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**MARYLAND ACADEMY OF FAMILY PHYSICIANS
BYLAWS**

CHAPTER I - NAME

The name of this organization shall be the Maryland Academy of Family Physicians.

CHAPTER II – AFFILIATION

This organization is a constituent chapter (Maryland Chapter) of the American Academy of Family Physicians (AAFP), a corporation, and is possessed only of those rights and powers conferred by said corporation of this organization. No rules, regulations, or policies adopted by this organization shall be in conflict with the rules, regulations or policies of the AAFP or with the charter issued by the AAFP to this organization.

CHAPTER III - ORGANIZATION

Section 1. Objectives and Purposes. To the end that the people of America may receive excellence in health care, the Maryland Academy of Family Physicians (MAFP) has for its objectives and purpose the following:

- A. To promote and maintain high standards of the family practice of medicine and surgery.
- B. To encourage and assist young men and women in preparing, qualifying and establishing themselves in family practice.
- C. To preserve the right of family physicians to engage in medical and surgical procedures for which they are qualified by training and experience.
- D. To provide or assist in the provision of continuing medical education for family physicians and general practitioners, and to encourage and assist practicing physicians and surgeons in participating in such training.
- E. To promote the science and art of medicine and surgery and the betterment of the public health, and to preserve the right of free choice of physician to the patient.
- F. To acknowledge and assume responsible public advocacy in all health related matters.

Section 2. Powers. To accomplish the forgoing aims, ideals and objectives, this organization under the Bylaws of the American Academy of Family Physicians, shall have the power to acquire, own, and convey real and personal property to carry on research; to issue publications; to establish, conduct and maintain courses, museums, libraries, and other institutions for graduate study and continuing medical education in medicine and surgery; and to use any and all means for the attainment of its objectives which, from time to time, may seem desirable.

Section 3. Non-Profit Status. This organization shall have no capital stock. It is not conducted for pecuniary profit and does not contemplate pecuniary gain or profit to the members.

CHAPTER IV - MEMBERSHIP

Section 1. Qualifications. The qualification and conditions of membership and classes of membership shall be the same as now or hereafter provided in the Bylaws of the American Academy of Family Physicians, except that a minimum of six Prescribed hours of continuing medical education from the offerings of this chapter must be included in the 150 hours of continuing medical education required for reelection to Active and Supporting membership.

Section 2. Dues. Members shall be required to pay dues and/or assessments to this organization in an amount and manner as provided by the Bylaws.

Section 3. Joint Membership. All members of this organization whose dues and assessments are paid shall be members of the American Academy of Family Physicians.

CHAPTER V - MEETINGS

There shall be an annual meeting of the Maryland Academy of Family Physicians and of the Scientific Assembly together with such meetings of the Board of Directors (Board), Executive Committee, and other committees as may be fixed by the Board. The time and place of the annual meetings shall be designated by the Board and

1 announced at least sixty (60) days before the date so fixed. Special meetings may be called as provided in the
2 Bylaws.

3 4 **CHAPTER VI - THE ASSEMBLY**

5 **Section 1. Sessions.** The assembly of the annual meetings shall consist of such members of the Maryland
6 Academy of Family Physicians in good standing as shall register at such annual meetings. Sessions of the
7 assembly shall be held at such time during the week of the annual meetings as the Board of Directors shall
8 determine and announce on at least thirty (30) days notice by mail or by official publications. The President of the
9 MAFP shall act as presiding officer of the assembly, and the Secretary of the MAFP shall be the Secretary of the
10 assembly.

11 **Section 2. Quorum.** Twenty-one (21) members of the MAFP present at any meeting of the assembly shall
12 constitute a quorum.

13 **Section 3. Resolutions.** Any member of the MAFP may present in writing any resolutions pertinent to the
14 objectives of this organization. Resolutions so offered shall be referred to the Board of Directors. The Board
15 may, according to its rules, approve, disapprove or modify such resolution. MAFP members will receive
16 notification of and invitation to Board meetings where resolutions are to be considered. Such Board meetings will
17 constitute special meetings of the membership as provided in the Bylaws.

18 19 **CHAPTER VII - BOARD OF DIRECTORS**

20 Subject to action of the members in annual meeting assembled or by referendum, the control of this organization
21 shall be vested in the elected officers, as defined in Chapter VIII of the Bylaws, who will compose the Board of
22 Directors of the Maryland Academy of Family Physicians.

23 24 **CHAPTER VIII - OFFICERS AND DIRECTORS**

25 The officers of the Maryland Academy of Family Physicians shall be a President, President Elect, Secretary,
26 Treasurer, four (4) Vice Presidents (one from each geographical district as defined in the Bylaws), eight (8)
27 Directors (two from each geographical district as defined in the Bylaws) two (2) Delegates to the American
28 Academy of Family Physicians, two (2) Alternate Delegates to the American Academy of Family Physicians, the
29 Immediate Past President, one (1) Resident member, one (1) Student member, and the Executive Director. The
30 powers, duties, terms of office, and method of election of the officers shall be as set forth in the Bylaws.

31 32 **CHAPTER IX - COMPONENT SOCIETIES**

33 Component societies of this organization may be formed in counties or regions of this state or areas contiguous
34 thereto. The Bylaws, rules and regulations of such component societies shall be subject to the approval of the
35 Board of Directors of this organization and shall be consistent with the Bylaws of this organization and the Bylaws
36 of the American Academy of Family Physicians. Members in counties or regions contiguous to this state may be
37 enrolled in the component organization and the MAFP when such entity is approved by the American Academy of
38 Family Physicians.

39 40 **CHAPTER X - AMENDMENTS**

41 Any five (5) or more members may propose amendments to the Bylaws of this organization. These proposed
42 amendments must be submitted to the Secretary in writing at least sixty (60) days prior to a regular meeting or at a
43 special meeting called for the purpose of their consideration. Notice of such proposed amendments shall be given
44 by the Secretary to all MAFP members at least thirty (30) days prior to the meeting at which the amendment(s)
45 shall be considered. An affirmative vote of at least two-thirds of the members present and voting shall constitute
46 adoption. Amendments shall take effect immediately upon adoption unless otherwise specified.

47 48 49 **CHAPTER XI - CLASSES OF MEMBERSHIP AND ELECTION**

1 **Section 1. Qualifications.** The qualifications and conditions of membership and the classes of membership shall
2 be the same as now or hereafter provided in the Bylaws of the American Academy of Family Physicians, except
3 that a minimum of six Prescribed hours of continuing medical education from the offerings of this chapter must be
4 included in the 150 hours of continuing medical education required for reelection to Active and Supporting
5 membership.

6 **Section 2. Rights and Privileges.** The privilege of the floor at the annual meeting and the right to vote and hold
7 office of each class of members shall be the same as provided that class of members in the Bylaws of the American
8 Academy of Family Physicians, except for the Supporting class of members "actively engaged in family practice,
9 the teaching of family practice or medical administration for the previous six (6) years, but who do not qualify for
10 Active membership because they have not completed the necessary residency training and who have not been
11 Active members prior to January 1, 1989." These members may hold office up to the position of Director, may
12 serve on Commissions and Committees and may vote in state chapter affairs. The method of election shall be as
13 provided in these Bylaws.

14 **Section 3. Terminating Membership.** All right, title and interest, both legal and equitable, of a member in and
15 to the property of this organization shall cease and determine in the event of any of the following: (a) the
16 expulsion of such member; (b) the striking of the member's name from the roll of members; and/or (c) the
17 members death or resignation.

18 **Section 4. Loss of Eligibility.** Any member who changes occupation or status in such a manner as to render the
19 individual ineligible to membership in the MAFP may, unless the member resigns, be stricken from the roll of
20 members by action of the Board of Directors. Any member whose license has been revoked or has had final action
21 taken resulting in the suspension of license to practice medicine in the State of Maryland shall be ineligible for
22 continued membership, and that member's name shall be removed from the membership rolls. Should said
23 individual regain a license to practice medicine in the State of Maryland, an application for new membership may
24 then be submitted.

25 **Section 5. Agreement.** Acceptance of membership in this organization shall constitute an agreement by such
26 members to comply with the Bylaws of the Maryland Academy of Family Physicians and the Bylaws of the
27 American Academy of Family Physicians. Subject to the right of appeal to the AAFP in a manner provided in
28 these Bylaws, a member accepting membership in the MAFP recognizes the Board of Directors of this
29 organization as the sole and only judge of the individual's right to be or remain a member.

30 **Section 6. Application.** All applications for membership shall be in writing on a form of application prescribed
31 by the American Academy of Family Physicians. Election to membership shall be by a majority of the Board of
32 Directors. There shall be issued to each member a certificate of membership in such form as may be determined
33 by the AAFP Board of Directors, title to such certificate remaining at all times with the American Academy of
34 Family Physicians.

35 36 **CHAPTER XII - FELLOWSHIP**

37 Any Active, Inactive or Life member in good standing may, upon application to the American Academy of Family
38 Physicians, be elected to receive the degree of Fellow upon fulfilling the requirements set forth in the Bylaws of
39 the American Academy of Family Physicians.

40 41 **CHAPTER XIII - DUES, ASSESSMENTS AND ADMISSION FEES**

42 **Section 1. Active Members.** Dues for Active members of the American Academy of Family Physicians shall be
43 determined in accordance with the Bylaws of the AAFP. Dues for active members of the Maryland Academy of
44 Family Physicians shall be fixed from time to time by the Board of Directors with the approval of the membership
45 at their next annual meeting.

46
47 **Section 2. Other Membership Categories.** Dues for other than Active members of the American Academy of
48 Family Physicians shall be established by the Bylaws of the AAFP. Dues for other than active members of the

1 Maryland Academy of Family Physicians shall be fixed from time to time by the Board of Directors of this
2 organization.

3
4 **Section 3. Admission Fee.** In addition to the dues provided for in Sections 1 and 2 above, an admission fee of ten
5 dollars (\$10.00) shall be paid by all new Active members, said fee to be forwarded to the American Academy of
6 Family Physicians together with the first year dues. The admission fee and payment of the first annual dues shall
7 accompany the candidates application provided, however, that the total sum shall be refunded in event the
8 application is not approved.

9
10 **Section 4. Special Assessments.** Special assessments by the Maryland Academy of Family Physicians may be
11 applied equally to all members or only to those within one or more categories of membership. This shall be done
12 by affirmative action of two-thirds of the members of the Board of Directors provided, however, that no
13 assessment shall be in excess of twenty-five dollars (\$25.00) annually. Similarly, the American Academy of
14 Family Physicians, under its Bylaws, may levy special assessments.

15
16 **Section 5. Unpaid Dues.** Any member whose dues or assessments are unpaid at the time of any annual meeting
17 shall be ineligible to vote or to hold office. Any member whose dues are payable on a calendar year basis (active,
18 inactive, supporting, international and life) and whose dues or assessments are unpaid by July 1 of the calendar
19 year shall be notified thereof by the Treasurer, by certified mail to the member's address of record. Unless
20 payment is received within thirty (30) days thereafter, the Treasurer shall cause the member's name to be stricken
21 from the membership roll. If a member thus stricken from the roll shall pay all MAFP and AAFP accounts
22 outstanding prior to the end of that calendar year, the Board of Directors of the AAFP may, at its discretion,
23 reinstate the said member. If at the end of that calendar year, the amount due remains unpaid, the member whose
24 name has been stricken from the roll shall be in the same status as though the individual had never been a member
25 and shall acquire membership only in the manner set forth in the Bylaws of the AAFP.

26
27 **CHAPTER XIV - ETHICS**

28 **Section 1. Standards of Ethics.** The Principles of Medical Ethics of the American Medical Association, as they
29 now or hereafter may provide, shall be the principles of ethics of this organization and shall be and hereby are
30 made a part of these Bylaws.

31
32 **Section 2. Breach of Ethical Conduct.** If any member is believed to have violated the Principles of Medical
33 Ethics or the Bylaws of this organization or of the American Academy of Family Physicians, or to be otherwise
34 guilty of conduct justifying censure, suspension or expulsion from this organization, any member may prefer
35 charges against the individual in the form and manner hereinafter specified. Such charges must be in writing and
36 signed by the accuser or accusers and must state the acts or conduct complained of with reasonable particularity.

37
38 Such charges must be filed with the Secretary of the Maryland Academy of Family Physicians and at the first
39 meeting of the Board of Directors held after the filing of said charges, the Secretary must present said charges to
40 the Board. The Board shall then or at any adjournment of said meeting, but not more than thirty (30) days
41 thereafter, consider the charges and their gravity and shall either dismiss them, refer them to the proper authority,
42 or shall proceed as hereinafter set forth.

43
44 If after suitable preliminary study, the board decides to dismiss the charges, the complainant(s) shall be notified of
45 this decision and the reason(s) for this action. However, if the Board fails to dismiss said charges, it shall within
46 fifteen (15) days thereafter cause a copy of the charge to be served upon the accused by depositing in the United
47 States mail a copy thereof certified, return receipt, addressed to the last known address of the accused. The Board
48 shall also at the same meeting fix a time and place for hearing said charges, and the accused shall be notified of the

1 time and place at the same time and in the same manner as provided for the serving of the charges. The time set
2 for said hearing shall be not less than fifteen (15) days nor more than six (6) months after serving of charges.

3
4 The accused may answer in writing but need not do so, and failure to answer shall not be an admission of truth of
5 the charges or a waiver of the accused's rights to a hearing.

6 The Board of Directors shall, after having given to the accuser and the accused every opportunity to be heard,
7 including oral arguments and the filing and consideration of any written briefs, conclude the hearing and within
8 thirty (30) days thereafter shall render a decision. The vote of majority of the members of the Board present and
9 voting shall constitute the verdict of the said Board, which by such vote may exonerate, censure, suspend, or expel
10 the accused member. The decision of the Board shall be expressed in a resolution which shall contain no opinion
11 and shall be signed only by the President and the Secretary. No member of the Board not present for the entire
12 time of the hearing shall be entitled to vote.

13
14 Censure shall mean a reprimand by the President administered to the accused in the presence of the said Board.
15 No member shall be suspended for more than one year and, at the expiration of the period of suspension, shall be
16 reinstated to membership by application and payment of dues accrued during period of suspension. The decision
17 of the Board of Directors shall be final except as provided hereinafter.

18 **Section 3. Appeal.** Any member who has been censured, suspended, or expelled may appeal such action to the
19 American Academy of Family Physicians pursuant to the Bylaws of said corporation.

20 21 **CHAPTER XV - MEETINGS**

22 **Section 1. Meeting Notice.** Notice of general or special meeting shall be given by the Secretary to all Members
23 at least thirty (30) days prior to the date of such meeting, either by letter mailed to the member's address as it
24 appears in the Secretary's records or by publication in the official publication, if any, of this organization.

25
26 **Section 2. Special Meetings.** Special meetings may be called by the Board of Directors, by the President, or by
27 the Secretary upon the written request of any ten (10) or more members, at a place and time determined by the
28 Board.

29
30 **Section 3. Quorum.** Twenty-one (21) members shall constitute a quorum at any regular or special meeting.

31 32 **CHAPTER XVI - ELECTION OF OFFICERS**

33 **Section 1. Nomination Procedure.** At least ninety (90) days prior to the annual meeting, the President shall
34 appoint a Nomination Committee consisting of the Immediate Past President who shall act as committee chair, the
35 President, the President-Elect, one Vice President, one Commission or Committee Chair, the Resident Director and
36 a Member at Large. The committee's duty shall be to present nominations for the following offices:

37 A. For a term of one year:

38 eight (8) Directors (two from each of the geographical districts as defined in Section 4).

39 B. For a term of two years:

40 a President-Elect

41 a Secretary (in even-numbered years)

42 a Treasurer (in odd-numbered years)

43 a Delegate to the AAFP

44 an Alternate Delegate to the AAFP

45 two Vice-Presidents (one each from the Central and Southern Districts in even numbered years and one each from
46 the Eastern and Western Districts in odd numbered years).

47
48 Nothing in these Bylaws shall prevent a nomination from the floor at an Annual Meeting.

49

1 **Section 2. Resident and Student Representatives.**

2 A. A resident representative to the Board of Directors shall be elected by the Maryland Conference of Family
3 Practice Residents. However, in the event that the Maryland Conference of Family Practice Residents is inactive
4 or fails to provide a representative, the President of the MAFP shall appoint the representative subject to approval
5 at the annual meeting by a vote of members.

6 B. A nomination for a student representative to the Board of Directors shall be made either by recommendation of
7 the student members of the Maryland Academy of Family Physicians or the President of the MAFP shall appoint
8 the representative subject to approval at the annual meeting by a vote of members.

9
10 **Section 3. Election of Officers.** Election shall be by a majority vote of members present and voting at the
11 Annual Meeting.

12
13 **Section 4. Geographical Districts.** Geographical districts in the State of Maryland are:

- 14 A. Central - Baltimore City and Baltimore County
- 15 B. Eastern - Cecil, Harford, and all counties east of the Chesapeake Bay
- 16 C. Southern - Anne Arundel, Calvert, Charles, Prince George's and St. Mary's Counties
- 17 D. Western - Allegheny, Carroll, Frederick, Garrett, Howard, Montgomery, and Washington
18 Counties.

19
20 **CHAPTER XVII - DUTIES AND TERMS OF OFFICERS**

21 **Section 1. President.** The President shall preside at all meetings of the Board of Directors and of this
22 organization and shall appoint all standing commissions and committees as well as special committees of the
23 Board of Directors, unless provided for elsewhere in these Bylaws. The President shall be an ex officio member of
24 all committees and commissions. The term of office shall be for two (2) years beginning at the conclusion of the
25 second (2nd) annual meeting following that at which the election occurred as President Elect and shall expire at the
26 conclusion of the annual meeting two (2) years later or upon resignation, inability to continue in office, or death, or
27 when a successor is seated.

28
29 In the event of death or resignation of the President during the term of office or if there be any reason to be unable
30 or unqualified to serve, the President Elect shall complete this unexpired term. Following the completion of this
31 term, the President shall succeed self and serve as President the term for which originally elected.

32 In the event that both the President and the President Elect (as successor to the President) are unable to complete
33 the President's term of office, the Board of Directors shall elect from among its members a successor who shall
34 serve as President for the unexpired portion of said term.

35
36 **Section 2. President Elect.** The President Elect shall begin the term of office at the annual meeting at which the
37 election to this office occurred. The President Elect shall succeed to the office of President at the conclusion of the
38 second (2nd) annual meeting following the annual meeting at which the election occurred. The office of President
39 Elect shall rotate annually to each geographical area as defined in the Bylaws, depending upon the availability of a
40 suitable candidate.

41 The President Elect shall preside at meetings of this organization in the absence of the President and shall be an *ex*
42 *officio* member of the Commission on Membership and Member Services, the Nomination Committee, the
43 Committee on Scientific Program. The President Elect may perform other duties as assigned.

44
45 **Section 3. Vice Presidents.** There shall be four (4) Vice Presidents, one (1) Vice President from each
46 Geographical District as defined in these Bylaws. Their terms of office shall be for two (2) years and shall begin
47 at the Annual Meeting at which their election occurs and expire at the conclusion of the second ensuing annual
48 meeting or when a successor has been seated. In the event of death, resignation, or incapacity of a Vice President,
49 the Board of Directors shall elect a successor from the Geographical District that Vice President represented, for

1 the unexpired portion of the term, this being dependent upon the availability of a suitable candidate from that
2 district. The primary duties of the four (4) Vice Presidents is to serve as the head of one of the four (4) standing
3 commissions of the MAFP (see Chapter XIX). The President shall select which Vice President will oversee which
4 commission. In this capacity, each Vice President must be aware of the on-going activities of the committees
5 under their purview. This includes providing an update of these activities at meetings of the Board of Directors.

6
7 **Section 4. Treasurer.** The Treasurer's term of office shall be for two (2) years. It shall begin at the conclusion of
8 the Annual Meeting at which the election occurs and expire at the conclusion of the second ensuing Annual
9 Meeting or when a successor is seated. The Treasurer shall cause to be kept adequate and proper accounts of the
10 properties and funds of the Maryland Academy of Family Physicians.

11 The Treasurer shall deposit or cause to be deposited all monies and other valuables in the name and to the credit of
12 the Maryland Academy of Family Physicians with such depositories as may be designated by the Board of
13 Directors. The Treasurer shall disburse the funds of the Maryland Academy of Family Physicians as may be
14 ordered by the Board, shall render to the Board at its request an account of all the transactions of the MAFP and of
15 the, financial condition of this organization. The Treasurer shall have other powers and perform such other duties
16 as may be prescribed by the Board or in these Bylaws. The Treasurer shall give security bond in an amount to be
17 determined by the Board, the premium thereon to be paid by the Maryland Academy of Family Physicians and
18 shall be chairman of the Finance Committee. Any of the duties of the Treasurer may, by action of the Board of
19 Directors, may be assigned to the Executive Director.

20
21 **Section 5. Secretary.** The Secretary's term of office shall be for two (2) years. It shall begin at the conclusion of
22 the Annual Meeting of the Maryland Academy of Family Physicians at which the election occurs and expire at the
23 conclusion of the second ensuing Annual Meeting or when a successor is seated. The Secretary shall perform the
24 duties which the title of the office ordinarily connotes, give notice and keep a record of all meetings, enroll and
25 maintain the records of all members, and be the custodian of all official documents of this organization. Any of
26 the duties of the Secretary made by action of the Board of Directors may be assigned to the Executive Director.

27
28 **Section 6. Directors.** The term of office of Director shall be for one (1) year and shall begin at the conclusion of
29 the Annual Meeting of the Maryland Academy of Family Physicians at which the election occur and expire at the
30 conclusion of the next Annual Meeting or when a successor is seated. There shall be eight (8) Directors, two (2)
31 from each Geographical District as defined in these Bylaws who shall be elected each year. It shall be the duty of
32 each Director to serve on at least one commission or committee of the MAFP.

33
34 **Section 7. Delegates and Alternate Delegates.** Delegates and their Alternates to the American Academy of
35 Family Physicians shall be members of the Board of Directors. There shall be two (2) Delegates and two (2)
36 Alternate Delegates to the AAFP. One (1) Delegate and (1) Alternate Delegate shall be elected each year. The
37 term of office shall be for two (2) years. Delegates and Alternate Delegates may be elected to a maximum of two
38 (2) consecutive, two (2) year terms in each position, except that an individual who has been elected or appointed to
39 complete the unexpired term of a Delegate or Alternate Delegate shall not have such service counted towards these
40 four (4) year limitations *per* position.

41
42 **Section 8. Immediate Past President.** The Immediate Past President shall serve for a two (2) year term on the
43 Board of Directors.

44
45 **Section 9. Resident Member.** One Resident member of the Board shall serve for a one (1) year term and shall
46 represent the interest of all residents in Family Practice in the State of Maryland. The Board's Resident Member
47 shall be a voting member of the Board of Directors and of the Annual Meeting. Resident Members may not hold
48 office in the Maryland Academy of Family Physicians except as a member of its Board of Directors. This

1 individual shall be nominated and elected as defined in Chapter XVI of these Bylaws. Resident members may be
2 appointed to commissions and committees as may be determined by the President.

3
4 **Section 10. Student Member.** One Student Member of the Board shall serve a term for one (1) year and shall
5 represent the interest of all medical students concerned in promoting and maintaining high standards of medicine
6 and surgery of Family Practice. The Board's Student Member shall be a voting member of the Board of Directors.
7 Student members may not hold office in the Maryland Academy of Family Physicians except as a member of its
8 Board of Directors. This individual shall be nominated and elected as defined in Chapter XVI of these Bylaws.
9 Student members may be appointed to commissions and committees as may be determined by the President.

10
11 **Section 11. Executive Director.** The Board of Directors may appoint an Executive Director for a term and
12 stipend to be fixed by the Board and who shall, under the direction of the Board of Directors, perform such duties
13 as the title of the office ordinarily connotes, and such duties of the Treasurer and Secretary as may be assigned by
14 the Board. The Executive Director shall keep or cause to be kept an accurate record of the minutes and
15 transactions of meetings of the Board of Directors, special meetings, commissions and committee meetings, and
16 the Annual Meeting, and shall supervise all other employees and agents of the Maryland Academy of Family
17 Physicians and have such other powers and duties as may be prescribed by the Board of Directors of these Bylaws.
18 The Executive Director shall not be entitled to vote and shall be bonded in an amount to be fixed by the Board, the
19 premium thereon to be paid by the Maryland Academy of Family Physicians.

20
21 **Section 12. Removal from Office.** Any member of the Board of Directors may be removed from office for cause
22 by a two-thirds vote of the members of the Board of Directors present and voting. The Board shall make a
23 determination regarding the suitability of any member with an encumbered license to hold office in the MAFP.
24 Any vacancy which shall occur as a result of removal from office shall be filled in the same manner as is otherwise
25 provided for in these Bylaws. No action may be taken to remove from office any person listed in the preceding
26 paragraphs of this chapter,- except upon the written petition of five (5) voting members of the Board of Directors.
27 The petition shall be delivered to the Executive Director of the MAFP and shall state the cause(s) for which
28 removal is sought. Within five (5) days of receipt of such petition, the Executive Director shall cause a copy
29 thereof to be sent by certified mail, return receipt, to each member of the Board. The person whose removal is
30 being sought may answer the petition in writing at any time prior to the meeting of the Board at which meeting the
31 petition would be considered. This petition need not be answered, and failure to do so shall not be an admission of
32 truth of the charges or a waiver of the right to a hearing. The petition shall be considered and a decision rendered
33 at the first meeting of the Board of Directors which is held no less than fifteen (15) days after the date on which a
34 copy of the petition was mailed to the officers and directors. The person whose removal is sought shall be
35 afforded every opportunity to be heard at the Board meeting at which the petition is considered and may be
36 represented by counsel.

37
38 **Section 13. Termination of Office.** All officers at the termination of their term in office must turn over all
39 records, monies, and official properties of this organization to the Board of Directors.

40 41 **CHAPTER XVIII - THE BOARD OF DIRECTORS**

42 **Section 1. Definition.** The Board of Directors of the Maryland Chapter of the American Academy of Family
43 Physicians shall be the governing body of this organization. The Board shall consist of the officers and members
44 as set forth in Chapter VII and Chapter VIII of the Bylaws of the organization. There may also be one-two (1-2)
45 advisors selected by the President from among the membership. The position of advisor is non-voting for
46 members not currently serving on the Board of Directors.

47
48 **Section 2. Meetings.** Meetings of the Board of Directors shall be called by the President or by any member of the
49 Executive Committee.

1
2 **Section 3. Quorum.** Fifty (50) percent of the membership of the Board of Directors shall constitute a quorum at
3 meetings of the Board.
4

5 **Section 4. Absences and Vacancies.** Any member of the Board of Directors who absents self from two (2)
6 consecutive meeting of the Board without a reasonable excuse acceptable to the Board of Directors shall be
7 considered as having resigned from the Board. The President may appoint an alternate to serve at a meeting of the
8 Board of Directors. Unless otherwise defined in these Bylaws, vacancies on the Board shall be filled by a majority
9 vote of the remaining members of the Board for the unexpired term of any vacancies occurring.
10

11 **Section 5. Executive Committee.** There shall be an Executive Committee of five (5) members composed of the
12 President, the Immediate Past President, the Secretary, the Treasurer, the President Elect. There may also be one-
13 two (1-2) advisors as described elsewhere in these Bylaws. The Executive Committee shall have authority to act
14 for the Board during the interval between meetings of the Board.
15

16 **CHAPTER XIX - STANDING COMMISSIONS**

17 **Section 1. Purpose and Composition.** The various concerns of the academy are discussed and processed
18 through a number of committees. So as to better organize those committees with similar over-riding interests, and
19 to streamline reporting to the Board of Directors, four commissions are established. Each commission is headed
20 by one of the four Vice Presidents and consists o the chairpersons of each of the committees that fall under the
21 purview of that commission. The President with the advice of the Board of Directors, shall appoint standing or
22 special committees and determine which committees fall under each commission.
23

24 **Section 2. Commission on Membership and Member Services.** This commission is concerned with the various
25 concerns of the membership in the organization. Issues related to qualifications for membership and requirements
26 for continued membership fall under its authority. This commission also endeavors to enroll all qualified
27 physicians, resident physicians, and medical students into the AAFP/MAFP.
28

29 **Section 3. Commission on Health Care Services and Public Health.** This commission is concerned with the
30 scope of practice of family medicine. This includes family practice representation on hospital staffs, managed care
31 programs and other clinical entities. The commission also deals with issues of how our academy interacts with
32 other agencies that are concerned with the general health of the people of Maryland.
33

34 **Section 4. Commission on Education.** This commission is concerned with education issues for all members. It
35 sponsors and approves for credit continuing medical education programs for the family physicians and deals with
36 educational training issues of resident family physicians and medical students. It is also responsible for
37 encouraging medical graduates to enter the specialty of family practice. In this regard, this commission interacts
38 with the medical schools in the state.
39

40 **Section 5. Commission on Legislative and Economic Affairs.** This commission is concerned with the
41 relationships our organization maintains with various governmental and medical organizations, agencies, and
42 related entities. It also deals with issues related to legislation that affects the specialty of family practice and
43 health care in general.
44

45 **CHAPTER XX - STANDING COMMITTEES**

46 **Section 1. Committee Appointments.** The President shall appoint standing or special committees to
47 assist in its work, including the standing committees hereinafter specified, with the advice and
48 concurrence of the Board of Directors. Resident and student members may be appointed for terms
49 determined by the President.

1
2 **Section 2. Finance Committee.** The Finance Committee shall be composed of the Treasurer of the Maryland
3 Academy of Family Physicians and two (2) or more members appointed by the President. The Treasurer shall be
4 the chairman of this Committee. Except in the case of death or resignations, no more than two (2) members of the
5 Committee should be replaced in any one year. This Committee shall supervise the keeping of this organizations
6 accounts, submit an annual budget for the approval of the Board of Directors and arrange for a compilation of
7 accounts annually, as well as more extensive financial audits as determined by the Board. Accountants performing
8 services for the organization shall be recommended by the Finance Committee and approved by the Board.
9

10 **Section 3. Committee on Scientific Assembly.** The Committee on Scientific Assembly shall consist of not less
11 than four (4) members. In the event of the resignation of a member, the President shall appoint a replacement with
12 preference given to a member from the same Geographical District as the resigner. Resident and student members
13 may be appointed to the Committee for terms determined by the President. This Committee shall plan and conduct
14 the program for all scientific meetings of the Assembly, provided such programs have been approved by the Board
15 of Directors. The President Elect shall be an *ex officio* member.
16

17 **Section 4. Bylaws Committee.** This Committee shall be composed of a chairman selected by the President and
18 of at least two (2) members of the Maryland Academy of Family Physicians approved by the Board of Directors.
19 It shall be the duty of this Committee to: (1) Make a continuing study of the Bylaws of this organization, and of
20 the Bylaws of the American Academy of Family Physicians; (2) Make recommendations for changes, deletions,
21 modifications, and interpretations to these documents in order to maintain their integrity and consistency; and (3)
22 Having given due consideration to all submitted proposals, assure compatibility of these documents with those of
23 the AAFP. At the Annual Meeting, after approval of the changes by the membership, the Board of Directors shall
24 designate the manner in which to make the proper changes in the Bylaws in order to keep, these documents
25 current, as well as who shall be responsible for carrying out this action. Permanent copies should be current and
26 up-to-date. Old pages of the Bylaws should be deleted and new pages rewritten where changes have been made, as
27 changes are approved.
28

29 **Section 5. Peer Review Committee.** It shall be the function of this Committee to advise fiscal intermediaries and
30 other agencies as to the appropriateness and quality of medical care rendered by members of this organization. If
31 necessary it shall develop suitable criteria so as to adequately evaluate the cost, quality and nature of such care.
32 Any party wishing to appeal the action of this Committee may, within thirty (30) days of official notification of
33 such action, file an appeal in writing to the Peer Review Committee in care of the Medical and Chirurgical Faculty
34 of the State of Maryland. It shall be the duty of the MAFP Peer Review Committee to so notify reviewed
35 members appropriately of this mechanism.
36

37 **Section 6. Other Committees.** Other standing or special committees may be appointed by the President
38 whenever the occasion demands.
39

40 **CHAPTER XXI - MISCELLANEOUS**

41 **Section 1. Inspection of Records.** The minutes of the proceedings of the Board of Directors, the membership
42 books, and books of account shall be open to inspection upon the written demand of any member, at any
43 reasonable time, for any purpose reasonably related to the member's interest as a member and shall be produced at
44 any time when requested by the demand of ten (10) percent of the members of any official meeting of this
45 organization. Such inspection may be made by agent or attorney and shall include the right to make extracts
46 thereof at no cost to the MAFP Demand of inspection, other than at an official meeting of members, shall be in
47 writing and be submitted to the President or Secretary of this organization.
48

1 **Section 2. Rules of Order.** In the absence of any provision of the Bylaws, all meetings of this organization,
2 including the Board of Directors, shall be governed by the parliamentary rules of order and procedure contained in
3 the current edition of Sturgis' Standard Code of Parliamentary Procedure.
4

5 **Section 3. Chapter Records.** All Chapter records shall be kept in one central place designated by the Board of
6 Directors. These records shall contain the Chapter Charter and any other items the Board directs to be contained
7 therein. The Executive Director shall have complete charge and supervision of these records as prescribed by the
8 Board of Directors.
9

10 **CHAPTER XXII - TAKING EFFECT OF THE BYLAWS**

11 These bylaws shall take effect immediately upon their adoption, June 19, 2009.
12

13 _____
14 Yvette L. Rooks, M.D.
15 President
16

Michael J. La Penta, M.D.
Secretary