BYLAWS OF THE RESIDENT AMERICAN ACADEMY OF OSTEOPATHY

**ARTICLE I: TITLE AND MEMBERSHIP**

This organization is known as the Resident American Academy of Osteopathy (RAAO). The RAAO is a membership section and component society of the American Academy of Osteopathy (AAO). Membership is restricted to AAO members in good standing who are currently in postgraduate training at either an Accreditation Council for Graduate Medical Education (ACGME) approved training program or an AAO approved fellowship training program. Dues shall be imposed upon said membership in accordance with AAO policy, and theretofore designated for use by the RAAO for the purposes of carrying out its mission statement.

**ARTICLE II: MISSION AND VISION**

As a membership section and component society, the RAAO operates within the confines of the AAO and will conduction itself in a manner compatible with the principles and objectives of the AAO.

The RAAO exists to create and cultivate avenues for early osteopathic and allopathic physicians to grow, promote, and propagate the osteopathic philosophy.

The RAAO aims to help aspiring and current osteopathic and allopathic resident physicians maintain their connection with the osteopathic philosophy and to empower said physicians to help those around them understand the osteopathic philosophy.

The RAAO commits itself to:

1. Recruiting and retaining graduating medical students and current residents into AAO membership
2. Promoting resident leadership opportunities and involvement in the AAO
3. Developing educational opportunities for residents

**ARTICLE III: THE RAAO EXECUTIVE COUNCIL**

**Section 1: Purpose**

The RAAO Executive Council (EC) will exist from within and for RAAO members. It is a governing and representative body whose purposes are to form a cohesive body to represent RAAO members, carry out the administrative duties of the RAAO, and serve as a liaison between RAAO membership and the AAO and other official bodies.

**Section 2: Composition**

The RAAO EC will be comprised of a chair, vice chair, secretary, treasurer, national coordinator, and three (3) ex-officio officers. Ex-officio officers will include the immediate past chair of the RAAO EC, an RAAO advisor as appointed by the active AAO President, and the Executive Director of the AAO or his/her designee.

**Section 3: Duties**

**Chair** will carry out the purposes and objectives of the RAAO and attend and preside over all RAAO and RAAO EC meetings. The chair will be a voting member of the AAO Board of Governors and Board of Trustees for the period of his/her term. In addition, the chair or his/her designee may attend meetings of the AAO Board of Governors, AAO Board of Trustees, AOA House of Delegates, and AAO Strategic Planning Committee. The chair will be responsible for providing a summary report of activities to the AAO Board of Governors. The chair will also be responsible for presiding over and reporting the results of RAAO EC elections.

**Vice chair** will carry out the purposes and objectives of the RAAO and assume the duties and title of the chair should that office become vacant. The vice chair shall attend all RAAO and RAAO EC meetings. The vice chair will be responsible for organizing the RAAO mixer at the annual AAO Convocation and directing all fundraising activities of the RAAO. The RAAO EC will appoint a new vice chair should the position become vacant.

**Immediate past chair** will carry out the purposes and objectives of the RAAO and provide leadership guidance to the RAAO EC. The immediate past chair will attend all RAAO and RAAO EC meetings. Should the position become vacant, it will remain vacant until the succession of the current chair.

**Secretary** will carry out the purposes and objectives of the RAAO, attend all RAAO and RAAO EC meetings, and keep minutes of all RAAO and RAAO EC meetings. The secretary will be responsible for retaining copies of all meeting minutes and formal communications generated by the RAAO and providing these documents to the AAO and the end of his/her term. The secretary will be responsible for reviewing and maintaining the RAAO section of the AAO website in accordance with AAO policies. The RAAO EC will appoint a new secretary should the position become vacant.

**Treasurer** will carry out he purposes and objectives of the RAAO and attend all RAAO and RAAO EC meetings. The treasurer will be responsible for submitting all monies raised by the RAAO to the AAO office for deposit into the RAAO account. The RAAO EC will appoint a new treasurer should the position become vacant.

**National coordinator** will carry out the purposes and objectives of the RAAO and attend all RAAO and RAAO EC meetings. The national coordinator will be a voting member of the AAO Membership Committee for the period of his/her term. The national coordinator will be responsible for maintaining RAAO social media platforms in accordance with AAO policies. The national coordinator will be the primary point of contact for RAAO liaisons and will also be responsible for coordinating communications among the RAAO membership, postgraduate training facilities, and the AAO office. The RAAO EC will appoint a new national coordinator should the position become vacant.

**RAAO advisor** will lend his/her knowledge and expertise as needed.

**Executive Director of the AAO** or his/her designee, will, with the approval of the AAO Board of Trustees, be responsible for expediting all communications and reports from the AAO to the RAAO and vice versa. S/he will also be charged with maintaining accurate records on membership and financial activity of the RAAO.

**Section 4: Elections**

Subsection A: Timing and Eligibility

The chair will automatically succeed to the office of immediate past chair annually.

The chair, vice chair, secretary, treasurer, and national coordinator will be elected annually from the general membership of the RAAO by a simple majority vote of the assembly at the Resident Annual Business Meeting during the AAO Convocation. Any current RAAO member is eligible for chair, vice chair, secretary, treasurer, and national coordinator.

Subsection B: Protocol

The outgoing RAAO EC chair will preside over the election. Each RAAO member in attendance at the Resident Annual Business Meeting will be allotted one vote per election during the voting process for chair, vice chair, secretary, treasurer, and national coordinator. Absentee ballots will not be cast.

Nominations for chair, vice chair, secretary, treasurer, and national coordinator may occur prior to or during the Resident Annual Business Meeting. Nominations need only include the candidate’s full name and title. Self-nominations will be allowed.

The order of elections will be first, chair, second, vice chair, third, secretary, fourth, treasurer, and fifth, national coordinator.

Each candidate for office will have the opportunity to give a three-minute speech prior to the general election. After all speeches for chair are concluded, RAAO members may cast their vote for chair utilizing a closed ballot. The candidate with a simple majority vote will be named incoming chair. Candidates not elected to the chair position will then have the option to transfer their candidacy to the vice chair position. This process shall continue until all RAAO EC positions are filled.

Subsection C: Voting Contingency

In the event that no candidate receives a simple majority vote for a position:

1. The candidates with the two highest vote tallies will be selected for a run-off election. Before this run-off election, the two candidates will be asked a single question, created by the RAAO EC, excluding any incumbent officer running for that position, to which the candidates will have one minute to respond. RAAO members may then cast their vote for the run-off election in the same manner as the initial election.
2. If at this time no candidate has a simple majority vote, another vote will be cast by the assembly without any further questioning of the candidates. The candidate who receives the largest number of votes in this final ballot shall be elected to the office.
3. If this final ballot produces a tie, the RAAO EC, excluding any incumbent officer running for that position, and RAAO advisor will meet for a five-minute conference. At the conclusion of this meeting, the RAAO EC and RAAO Advisor shall appoint one candidate to that position per their consensus.

**Section 5: Term Limitations**

Each term is one year in duration. No individual may serve on the RAAO EC for greater than two (2) full terms in any one position. Similarly, no individual may serve on the RAAO EC for greater than four (4) years in any capacity.

**Section 6: Succession of Positions**

Newly elected RAAO EC officers shall take office immediately following the conclusion of the AAO Convocation program. An information exchange meeting between incoming and outgoing officers should be arranged following the Resident Annual Business Meeting.

**ARTICLE IV: MEETINGS**

The RAAO will meet annually at the AAO Convocation. The RAAO EC will additionally meet periodically throughout the year as deemed necessary to carry out the purposes and objectives of the RAAO. Both RAAO and RAAO EC meetings are subject to the current edition of *Robert’s Rules of Order*, unless otherwise directed by specific procedures specified in these bylaws.

**ARTICLE V: SUB-COMMITTEE FORMATION**

The RAAO EC may create sub-committees as deemed necessary to carry out its purposes. Sub-committee formation may be done without recourse to the AAO, provided that the aims and objectives of any sub-committee formed are not in conflict with the principles and objectives of the AAO. An accurate accounting of the purpose, membership, and limitations of any sub-committee formed shall be provided to designated AAO personnel.

**ARTICLE VI: RAAO LIAISONS**

**Section 1: Purpose**

RAAO members may serve as RAAO liaisons to AAO committees, representing the interests of RAAO members to the AAO committee and the AAO at large. RAAO liaisons are full voting members of the AAO committee(s) on which they serve. The numbers, nature, and assignments of RAAO liaison positions are determined by the leadership of the general AAO yearly, either during or shortly after the AAO Convocation.

**Section 2: Eligibility**

Any RAAO member is eligible for RAAO liaison positions. Candidates for RAAO liaisons positions do not have to be present at the Resident Annual Business Meeting in order to be appointed.

RAAO liaison positions may be filled by incoming first year residents, provided they are AAO members and match into a residency program. If an incoming first year resident (who may be a medical student at the time of the Resident Annual Business Meeting) wishes to serve as an RAAO liaison, they must submit an application as described below. Additionally, they must be able to provide proof of residency match status and residency information at the time of his/her application or immediately upon receiving his/her match results if the AAO Convocation occurs prior to match day.

**Section 3: Appointment Process**

RAAO members interested in an RAAO liaison position should submit a formal application along with his/her CV, as per general AAO policy and practice. Applications may be submitted at any time, including during the Resident Annual Business Meeting. Applications received after RAAO liaisons have been appointment may be considered for the following year.

The RAAO EC will review applications and make recommendations for RAAO liaison positions. The RAAO EC will provide recommendations for RAAO liaison positions to the AAO Board of Trustees, or directly to the AAO President, President-Elect, or Immediate Past President.

Selected RAAO liaisons will be notified after appropriate review by the RAAO EC, AAO leadership, and AAO committee chairs has taken place.

In the event an RAAO liaison position becomes vacant, a new RAAO liaison position becomes available, and/or there are no applications for an RAAO liaison position, the RAAO EC may nominate an individual to serve as an RAAO liaison.

In addition to appointment as an RAAO liaison, RAAO members may serve as general members of these committees. The process for their appointment as a general member will be the same as for any graduated member of the AAO.

**ARTICLE VII: AMENDMENTS**

Proposals for amendment(s) to these bylaws of the RAAO must be submitted to the RAAO EC at least thirty days prior to the Resident Annual Business Meeting at the AAO Convocation. During this meeting, amendment proposals will be open for discussion and voted on by RAAO members of the assembly. Each amendment must be passed by a simple majority vote to be sustained.

Passed amendments will then be submitted to the AAO Board of Trustees for review. If the AAO Board of Trustees has an opinion to express regarding the amendment(s), they may present their opinion to the RAAO EC.

Amendments to these bylaws shall be enacted following a simple majority vote by RAAO membership during the Resident Annual Business Meeting and subsequent review and approval by the AAO Board of Trustees.