.1.6 Patrick Murray Award

#### 2.1.7 Honorary Member Award

#### 2.1.8 Humanitarian Service Award



# AOCOO-HNS COMMITTEE STRUCTURE

1.2.3 Promptness with which awards are made is essential, provided standards of merit are preserved. An award for a specific action should be bestowed as soon as possible with due consideration given for the time required to validate the facts and to process the award.

1.2.4 All award recommendations (unless otherwise specified) shall be submitted to the Awards Committee for formal consideration and action. Award points accumulated will not include points for any awards previously received. (Rev. 2/05)

## **1.3 AUTHORITY TO ESTABLISH AND APPROVE AWARDS**

1.3.1 Awards for issue to the membership and other eligible individuals are established by rules passed by the Board of Governors and by executive directives issued by the representative Presidents of the Colleges.

1.3.2 Recommendations for the establishment of a new award will be submitted to the Board of Governors via the Chairman of the Awards Committee.

1.3.3 The authority to approve awards is granted by the Board of Governors.

## **CHAPTER 2. -AWARDS**

### **2.1 LIST OF AWARDS**

#### **2.1.1 Fellow**

#### **2.1.2 Presidential Achievement Certificate**

##### **2.1.2.1 Presidential Resident Recognition Certificate (Rev. 5/02)**

#### **2.1.3 Governors Achievement Certificate**

#### **2.1.4 Distinguished Service Award**

#### **2.1.5 Special Board of Governors Award**

#### **2.1.6 Patrick Murray Award**

#### **2.1.7 Honorary Member Award**

#### **2.1.8 Humanitarian Service Award**

## **2.1 AWARD DESCRIPTION AND ELIGIBILITY REQUIREMENTS**

### **2.1.1 FELLOW**

Description: The title of Fellow of the American Osteopathic College of Ophthalmology or the American Osteopathic College of Otolaryngology-Head and Neck Surgery, represents the recognition of a member's devotion to the advancement of Osteopathic Medicine and his or her professional proficiency, unusual merit and skills in the practice of either Ophthalmology or Otolaryngology or Otolaryngology/Facial Plastic Surgery.

Eligibility Requirements: A candidate must be an active member in good standing with the AOCOO-HNS, certified by the American Osteopathic Boards of Ophthalmology and Otolaryngology-Head and Neck Surgery, and have attended three Annual Clinical Assembly meetings of the AOCOO-HNS following board certification. The three meetings need not be in consecutive order. After the third Annual Clinical Assembly meeting following certification, the candidate must complete and return the Fellow application request to AOCOO-HNS for action by the Board of Governors. Upon completion of that process, the AOCOO-HNS Staff will notify each applicant in writing that the certificate conferring Fellow status will be awarded by the Board at the next Annual Clinical Assembly during the Award Ceremony. All prospective candidates must be present at the Award Ceremony to receive the official certificate, and to be formally inducted into the College as a Fellow.





# AOCOO-HNS COMMITTEE STRUCTURE

## 2.1.2 PRESIDENTIAL ACHIEVEMENT CERTIFICATE

Description: The award shall be given by the President of each College to members of that College in recognition of noteworthy professional achievement, or other valuable service performed on behalf of the College or Board of Examiners. (Rev. 4/02)

Eligibility Requirements: Members in good standing with the AOCOO-HNS, demonstrated professional achievement of a superlative nature such as publishing a clinical or scientific paper in a national medical journal, or delivering an outstanding lecture at the Annual Clinical Assembly; or providing valuable assistance for a project on behalf of the College or Board of Examiners, such as preparing questions for the certification examination or developing a scientific exhibit for the Annual Clinical Assembly. The candidate must achieve fifteen (15) points and be nominated for the award by a member of the College, or at the discretion of the current President and approved by the Executive Committee. (Rev. 2/05, Rev. 2/06, Rev. 2/07).

### 2.1.2.1 PRESIDENTIAL RESIDENT RECOGNITION CERTIFICATE

Description: The award shall be given by the President of each College to residents (candidates in training) of that College in recognition of professional achievement, or other valuable service performed on behalf of the Residency Training Program, College Board or Board of Examiners. (Rev. 4/02)

Eligibility Requirements: Candidate member; in good standing with the AOCOO-HNS, and residency training program as may be appropriate; demonstrated professional achievement of a superlative nature such as participating with the Board of Governors or College Board as a resident representative, publishing a clinical or scientific paper in a national medical journal, or delivering an outstanding lecture at the Annual Clinical Assembly; or providing valuable assistance for a project on behalf of the College or Board of Examiners, such as preparing questions for the certification examination or developing a scientific exhibit for the Annual Clinical Assembly. (Rev. 4/02), (Rev. 2/06)

## 2.1.3 GOVERNORS ACHIEVEMENT CERTIFICATE

Description: This award is given by the Board of Governors to members of the College who have distinguished themselves by a greater level of accomplishment or service than that required for the Presidential Achievement Award.

Eligibility Requirements: Member of the College; in good standing with the AOCOO-HNS, demonstrated meritorious achievement or service to the College or Board of Examiners. Examples of activities of merit for this level of award include founding a residency training program and serving as a program director for graduate medical education. Attendance at the last three (3) out of five (5) Annual Clinical Assemblies. In addition, the individual must have demonstrated that they embody in their deeds and actions, the spirit and character of the AOCOO-HNS. THIRTYFIVE (35) points are required for the award. (Rev. 2/05, Rev. 2/07, 5/20)



# AOCOO-HNS COMMITTEE STRUCTURE

## 2.1.4 DISTINGUISHED SERVICE AWARD

Description: The Distinguished Service Award is bestowed by the Board of Governors for exceptionally meritorious service in a position of major responsibility in the College or Certifying Board. The Distinguished Service Award honoree is nominated by the Executive Committee of the Board, approved by the Board of Governors, and given to no more than two (2) honorees a year, beginning with the 2006 awards. (Rev. 2/05)

Eligibility Requirements: Members of the College in good standing with the AOCOO-HNS, duty involving either the Board of Governors or the Board of Examiners for a minimum combined period of six years and have been a member of the College(s) for at least fifteen (15) years. Attendance at the last three (3) out of five (5) Annual Clinical Assemblies. In addition, the individual must have demonstrated that they embody in their deeds and actions, the spirit and character of the AOCOO-HNS. The candidate must have accumulated a total of SIXTY-FIVE (65) points. and be nominated and recommended by a member of the College for the award. (Rev. 2/05, Rev. 2/07, 5/20)

## 2.1.5 SPECIAL BOARD OF GOVERNORS AWARD

Description: The Special Board of Governors Award is the highest personal award given by the Board of Governors for exceptionally meritorious service to the College in a series of duties of great responsibility. The Special Board of Governor honoree is nominated by the Executive Committee of the Board, approved by the Board of Governors, and given to no more than two (2) honorees a year, beginning with the 2006 awards. (Rev. 2/05)

Eligibility Requirements: Member of the College in good standing in the AOCOOHNS, demonstrated sustained superior performance characterized by outstanding achievement and distinguished service to the College(s) and have been a member of the College(s) for at least twenty-five (25) years accumulating no less than NINETY (90) points and serving a minimum of nine (9) years' service on either one of the Boards or a combined service on both Boards along with having been President of the College or the Board. Attendance at the last three (3) out of five (5) Annual Clinical Assemblies. In addition, the individual must have demonstrated that they embody in their deeds and actions, the spirit and character of the AOCOO-HNS. The candidate must be recommended to the Board of Governors for the award. (Rev. 2/05, Rev. 2/07, 5/20)

## 2.1.6 PATRICK MURRAY AWARD

Description: An annual monetary award given to the highest raw scoring resident in the annual OKAP examination in Ophthalmology and in the annual resident in -service proficiency examination in Otolaryngology. In the event of a tie between residents in the same specialty regardless of place, the award money for the Place and the next lower Place will be added together and will be divided then distributed evenly. The two first-place award finalists (one Ophthalmologist and one Otolaryngologist) will receive \$750 each; the two second-place award finalists will receive \$600 each; and the two third-place award finalists will receive \$500 each (Rev. 10/28/01, 05/20).

Eligibility Requirements: Resident member of the College in good standing in the AOCOO-HNS Resident in approved Ophthalmology or Otolaryngology or Otolaryngology/ Facial Plastic Surgery training programs. The resident must submit his or her score on the residents' training examination to the AOCOO-HNS Office. A resident must achieve a minimum of 50% on the examination. A resident may receive the award more than one time and does not need to be present at the Annual Clinical Assembly to receive the Award (Rev. 10/28/01).





# AOCOO-HNS COMMITTEE STRUCTURE

## 2.1.7 HONORARY MEMBER

Description: This is an honorary award for the recognition of internationally known Ophthalmologists, Otolaryngologists, Plastic Surgeons, as well as important individuals in other specialties and different professions. The titles "Honorary Member" and "Friend of the AOCOO-HNS" are used respectively for each of these categories of individuals.

### 2.1.7.1 HONORARY MEMBER

Eligibility Requirements: For Honorary Member, the candidate must be an Ophthalmologist, Otolaryngologist, Head and Neck or Plastic Surgeon of national or international renown and unquestionable ethics who has made a significant professional contribution to the College(s).

### 2.1.7.2 FRIEND OF THE COLLEGE

For "Friend of the AOCOO-HNS", the candidate must be an honorable individual who has made a significant and sustained positive contribution to the College(s) and the Osteopathic profession.

## 2.1.8 HUMANITARIAN SERVICE AWARD

The Humanitarian Service Award is bestowed by the Board of Governors for your participation in charitable activities, indigent care, community service and other humanitarian activities.

Eligibility Requirements: Selection of recipients is determined on the basis of factors including, but not limited to: the intensity of service, continuity of service, length of service, need for the service, personal sacrifice of the ophthalmologist or otolaryngologist and the recommendations of the nominating organization and/or individuals identified in the nomination of the individual. A maximum of two recipients will be selected annually.

## Nomination Process:

The nominee must be a fellow or member in good standing of the AOCOO-HNS who has demonstrated a pattern of humanitarian service in the United States or abroad over a period of at least several years. Qualifying service might include, but is not limited to:

- Free care to the indigent.
- Service in inner-city, rural, or international locations with disadvantaged persons.
- Care for underprivileged individuals of specific racial or ethnic background.
- Care in settings of high risk to the ophthalmologist/otolaryngologist.

The service must have been above and beyond the usual service commitment required by a sponsoring organization, or expected by virtue of the type of service involved, should have entailed personal sacrifice on the part of the otolaryngologist or ophthalmologist, must have been consonant with the principles of the Code of Ethics of the American Osteopathic Association, and AOCOO-HNS membership must be sustained. Only one such award may be given to an individual during his or her lifetime.

## CHAPTER 3. -ADMINISTRATIVE PROCEDURES

### 3.1 PREPARATION OF RECOMMENDATIONS

3.1.1 Initiation: A recommendation for an award may be submitted by any member of the College, in good standing with the AOCOO-HNS, having knowledge of an act, achievement, or service of another member or candidate in training which may warrant such award. It will be submitted as promptly as practicable following the act or term of service to which the recommendation refers.



# AOCOO-HNS COMMITTEE STRUCTURE

**3.1.2 Timeliness:** Timely recommendation is essential to a successful awards system. A recommendation must be submitted as soon as possible following the act, achievement, or service upon which it is based. All recommendations must be appropriately justified and sufficiently detailed to allow proper evaluation and decision.

**3.1.3 Preparation:** Recommendations for awards must be submitted on the Awards Committee Award Form. This form should be completed by filling in the specified information requested in each of the numbered blocks. Where additional space is required, you may upload further documentation. A separate form will be used for each award being recommended.

**3.1.4 Summary of Action:** This part of the recommendation is required in all cases and is the most important element since each recommendation is evaluated on the merits of the justification therein. An objective summary giving specific examples of the performance and manner of accomplishing it together with the results and benefits derived should be presented. The specific elements of the nominee's performance should be listed in a straightforward statement of facts. When detailing accomplishments, consider the nominee's initiative, originality, dedication, and perseverance in achieving the specific accomplishment, or in performing a service, and weigh the impact of the achievement considering its effect on the College and our profession. The amount of detail and supporting documentation required will depend on the circumstances and nature of the award being recommended.

## 3.2 SUBMISSION OF RECOMMENDATIONS

**3.2.1** Recommendations for awards should be submitted via the AOCOO-HNS website, utilizing the electronic form. (Rev. Feb. 2001), (Rev. Feb. 2006) (May 2020)

**3.2.2** All recommendations for awards will be processed as expeditiously as possible consistent with a full and considered evaluation.

**3.2.3** Recommendation for awards should be closely held. Their existence should not be disclosed to the recommended individual prior to action by the awarding authority.

## 3.3 ACTIONS OF THE AWARDING AUTHORITY

**3.3.1** When the Awards Committee receives a recommendation for an award which it is empowered to approve, it may take one of the following actions: (a) Approve the award; (b) Approve a higher award to the Board of Governors if required; (c) Where appropriate, carefully consider the recommendation in the light of the criteria of a lower award and approve such award; (d) Return the recommendation for further clarification or justification; or (e) Approve no award.

**3.3.2** The Awards Committee will review and forward recommendations for all other awards to the Board of Governors for final approval.

**3.3.3** The Awards Committee will advise the originator of the action taken either by copy of the basic correspondence or by separate letter, if necessary. Also, the Committee will keep a complete file of the correspondence, together with a copy of the citation if one was issued.

**3.3.4** Recommendations for awards previously disapproved by the awarding authority may be reconsidered only upon presentation of new relevant material evidence which was not available at the time the original recommendation was considered.

**3.3.5** The Board of Governors will issue the medal / certificate / plaque for any award approved.



# AOCOO-HNS COMMITTEE STRUCTURE

## 3.4 PRESENTATION OF AWARDS

3.4.1 Presentation of personal awards should be made as soon as practicable after approval and with ceremony appropriate to the nature of the award and consistent with any special circumstances that may exist. The Annual Clinical Assembly and the Award Ceremony provide the best opportunity for the presentation of personal awards and, most especially, for the formal induction of Fellows into the respective Colleges. For that reason, all prospective Fellows are required to attend the Award Ceremony for this special recognition and honor. All awards except the Special Board of Governors Award are to be presented at the respective College Award Ceremonies. The Special Board of Governors Award will be the ONLY award presented at the Ceremonial Dinner.

## CHAPTER 3. -POINT SYSTEM

### 4.1 BACKGROUND

The point system has been developed by the Awards Committee to enable greater fairness and ease of administration of the award process. The point system designates numerical values for the various activities and services performed by the members and candidates in training. In that way, the Awards Committee can keep track of the individual personal contributions and can more objectively evaluate the merit of those contributions for any award. Committee award points should be awarded only upon attestation of meetings and/or reports (if no meetings are held or no reports presented to the Board, no award points will be given to the respective committee chairman or members). Rev. 8/16/04

4.1.1 Point Listing The listed activities have been given the following point value:

2-point Lecturer for the Annual Clinical Assembly

1 pt./yr. AOBOO Question Writer

2 pts/yr. AOBOO Designated Examiner

5 pts/yr. Professional Program Chairman

2 pts/yr. Editor of Journal

2 pts/yr. Board Member AOBOO or AOCOO-HNS

10 pts President of AOBOO

10 pts President of AOCOO (pre-1995)

5 pts Chairman AOCOO-HNS Board of Governors

10 pts President of AOCO-HNS

10 pts President of AOCO

2 pts/yr. COME Committee

3 pts/yr. COPT Representative

10 pts Residency Founder

2 pts/yr. Residency Program Director

1 pt./yr. Residency Faculty Member

1 pt./per Residency Inspector

1 pt./yr. Medical School Faculty/Specialty Instructor

5 pts Patrick Murray Award Recipient

1 pt./yr. Interprofessional Comm. to the AAO-HNS

1 pt./yr. AAO Councilor

1 pt./yr. Scientific Poster Presentation

1 pt./yr. Active Committee of the College(s)

1-10 pts Other achievements/services that merit exceptional recognition in the judgment of the Board of Governors.

The following number of points are required for the listed awards:

15 pts Presidential Achievement Cert., or at the discretion of the current President and approved by the Executive Committee.

35 pts Governors Achievement Cert.

65 pts Distinguished Service Award (must be a member for 15 years)

90 pts Special Board of Governors Award (must be a member for 25 years, Past President of the AOCOO-HNS)

