

1 **MARYLAND ACADEMY OF FAMILY PHYSICIANS**  
2 **BYLAWS**

3  
4 **CHAPTER I - NAME**

5 The name of this organization shall be the Maryland Academy of Family Physicians.  
6

7 **CHAPTER II – AFFILIATION**

8 This organization is a constituent chapter (Maryland Chapter) of the American Academy of Family  
9 Physicians (AAFP), a corporation, and is possessed only of those rights and powers conferred by said  
10 corporation of this organization. No rules, regulations, or policies adopted by this organization shall be in  
11 conflict with the rules, regulations or policies of the AAFP or with the charter issued by the AAFP to this  
12 organization.  
13

14 **CHAPTER III - ORGANIZATION**

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

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

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

34 **Section 3. Non-Profit Status.** This organization shall have no capital stock. It is not conducted for  
35 pecuniary profit and does not contemplate pecuniary gain or profit to the members.  
36

37 **CHAPTER IV - MEMBERSHIP**

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

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

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

1 **CHAPTER V - MEETINGS**

2 There shall be an annual meeting of the Maryland Academy of Family Physicians and of the Scientific  
3 Assembly together with such meetings of the Board of Directors (Board), Executive Committee, and other  
4 committees as may be fixed by the Board. The time and place of the annual meetings shall be designated by  
5 the Board and announced at least sixty (60) days before the date so fixed. Special meetings may be called as  
6 provided in the Bylaws.

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8 **CHAPTER VI - THE ASSEMBLY**

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

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

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

22  
23 **CHAPTER VII - BOARD OF DIRECTORS**

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

27  
28 **CHAPTER VIII - OFFICERS AND DIRECTORS**

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

36  
37 **CHAPTER IX - COMPONENT SOCIETIES**

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

1 **CHAPTER X - AMENDMENTS**

2 Any five (5) or more members may propose amendments to the Bylaws of this organization. These  
3 proposed amendments must be submitted to the Secretary in writing at least sixty (60) days prior to a regular  
4 meeting or at a special meeting called for the purpose of their consideration. Notice of such proposed  
5 amendments shall be given by the Secretary to all MAFP members at least thirty (30) days prior to the  
6 meeting at which the amendment(s) shall be considered. An affirmative vote of at least two-thirds of the  
7 members present and voting shall constitute adoption. Amendments shall take effect immediately upon  
8 adoption unless otherwise specified.  
9

10  
11 **CHAPTER XI - CLASSES OF MEMBERSHIP AND ELECTION**

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

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

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

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

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

41 **Section 6. Application.** All applications for membership shall be in writing on a form of application  
42 prescribed by the American Academy of Family Physicians. Election to membership shall be by a majority  
43 of the Board of Directors. There shall be issued to each member a certificate of membership in such form as  
44 may be determined by the AAFP Board of Directors, title to such certificate remaining at all times with the  
45 American Academy of Family Physicians.  
46

1 **CHAPTER XII - FELLOWSHIP**

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

5  
6 **CHAPTER XIII - DUES, ASSESSMENTS AND ADMISSION FEES**

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

11 **Section 2. Other Membership Categories.** Dues for other than Active members of the American  
12 Academy of Family Physicians shall be established by the Bylaws of the AAFP. Dues for other than active  
13 members of the Maryland Academy of Family Physicians shall be fixed from time to time by the Board of  
14 Directors of this organization.

15 **Section 3. Special Assessments.** Special assessments by the Maryland Academy of Family Physicians may  
16 be applied equally to all members or only to those within one or more categories of membership. This shall  
17 be done by affirmative action of two-thirds of the members of the Board of Directors provided, however,  
18 that no assessment shall be in excess of twenty-five dollars (\$25.00) annually. Similarly, the American  
19 Academy of Family Physicians, under its Bylaws, may levy special assessments.

20 **Section 4. Unpaid Dues.** Member dues must be paid in accordance with AAFP policy.

21  
22 **CHAPTER XIV - ETHICS**

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

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

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

37 If after suitable preliminary study, the board decides to dismiss the charges, the complainant(s) shall be  
38 notified of this decision and the reason(s) for this action. However, if the Board fails to dismiss said charges,  
39 it shall within fifteen (15) days thereafter cause a copy of the charge to be served upon the accused by  
40 depositing in the United States mail a copy thereof certified, return receipt, addressed to the last known  
41 address of the accused. The Board shall also at the same meeting fix a time and place for hearing said  
42 charges, and the accused shall be notified of the time and place at the same time and in the same manner as  
43 provided for the serving of the charges. The time set for said hearing shall be not less than fifteen (15) days  
44 nor more than six (6) months after serving of charges.

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

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

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

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

## 14 15 **CHAPTER XV - MEETINGS**

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

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

23 **Section 3. Quorum.** Twenty-one (21) members shall constitute a quorum at any regular or special meeting.  
24

## 25 **CHAPTER XVI - ELECTION OF OFFICERS**

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

31 A. For a term of one year:

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

33 B. For a term of two years:

34 a President-Elect

35 a Secretary (in even-numbered years)

36 a Treasurer (in odd-numbered years)

37 a Delegate to the AAFP

38 an Alternate Delegate to the AAFP

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

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

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

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

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

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

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

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

## 12 13 **CHAPTER XVII - DUTIES AND TERMS OF OFFICERS**

14 **Section 1. President.** The President shall preside at all meetings of the Board of Directors and of this  
15 organization and shall appoint all standing commissions and committees as well as special committees of the  
16 Board of Directors, unless provided for elsewhere in these Bylaws. The President shall be an *ex officio*  
17 member of all committees and commissions. The term of office shall be for two (2) years beginning at the  
18 conclusion of the second (2<sup>nd</sup>) annual meeting following that at which the election occurred as President  
19 Elect and shall expire at the conclusion of the annual meeting two (2) years later or upon resignation,  
20 inability to continue in office, or death, or when a successor is seated.

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

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

28 **Section 2. President Elect.** The President Elect shall begin the term of office at the annual meeting at  
29 which the election to this office occurred. The President Elect shall succeed to the office of President at the  
30 conclusion of the second (2<sup>nd</sup>) annual meeting following the annual meeting at which the election occurred.  
31 The office of President Elect shall rotate annually to each geographical area as defined in the Bylaws,  
32 depending upon the availability of a suitable candidate.

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

36 **Section 3. Vice Presidents.** There shall be four (4) Vice Presidents, one (1) Vice President from each  
37 Geographical District as defined in these Bylaws. Their terms of office shall be for two (2) years and shall  
38 begin at the Annual Meeting at which their election occurs and expire at the conclusion of the second  
39 ensuing annual meeting or when a successor has been seated. In the event of death, resignation, or  
40 incapacity of a Vice President, the Board of Directors shall elect a successor from the Geographical District  
41 that Vice President represented, for the unexpired portion of the term, this being dependent upon the  
42 availability of a suitable candidate from that district. The primary duties of the four (4) Vice Presidents is to  
43 serve as the head of one of the four (4) standing commissions of the MAFP (see Chapter XIX). The  
44 President shall select which Vice President will oversee which commission. In this capacity, each Vice  
45 President must be aware of the on-going activities of the committees under their purview. This includes  
46 providing an update of these activities at meetings of the Board of Directors.

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

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

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

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

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

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

36 **Section 9. Resident Member.** One Resident member of the Board shall serve for a one (1) year term and  
37 shall represent the interest of all residents in Family Practice in the State of Maryland. The Board's Resident  
38 Member shall be a voting member of the Board of Directors and of the Annual Meeting. Resident Members  
39 may not hold office in the Maryland Academy of Family Physicians except as a member of its Board of  
40 Directors. This individual shall be nominated and elected as defined in Chapter XVI of these Bylaws.  
41 Resident members may be appointed to commissions and committees as may be determined by the  
42 President.

43 **Section 10. Student Member.** One Student Member of the Board shall serve a term for one (1) year and  
44 shall represent the interest of all medical students concerned in promoting and maintaining high standards of  
45 medicine and surgery of Family Practice. The Board's Student Member shall be a voting member of the  
46 Board of Directors. Student members may not hold office in the Maryland Academy of Family Physicians

1 except as a member of its Board of Directors. This individual shall be nominated and elected as defined in  
2 Chapter XVI of these Bylaws. Student members may be appointed to commissions and committees as may  
3 be determined by the President.

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

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

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

## 32 33 **CHAPTER XVIII - THE BOARD OF DIRECTORS**

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

39 **Section 2. Meetings.** Meetings of the Board of Directors shall be called by the President or by any member  
40 of the Executive Committee.

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

43 **Section 4. Absences and Vacancies.** Any member of the Board of Directors who absents self from two (2)  
44 consecutive meeting of the Board without a reasonable excuse acceptable to the Board of Directors shall be  
45 considered as having resigned from the Board. The President may appoint an alternate to serve at a meeting  
46 of the Board of Directors. Unless otherwise defined in these Bylaws, vacancies on the Board shall be filled

1 by a majority vote of the remaining members of the Board for the unexpired term of any vacancies  
2 occurring.

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

## 7 8 **CHAPTER XIX - STANDING COMMISSIONS**

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

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

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

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

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

## 33 34 **CHAPTER XX - STANDING COMMITTEES**

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

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

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

12 **Section 4. Other Committees.** Other standing or special committees may be appointed by the President  
13 whenever the occasion demands.  
14

#### 15 **CHAPTER XXI - MISCELLANEOUS**

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

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

26 **Section 3. Chapter Records.** All Chapter records shall be kept in one central place designated by the  
27 Board of Directors. These records shall contain the Chapter Charter and any other items the Board directs to  
28 be contained therein. The Executive Director shall have complete charge and supervision of these records as  
29 prescribed by the Board of Directors.  
30

#### 31 **CHAPTER XXII - TAKING EFFECT OF THE BYLAWS**

32 These bylaws shall take effect immediately upon their adoption, June 24, 2011.  
33

34 \_\_\_\_\_  
35 Eugene J. Newmier, D.O.  
36 President  
37

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Kisha N. Davis, M.D.  
Secretary