



**BYLAWS OF OSTEOPATHIC PHYSICIAN SECTION  
OF THE  
WORLD ASSOCIATION FOR DISASTER AND EMERGENCY MEDICINE  
1 September 2011**

**VISION:** To expand the role of the Osteopathic physician in Global Health and Humanitarian Assistance

**MISSION:** To pursue academic excellence in international disaster preparedness, response, recovery, development, prevention, and mitigation.

**OBJECTIVES:**

- 1) To share WADEM's "best practices" and "lessons learned" with our universities and colleges of Osteopathic Medicine
- 2) To increase the presence of Osteopathic Physicians in disaster preparedness and response through available networks afforded through networks afforded member of the section.
- 3) To strengthen Civil-Military professional relationships through Osteopathic training and education
- 4) To invest in the future through the mentoring of students

**BYLAWS:**

**Article I: Name of organization**

The name of this organization is the Osteopathic Physician Section (the section) of the World Association of Disaster and Emergency Medicine (WADEM).

**Article II: Membership**

Any member in good standing of WADEM and has demonstrated professional association with the Osteopathic profession is eligible to join the section.

**Article III: Nominations, Elections, Voting, Term of Office, and Meetings**

*Section 1: Nominations*

Nominations will be held for the positions of Chair, Chair-elect, Vice-Chair, and Secretary/Treasurer. Nominations for the identified positions will open on January 1 of years associated with a meeting of the Congress of WADEM. On that date, the Nominating Committee will put forth a call to the members of the section for nomination. The nominating period will remain open until 1 March of the same year. Once elections are closed, the

Nominating Committee of the Section shall review all nominees. All nominees must be members in good standing of WADEM and the Section. The Nominating Committee will then present an approved slate of nominees to the general membership of the section for election

#### *Section 2: Elections*

On 1 April, the Secretary will release a ballot with the names of all candidates who are members in good standing of WADEM and the Section. The ballot will be released both in print and electronically. The general membership of the section will then vote for the respective candidates. Elections will close on May 1. Means for ballot submission will be established by the Executive Committee by Jan 1 of the election year. The elected officers will be announced to the general membership prior to the WADEM World Congress on Disaster and Emergency Medicine (WCDEM) meeting by electronic distribution and at the meeting of the section in conjunction with the WCDEM.

#### *Section 3:*

All members of the Section are eligible to vote.

#### *Section 4:*

Term of office- All elected officers of the section will hold office for a two year term. The term will commence at the conclusion of the section meeting during the meeting of the WCDEM and will conclude at the end of the section meeting of the succeeding WCDEM.

#### *Section 5: Meetings*

The section will convene annually. Meetings shall alternate between the annual AOA/OMED meeting, and the WCDEM meeting. Other meetings can be arranged by teleconference on an as needed basis.

#### **Article IV: Dues**

There will be no additional dues for the Osteopathic Physician Section above and beyond the WADEM membership dues. Should the membership decide an additional dues structure is warranted and necessary for the section, a membership fee for the Osteopathic Physician Section can be established only by supermajority vote of all members of the section in good standing at the time.

#### **Article V: Grievance and Disciplinary Procedures**

Grievances and disciplinary procedures of the section will be reviewed in consultation with the parent organization of WADEM.

#### **Article VI: Officers/Duties of Officers/Executive Committee**

The officers as voted on by the general membership will include the Chair, Chair-elect, Vice-Chair, and Secretary/Treasurer.

*Chair* - The duties of the Chair will include chairing the annual meetings of the section and any regular or ad-hoc meetings of the Executive Committee.

*Chair-elect* - The duties of the Chair-elect will include assuming any and all duties of the Chair in the event the Chair is unable to perform the duties. The Chair-elect will serve as an ex-officio member of all committees of the section, and will serve as Chair of the membership committee.

*Vice-Chair* - The duties of the Vice-Chair are to assume any and all duties of the Chair and/or Chair-elect if they are unable to perform the duties. The Vice-Chair shall also serve as Chair of the Education Committee. The Vice-Chair will serve as an ex-officio member of all committees of the section.

*Secretary* - The duties of the Secretary are to maintain and distribute accurate accountings of all meetings (Annual meeting of the section, Executive Committee, Nominating Committee, and all other committees through the section).

*Treasurer* - The duties of the Treasurer include reviewing the financial records of the section and reporting those findings to the Executive Committee monthly and to the general membership in conjunction with the annual meetings. The Treasurer shall serve as Chair of the Finance Committee. Secretary may serve as Treasurer upon approval of the Executive Committee if the Treasurer position is vacant.

*Immediate Past Chair* - The Immediate Past Chair is not an elected position. Upon completion of his/her term of office, the Chair will assume a two year term as Immediate Past Chair. The duties of the Immediate Past Chair are to serve in an advisory capacity to the officers of the section and to the Executive Committee. The Immediate Past Chair will serve as chair of the nominations committee.

*Liaison Officers* - The different colleges of the American Osteopathic Association may have representation in the section membership, to include but not limited to, the American College of Osteopathic Emergency Physicians, the American College of Osteopathic Family Physicians, or the American Osteopathic College of Occupational and Preventive Medicine. The duties of the Liaison Officers will be to represent the section to the representative affiliate organizations and to report activities and interests of the section to their affiliate organizations and vice-versa. Each affiliate of the American Osteopathic Association may appoint a Liaison Officer to the Section. The Liaison Officers will serve the same term of office as the elected positions.

*Committee Chairs* - Committee Chair is not an elected position. Each standing committee of the section will have a chair appointed by the Executive Committee who will chair the respective committee and also serve as a member of the Executive Committee.

*Executive Committee* - The Executive Committee will be comprised of the Chair, the Chair-elect, the Vice-Chair, the Secretary/Treasurer, the Immediate Past Chair, and Chairs of all Standing Committees of the Section. Additional members may be added by a majority vote of the standing members.

*Removal of Officer* - Officers may be removed from office by majority vote of the membership in good standing or may resign. Failure to attend greater than or equal to fifty percent of scheduled meetings or completion of delineated duties shall be considered resignation by the officer.

#### **Article VII: Committees**

The section shall have the following standing committees:

- Executive Committee
- Nominating Committee
- Ethics
- Education
- Finance
- Membership

Ad-hoc committees may be assigned at the discretion of the Executive Committee based upon the needs of the section. Should the section require addition of additional standing committees, all committees must be approved by the Executive Committee and must be added through an amendment of the Bylaws.

Committees shall meet upon the needs of the organization or at least annually.

#### **Article VII. Amending the Bylaws**

These Bylaws may only be amended by a supermajority vote of the standing members at the time of the vote.



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