

By-Laws of the American Osteopathic Board of Proctology

Adopted in its Entirety February 2012

FOREWORD

The American Osteopathic Board of Proctology (AOBPr) was established in 1941 upon approval by the Board of Trustees of the American Osteopathic Association of the Constitution, Bylaws and Regulations and Requirements.

This booklet contains the revised Bylaws of the AOBPr as approved by the Board of Trustees of the American Osteopathic Association in April, 1985 and revised in 1991, February, 1995, July, 1995, and February 2012.

BYLAWS OF THE AMERICAN OSTEOPATHIC BOARD OF PROCTOLOGY

Mission Statement

The mission of the American Osteopathic Board of Proctology is to define and evaluate the qualifications required of osteopathic physicians who apply for certification or recertification in the field of proctology and any other specialty or field of practice which may be assigned to its jurisdiction; to conduct examinations in conformity with the Bylaws of this Board; to issue, maintain, and if necessary, revoke specialty certification, subject to the recommendation of the Bureau of Osteopathic Specialists (BOS) and to the approval of the Board of Trustees of the American Osteopathic Association, to those osteopathic physicians who are found qualified; and to use every means possible to maintain the highest standards of proctology practice within the Osteopathic profession.

Article I. Duties

Section 1. Duties.

The duties of the American Osteopathic Board of Proctology (hereinafter also referred to as “the Board” or “AOBPr”) are to:

- A. Define the qualifications for and to serve as an advisory Board for all applicants for certification/recertification in the specialty of proctology and any other specialty or field of practice which may be assigned to its jurisdiction.
- B. Define the qualifications for all applicants for certification/recertification in the fields of proctology and serve as an advisory Board in proctology and any other field of practice which may be assigned to its jurisdiction.
- C. Determine, in accordance with the provisions of these Bylaws, the standards of education, formal training and practice required for certification in the specialty of proctology and any other specialty or field of practice which may be assigned to its jurisdiction, subject to the recommendation of the Bureau of Osteopathic Specialists (BOS) and the approval of the Board of Trustees of the American Osteopathic Association (AOA).
- D. Establish procedures, in accordance with the provisions of these Bylaws, for the conduct of examinations at least once a year.

- E. File its recommendations and pertinent information concerning each applicant for certification/recertification, as required by the BOS.
- F. Provide and issue certificates in all specialties and subspecialties assigned to the AOBPr, in accordance with the provisions of these Bylaws.
- G. Recommend the revocation of a certificate in accordance with the provisions of these Bylaws.
- H. Record and keep permanently on file all applications submitted, complete records of examination results, and maintain a registry of diplomates.
- I. Determine and collect the application and examination fees, in accordance with the provisions of these Bylaws and provide the funds necessary to finance the operation of the AOBPr.
- J. Arrange for all meetings necessary for the Board to carry out its functions as provided for in these Bylaws.
- K. Recommend a member of the AOBPr to act as representative on the BOS. In case of the inability of the regular representative to attend the sessions of the BOS, an alternate shall be recommended, as provided in the AOA "Policies and Procedures of the Bureau of Osteopathic Specialists and AOA Specialty Certifying Boards" (*Policies and Procedures of the BOS*).
- L. Conduct its activities in relation to the officers of the AOA, the BOS, other Specialty Certifying Boards and applicants for certification and recertification, in accordance with the *Policies and Procedures of the BOS*.
- M. Establish, in conformance with these Bylaws, all necessary rules and procedures governing the activities of the Board which are not provided by the BOS and the AOA Board of Trustees.
- N. Report all recommendations regarding candidates for certification and recertification to the BOS for approval, and all other actions, recommendations and activities through the BOS to the AOA Board of Trustees for approval.
- O. Maintain a recertification process, as approved by the BOS and the AOA Board of Trustees. Issue certificates of recertification to candidates who successfully complete the recertification process, subject to the approval of the BOS.
- P. Establish and maintain an Osteopathic Continuous Certification (OCC) process.

Section 2. Definitions

For the purpose of the operation of the AOBPr, the following division of practice is defined:

- A. The practice of proctology shall consist of and include the diagnosis and treatment of diseases and conditions originating within or affecting the anus, rectum and colon.
- B. The practice of proctology shall include the utilization of osteopathic concepts and principles.

Article II. Membership

Section 1. Membership

The AOBPr shall consist of five (5) members elected by the process defined in Article VI of the *Policies and Procedures of the BOS*.

Section 2. Qualifications

Each member shall be an AOA certified physician in good standing. Members shall be certified in Proctology by the Board. Insofar as practical, membership shall include a representative from each of the time zones of the United States.

Section 3. Term of Office

- A. Members shall be elected for terms of five (5) years. The terms shall be staggered so that the new members elected in any year shall not constitute a majority of the Board.
- B. Whenever a vacancy occurs on the Board due to the death or resignation of a member whose term has not expired, the procedure outlined in Article XI of the *Policies and Procedures of the BOS* shall be followed. If deemed urgent that the approval of the nominee be considered prior to the next meeting of the AOA Board of Trustees, a nominee may be submitted, according to established procedure, to the BOS at its next scheduled meeting. If approved, the nominee's term shall run until July of the year it expires.
- C. Members shall continue to serve until their successors are elected.

Article III. Officers

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

Section 1. Chairman

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

Section 2. Vice Chairman

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

Section 3. Secretary-Treasurer

The Secretary-Treasurer shall:

- A. Serve as a BOS representative, if so designated.
- B. In cooperation with the AOA central office, keep a record of all proceedings, transactions, and rulings of the Board, all examination papers and case records and all old and current basic documents in compliance with the Records Retention Policy of the BOS.
- C. Maintain a record of all diplomates of the Board.

- D. Have printed and distributed all certificates, application forms, and circulars of information authorized by the Board and necessary for the proper functioning of the Board.
- E. Provide all applicants with the requirements for examination, certification and recertification.
- F. Sign all certificates issued by the Board.
- G. Prepare the complete files and other pertinent information in support of recommendations for certification and recertification for presentation to the AOA.
- H. Prepare the annual and midyear reports for the BOS as requested.
- I. Notify the Chairman and Secretary of the BOS and the AOA Executive Director of the officers elected by the Board and of the appointments of BOS representatives.
- J. Receive, protect and disburse the funds of the Board, and issue an accounting of all funds at the annual meeting or at such other times as requested by the Chairman of the Board.
- K. Prepare a financial statement for submission to the AOA in accordance with established AOA requirements.

The Secretary-Treasurer shall deposit all monies received and shall be responsible for paying all bills incurred by the Board of Proctology. The Secretary-Treasurer shall also be responsible for an annual audit and procuring a bond for the secretary-treasurer in the amount determined by the members of the Board from time to time. The Secretary-Treasurer shall perform all other duties that usually and customarily pertain to the office of Secretary-Treasurer and shall perform such other duties and exercise such other powers as may be determined from time to time by the Board.

Section 4. Vacancies

If an officer of the Board is unable to continue until a new officer can be elected, then the Chairman or Vice Chairman may appoint a sitting Board member to fulfill the officer role until the next meeting of the Board.

Article IV. Committees

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

Section 1. Credentials Committee

The Credentials Committee shall consist of three (3) members of the Board. Insofar as practical, the members shall represent different geographical districts. The Committee shall:

- A. Review all completed applications.
- B. Conduct a comprehensive investigation of each applicant in accordance with the rules governing applications.
- C. Prepare a complete report, with recommendations for each applicant, for presentation to the Board at its next annual meeting.

Section 2. Examination Committee

The Examination Committee shall consist of a Chairman and four (4) members of the Board. The Chairman of the Board shall be the Chairman of the Examination Committee. The Examination Committee shall:

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

Section 3. Executive Committee

The Executive Committee shall consist of the officers of the Board. The Committee shall meet and conduct business as needed. All business transacted by the Executive Committee shall be reported to the full Board within thirty (30) days of the meeting. The Executive Committee shall meet at the call of the Chairman or upon written request of any two (2) members.

Section 4. Ad Hoc Committees

The Chairman of the Board may, from time to time, establish Ad Hoc Committees to carry out specific objectives. After an Ad Hoc Committee's mission has been accomplished, it will be dissolved.

Article V. BOS Representatives

Section 1.

A BOS representative shall be recommended from and by the membership of the Board to represent the Board on the BOS and in all matters where such representation is required.

Section 2.

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

Section 3.

The BOS representative shall:

- A. Transmit from the Board all information attesting to the adequacy of the examination.
- B. Have available files and records of all candidates being recommended for certification and such other files as may be requested in advance.
- C. Report the adequacy of the examinations and the recommendations of the Board on applicants who have completed the examinations to the BOS.
- D. Report actions and proceedings of the BOS to the Board.

Article VI. Meetings

Section 1. Annual Meeting

The AOBPr shall hold a regular annual meeting to transact business and to conduct examinations. The annual meeting of the AOBPr shall be held at such a time and place as is determined by the majority action of this Board. However, this meeting, which has for one of its purposes the examination of candidates for certification, shall be in proper time sequence with the meetings of the BOS and the AOA Board of Trustees to insure proper continuity of applicant evaluation and disposition. Proper and due notice of the annual meeting shall be forwarded to each member of this Board at least thirty (30) days prior to the meeting.

Section 2. Special Meetings

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

Section 3. Quorum

For the transaction of business at any meeting of the Board, a majority of members present shall constitute a quorum. For the transaction of business of the Executive Committee, a majority of members present shall constitute a quorum.

Section 4. Order of Business for AOBPr Meetings

- A. Call to Order
- B. Roll Call
- C. Approval of Minutes
- D. Report of Secretary-Treasurer
- E. Communications
- F. Report of the Credentials Committee
- G. Report of the Examination Committee
- H. Reports of Special Committees
- I. Old Business
- J. New Business
- K. Adjournment

Section 5. Governing Rules

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

Article VII. Certification Program

Section 1. Criteria

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

Section 2. Certificates

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

Section 3. Inactivation, Revocation, Reinstatement, and Reactivation

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

Section 4. Recertification and Osteopathic Continuous Certification

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

Section 5. Appeals

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

Article VIII. Authority

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

Article IX. Amendments

Amendments to the Bylaws of the Board may be adopted for submission to the BOS and subsequently to the AOA Board of Trustees for approval, by a majority vote of the total membership of this Board at any meeting provided each member has been notified at least thirty (30) days prior to the date of the meeting, of its being called and of the intention to amend.