

# American Podiatric Medical Association, Inc.

## Administrative Procedures

This document represents a comprehensive manual of procedures to enable implementation of the APMA Bylaws or other policies of the association.

This document may be amended by the APMA House of Delegates (HOD) in accordance with the APMA Bylaws.

# MEMBERSHIP & DUES

## A. MEMBERSHIP STATUS

### A1. Activating APMA Membership

Individuals seeking initial membership or reinstatement after a break exceeding one year shall submit an application to APMA. The application shall be in a format determined by APMA. The application and supporting information shall be reviewed by APMA or component staff. Staff also will research whether any legal or licensing issues exist with the prospective member. APMA staff will determine the membership classification and the dues rate category in accordance with the qualifications identified in the APMA Bylaws and forward to the APMA Membership Committee for action. The committee makes the decision regarding acceptance of the individual as a candidate for membership. The component to which the member is assigned will review and make the final decision to approve the candidate for membership and notify APMA of its decision. In coordination with component society staff, APMA shall collect initial dues payment for new and reinstated members. If a component wishes to continue to collect the initial dues for their component and APMA they must opt out and send the invoice to the prospective member within one week of receiving the application. This opting out process is done only once by notifying the APMA membership director by email.

Individuals seeking reinstatement of their membership shall submit their request to APMA. APMA will verify the accuracy of the individual's information, invoice the individual in states that have not opted out in a format that is agreed upon with the component society or association.

The APMA Board of Trustees (BOT) may consider for membership a podiatrist licensed to practice in a district, territory, or dependency of the United States in which no component society or association has been chartered. Such member may, within five years after entering practice and if approved by the board, be classified as an Active Member of this association.

### A2. Determining Continuing Member Status

In subsequent years of membership, the determination of the category of membership shall be assigned to the state component organization.

### A3. Member Relocation

A member relocating from one component to another may do so upon proper application, provided the member is in good standing in his/her present component. No member shall become a member in a new component until all dues are current in the component from which the relocation is being made. Dues paid in advance to the previous component shall be reimbursed on a prorated basis.

### A4. Nondiscrimination

No person otherwise qualified for any classification of membership in this association shall be denied such membership for reasons of age, gender identification, color, race, creed, ethnicity, national origin, sexual orientation, political belief, or disability.

## **B. DUES RATES**

Dues rates are defined as a percentage of Active Member dues. (Descriptions of the qualifications for APMA membership categories are defined in the APMA Bylaws.) The dues rate category for which a member qualifies is determined at the beginning of the APMA fiscal year based on the category the member will qualify for at the close of the fiscal year.

### **B1. Active Member**

A DPM engaged in active practice and who either graduated from an accredited college of podiatric medicine or completed an approved residency program no earlier than four years ago shall pay 100% of the approved dues.

### **B2. Associate Member**

A DPM engaged in active practice and who either graduated from an accredited college of podiatric medicine or completed an approved residency program within the past two years shall pay 35% of the approved dues.

A DPM engaged in active practice and who either graduated from an accredited college of podiatric medicine or completed an approved residency within the past two-four years shall pay 75% of the approved dues.

### **B3. Federal Service Member (Applies to members of the Federal Service component.)**

A DPM solely employed by the federal government for less than three years shall pay 25% of the approved dues.

A DPM solely employed by the federal government for at least three years but not more than six years shall pay 50% of the approved dues.

A DPM solely employed by the federal government for six years or more shall pay 75% of the approved dues.

NOTE: A DPM serving in the uniformed military services shall pay 15% of the approved dues.

### **B4. Senior and Faculty Members**

Such member shall pay 50% of the approved dues.

### **B5. Affiliate, International, and Other Professional Members**

Such member shall pay 25% of the approved dues.

### **B6. Life, APMA Employee, Student, Postgraduate, and Honorary Members**

Such member shall be exempt from the payment of dues and special purpose assessments.

B7. Non-Practicing Member

Such member shall pay 25% of the approved dues.

B8. Permanently Disabled Member

Such member shall pay 15% of the approved dues.

B9. Organizational Member

Such member shall be exempt from the payment of dues and special purpose assessments. [This exemption does not excuse individual members of a clinical education affiliate (CEA) from payment of dues or special purpose assessments to APMA.] Any cost associated with participation by the CEA in APMA committees or other governance opportunities shall be at the expense of the CEA.

B10. Component Dues Rates

Component societies/associations are encouraged to establish Associate and Postgraduate Member categories, as defined herein. Dues levels for Associate and Postgraduate Member categories should closely mirror APMA levels as a percentage of Active Member annual dues.

B11. Complimentary Membership for Enrolled Students

As an opportunity to introduce podiatric medical students to some of the benefits of APMA membership, APMA offers complimentary membership to all students enrolled in an accredited college of podiatric medicine or college that has gained candidate status recognition from the Council on Podiatric Medical Education (CPME). In order for students to apply for this complimentary membership, they must activate their membership in a manner prescribed by APMA. Some of the benefits provided as part of complimentary membership shall include: receiving APMA publications, accessing member content on the APMA website, receiving news regarding the profession and health care matters via email, free registration to attend national APMA scientific meetings, access to webinars, eligibility to participate in APMA legislative activities, and eligibility for future discounts on APMA services and benefits after graduation.

Activating complimentary student membership status also enables students to become eligible for certain scholarship programs that are available through the APMA Educational Foundation.

Students who activate their complimentary membership shall not be included in the states' membership count for representation in the APMA HOD.

***PROVISO: Student membership will begin to count towards overall membership tenure with all current podiatric medical students at the time this change is adopted (March 2024).***

B12. Dues and Special Purpose Assessments Exemptions/Reductions

Individuals may be excused from the payment of dues and/or special purpose assessments, in part or in whole. The exemption status must be approved by the state component of which the individual is a member and must be reauthorized annually. A member, suspended member, or prospective member may seek a reduction in dues or exemption from a special purpose assessment for any of the following reasons.

- Military Duty: When called to military duty for the United States on a temporary basis during times of national conflict.
- Hardship: When payment of dues and/or special purpose assessments would constitute a hardship for reasons of physical disability, illness, part-time employment, or other reasons, provided the reasons are investigated and set forth by the available component society and provided the member is excused from payment, in part or in whole, by that component.
- Recruitment or Retention Campaign: Any DPM as part of an approved membership recruitment or retention campaign.

### **C. DUES AND SPECIAL PURPOSE ASSESSMENTS - COLLECTION**

#### **C1. Role of the Component Society/Association in Collection Process**

Component and national dues and special purpose assessments to be paid to APMA shall be collected by the component society or association at the same time and as part of the component society or association dues. Dues and special purpose assessments received by component societies or associations for membership in APMA shall be construed to be held in trust for APMA and shall be transmitted to APMA in accordance with the dues payment schedule defined later in this section. The component society or association may request that APMA collect the dues (including any special purpose assessments) directly and remit that portion designated for the component.

#### **C2. Fidelity Bond Insurance Coverage**

Component societies or associations that elect to collect APMA dues on behalf of APMA shall provide the treasurer of this association proof of crime insurance/fidelity bond with APMA listed as an additional insured in a commercially reasonable and customary amount but no less than the amount equal to the annual dues owed APMA. Such proof shall be provided annually by June 1. Failure to provide such proof of insurance in lieu of authorizing APMA to collect dues on behalf of the component society or association shall be viewed as a potential cause for revocation of a charter under Article 6.7 of the APMA Bylaws.

#### **C3. Direct Payment**

Members of the association who are not members of a component society or association shall pay their dues annually and directly to APMA on or before June 1. Voluntary payment of dues and/or special purpose assessments for Life, APMA Employee, Student, Postgraduate, and Honorary Members shall be collected by APMA.

#### **C4. Payment Plans**

Dues and any special purpose assessments shall be payable in four quarterly installments due on June 1, September 1, December 1, and March 1. Component societies or associations may choose to accelerate this payment plan.

A member is past due if at least one-quarter dues and any special purpose assessments are not paid by July 1, if at least one-half of the dues and any special purpose assessments are not paid by October 1, if at least three-quarters of the dues and any special purpose assessments are not paid by January 1, and full dues and any special purpose assessments are not paid by April 1.

C5. Payment Schedule

Payment Due Dates: (1) June 1  
(2) September 1  
(3) December 1  
(4) March 1

Past Due Date: (1) July 1  
(2) October 1  
(3) January 1  
(4) April 1

**Suspension Dates: (1) August 31  
(2) November 30  
(3) February 28  
(4) May 31**

C6. Prorated Dues

All members subject to the payment of annual dues (including any special purpose assessments) who are admitted or reinstated to membership after June 1 shall pay such portion of the annual dues as is equivalent to the number of months remaining in the fiscal year for admission or reinstatement.

C7. Past Due Member

Each component society or association shall receive notice of its past due member(s), stating that such members will be suspended from membership if their dues (including any special purpose assessments) are not made current within 60 days of the date the member(s) became past due.

C8. Service Fees

Service fees are assessed to only those component societies or associations that request that APMA collect dues on their behalf. The amount of the service fees will be determined by the APMA BOT.

C9. Voluntary Contribution to the Student Scholarship Fund

Dues statements rendered to members contain a line item for a voluntary contribution to the Student Scholarship Fund via the APMA Educational Foundation.

**D. INTERRUPTION AND FORFEITURE OF MEMBERSHIP: FAILURE TO REMIT DUES**

D1. Past Due

Members, who have failed to remit dues (including any special purpose assessments) in accordance with the payment schedule, shall have no more than 60 days after the designated past due period to provide payment. If the past due member does not provide payment of dues and/or special purpose assessments within 60 days, the individual may be required by the component society or association to reapply for membership. In any event, after 60 days APMA will view the individual to no longer desire APMA membership. Said individual will be suspended for nonpayment of dues and/or special purpose assessments.

During the 60-day period that the member's dues and/or special purpose assessments are past due, membership services will continue.

D2. Suspension for Nonpayment of Dues

When a member is suspended for nonpayment of dues and/or special purpose assessments, the individual will no longer be considered a member of APMA and all membership rights, services, and privileges will be forfeited. Membership may be reinstated following reapplication to the component society/association.

D3. Reinstatement for Members/One-Time Waiver

Members of the association, who have been suspended from membership because of nonpayment of the annual dues and/or special purpose assessments, cannot be reinstated until all indebtedness has been discharged. Such indebtedness shall apply to the period during which membership services were received. Each member shall be entitled to a one-time waiver of this requirement.

Such reinstatement waiver shall not be available to anyone whose membership was suspended, forfeited, or otherwise interrupted for unethical or illegal activity.

**E. OPEN ENROLLMENT OPPORTUNITIES**

E1. National/International Open Enrollment Periods

The APMA BOT may declare a national or international open enrollment period or may, upon the request of a component society or association, declare an open enrollment period for that component society or association. During approved open enrollment periods, the BOT will establish reduced national or international dues for specific time periods subject to at least annual review.

Notwithstanding the aforementioned one-time waiver of indebtedness, the BOT may elect to waive indebtedness for any former member who seeks reinstatement during an approved open enrollment period.

**F. DISCIPLINARY ACTIONS**

F1. Conduct Subject to Review

Within the context of appropriate membership conduct, specific acts on the part of the member may cause review and subject the member to expulsion from the association. Examples of such behavior that may warrant review of a member's status include but are not limited to: violating rules or procedures of the component or national association, a determination by a component society/association that a member has violated the Code of Ethics, or misrepresentation of membership. A member may be expelled for cause following review and adjudication of allegations of improper conduct.

All charges of violations shall be filed in writing with the BOT.

F2. Due Process/Appeal

When a disciplinary action is contemplated, the individual shall be provided appropriate due process within the component society or association with appeal of the action available to the governing body or membership, or both, of the component society or association. Additional appeal, following completion of all due process remedies available within the component, may be pursued by requesting an APMA board of

inquiry. Members who face expulsion as a result of a disciplinary proceeding are to be promptly notified in writing by the component society or association via registered or certified mail. Such notification shall advise the individual of all appellate options. The membership status of the individual shall be retained until all appeals have been exhausted.

F3. Reinstatement for Members Who Have Been Expelled for Disciplinary Reasons

Although it is the prerogative of APMA to permanently expel a member for disciplinary reasons, upon recommendation from the component society/association a member who has been expelled may be reconsidered for membership after a period of time deemed necessary to ameliorate the improper conduct or based upon facts that have become known subsequent to the member's expulsion. The available one-time reinstatement waiver noted previously shall not be available to anyone whose membership was suspended, forfeited, or otherwise interrupted for unethical or illegal activity.



# ORGANIZATIONAL RECOGNITION

## G. COMPONENT ORGANIZATIONS

### G1. Determining Recognition of Components

In order to achieve recognition as a component society or association, the component must fulfill the following expectations:

- Provide an Employer Identification Number (EIN) as issued by the Internal Revenue Service (IRS).
- Provide a copy of the IRS determination letter, confirming tax-exempt status.
- Require that all DPM members are members in good standing of APMA.
- Have written bylaws, mission, purpose, membership requirements, procedures, and policies.

In order to maintain recognition as a component society or association, the component must fulfill the following expectations:

- Provide (if requested) evidence of continuing tax exempt status, including a recent copy of IRS Form 990.
- Require that all DPM members are members in good standing of APMA.
- Provide notification to APMA of any change in existing bylaws in a timely manner.

A charter shall be issued to a new component society or association when the application has been approved by a simple majority vote of the members of the BOT present and voting.

### G2. Reports on Changes in Constitution and Bylaws of Component Societies/Associations

The component society or association shall file with the executive director/CEO of APMA a copy of any changes made in the constitution (if one exists) and/or bylaws of the component society or association within 90 days of adoption.

### G3. Revocation of a Charter of a Component Society or Association

Any violation of the bylaws, rules, or policies of APMA shall constitute cause for revocation of the charter of a component society or association.

Revocation of a charter of a component society or association shall be subject to review by a board of inquiry and action by the HOD.

## H. AFFILIATED AND RELATED ORGANIZATIONS

### H1. Requirements for Recognition: Overall Philosophy

Organizations wishing to be aligned with APMA do so voluntarily because they believe in working together to serve the best interests of all to promote the profession in a unified manner.

## H2. Requirements for Clinical Education Affiliates (CEA)

A CEA represents people who wish to advance the education and knowledge base of the profession related to patient care. This needs to be understood as the primary role of these organizations. CEAs are not, per se, advocacy organizations but by pursuing their educational objectives and by being aligned with APMA, they help to reinforce APMA's advocacy efforts.

In order to become and maintain affiliate status, CEAs must fulfill the following expectations:

- Provide an Employer Identification Number (EIN) as issued by the Internal Revenue Service (IRS).
- Provide a copy of the IRS determination letter, confirming tax-exempt status.
- All DPM members of the CEA must be APMA members in good standing. At the time of submission of the CEA's annual report, any DPM member of the CEA who is not a current member of APMA must have either submitted an application for APMA membership or be in the process of renewing or reinstatement of APMA membership. APMA membership status for DPM members of the CEA must be verified and accepted by APMA within six months of the Affiliate Review Committee's review.
- Have a critical mass of at least 200 members.
- Have clearly stated requirements, procedures, and policies for membership.
- Have clearly stated mission and purposes that are relevant to the needs of podiatric medicine and that are not duplicative of other organizations recognized by APMA.
- Report annually to APMA any changes in tax-exempt status, bylaws, mission, purpose, membership requirements, procedures, and policies, along with a current membership roster.
- Provide notification to APMA of any new policy or significant change in existing policy in a timely manner.
- Advance scientific knowledge, leading to promotion and promulgation of the specialty area.
- Provide training and education to members so that they may advance in the clinical interest area.
- Identify itself as an APMA affiliate on its website and in other appropriate manners.
- Indemnify APMA from any obligations, costs, claims, and judgments asserted by a third party against APMA arising solely out of actions taken by the affiliated organization.

## H3. Requirements for Related Organizations (RO)

An RO represents people who wish to advance the knowledge base of their colleagues about non-clinical matters (e.g., administrative, academic, credentialing, fraternal, or cultural). These organizations are not advocacy organizations, per se, but by being aligned with APMA, they help to reinforce APMA's advocacy efforts.

In order to become and maintain related status, ROs fulfill the following expectations:

- Provide an Employer Identification Number (EIN) as issued by the Internal Revenue Service (IRS).
- Provide a copy of the IRS determination letter, confirming tax-exempt status.
- All DPM members of the RO must be APMA members in good standing. At the time of submission of the RO's annual report, any DPM member of the RO who is not a current member of APMA must have either submitted an application for APMA membership or be in the process of renewing or reinstatement of APMA membership. APMA membership status for DPM members of the RO must be verified and accepted by APMA within six months of the Affiliate Review Committee's review.
- Have a critical mass of at least 25 members.
- Have clearly stated requirements, procedures, and policies for membership.
- Have clearly stated mission and purposes that are relevant to the needs of podiatric medicine and that are not duplicative of other organizations recognized by APMA.

- Report annually to APMA any changes in tax-exempt status, bylaws, mission, purpose, membership requirements, procedures, and policies, along with a current membership roster.
- Provide notification to APMA of any new policy or significant change in existing policy in a timely manner.
- Identify itself as an APMA related organization on its website and in other appropriate manners.
- Indemnify APMA from any obligations, costs, claims, and judgments asserted by a third party against APMA arising solely out of actions taken by the related organization.

#### H4. Determining Initial Recognition of a Clinical Education Affiliate

In order for an organization to be recognized as a Clinical Education Affiliate, a formalized group consisting of podiatric physicians who are interested in a special area of practice and who have demonstrated their competency in that special area of practice must pursue recognition from the APMA HOD as an affiliated organization.

Organizations desiring to affiliate with this association are required to submit to APMA the following materials:

- A petition signed by the officers of the organization.
- An Employer Identification Number (EIN) as issued by the Internal Revenue Service (IRS).
- A copy of the IRS determination letter, confirming tax-exempt status.
- A copy of the mission, purpose, and bylaws of the organization.
- A statement describing the specialty philosophy of the organization to include its objectives and biological and physical approaches to prevention, diagnosis, and treatment.
- Examples (e.g., schedules, programs, brochures, publications) of ways in which the organization advances scientific knowledge and provides training and education.
- A complete roster of its members presented in an electronic format suitable to APMA.
- Requirements, procedures, and policies for membership. (The petitioning organization must clearly demonstrate that it has established rules and procedures for maintaining a high level of professional conduct and discipline among its membership.)
- Examples of how the organization plans to promote itself as an affiliate of APMA.
- An indemnification statement that indemnifies APMA from any obligations, costs, claims, and judgments asserted by a third party against APMA arising solely out of actions taken by the affiliated organization.
- All application and processing fees that may be established by the BOT.

A complete petition along with five copies and fees must be submitted to the APMA executive director/CEO at least six months prior to the next scheduled annual meeting of the HOD. Petitions submitted after this deadline may not be considered until a subsequently scheduled meeting of the HOD. The petition will be reviewed by the Affiliate Review Committee which will transmit a recommendation to the HOD. The HOD shall have final authority to grant affiliation.

#### H5. Determining Initial Recognition of a Related Organization

In order to obtain recognition as a related organization, a formalized group must pursue recognition from the APMA BOT.

Groups seeking to be recognized as related organizations are required to submit to APMA the following materials:

- A petition signed by the officers of the organization.

- An Employer Identification Number (EIN) as issued by the Internal Revenue Service (IRS).
- A copy of the IRS determination letter, confirming tax-exempt status.
- A copy of the mission, purpose, and bylaws of the organization.
- A complete roster of its members presented in an electronic format suitable to APMA.
- Requirements, procedures, and policies for membership. (The petitioning organization must clearly demonstrate that it has established rules and procedures for maintaining a high level of professional conduct and discipline among its membership.)
- Examples of how the organization plans to promote itself as a related organization to APMA.
- An indemnification statement that indemnifies APMA from any obligations, costs, claims, and judgments asserted by a third party against APMA arising solely out of actions taken by the related organization.
- Any other pertinent information that may be necessary to describe the purpose, goals, and intent of the organization.
- All application and processing fees that may be established by the BOT.

A complete petition along with five copies and fees must be submitted to the APMA executive director/CEO. The petition will be reviewed by the Affiliate Review Committee at the time of its next scheduled meeting and it will transmit a recommendation to the BOT. The BOT shall have final authority to grant related status.

#### H6. Determining Continued Recognition of Clinical Education Affiliates and Related Organizations

Each organization shall submit an annual report to the Affiliate Review Committee that includes:

- A complete roster of its members presented in an electronic format suitable to APMA.

In addition, the Affiliate Review Committee may request any of the following information as part of the annual report or at any other time as it deems necessary:

- Amendments to the mission, purpose, or bylaws of the organization.
- Verification of the continuing tax-exempt status of the organization.
- A recent copy of IRS Form 990.
- For clinical education affiliates, revisions to the specialty philosophy of the organization, including modifications in objectives and biological and physical approaches to prevention, diagnosis, and treatment.
- Amendments to requirements, procedures, and policies for membership.
- For clinical education affiliates, examples (e.g., schedules, programs, brochures, publications) of ways in which the organization advances scientific knowledge and provides training and education.
- Examples of how the organization has promoted itself as a clinical education affiliate or related organization of APMA.
- Any other pertinent information that may be necessary to determine that the organization is entitled to retain its affiliated or related status may be requested by the Affiliate Review Committee and submitted to the executive director/CEO.

The annual report must be submitted by June 30 for review by the Affiliate Review Committee. Failure to submit the annual report may jeopardize the recognition of the affiliated or related organization.

#### H7. Revocation of Recognition

Any violation of the bylaws, rules, or policies of APMA as determined by the Affiliate Review Committee shall constitute cause for revocation of affiliated or related status of an organization.

Revocation of the recognition of an affiliated organization shall be recommended by the Affiliate Review Committee and approved by a two-thirds majority vote of the HOD.

Revocation of the recognition of a related organization shall be recommended by the Affiliate Review Committee and approved by a two-thirds majority vote of the APMA BOT.

# BOARD OF TRUSTEES

## I. BOARD OF TRUSTEES

### 11. BOT Policies and Procedures

The BOT shall be authorized to carry out its charge in keeping with those duties and authorities defined in the APMA Bylaws.

The BOT shall establish policies and procedures to govern its activities. These policies and procedures shall not be in conflict with the rules, policies, procedures, and bylaws of this association. The following shall be included within the policies and procedures of the BOT:

- Expectations, procedures, and rules of order for BOT meetings.
- Financial policies, including reserve and investment policies, and BOT member reimbursement policies.
- Travel policies.
- Contracts and agreements policy.
- Conflict of interest statement.
- Confidentiality statement.
- Statement on prohibition regarding solicitation of members for services or products derived from personal business activities.
- Harassment policy.
- Policies and procedures for BOT committees and task forces.
- Policy on records maintenance.
- Procedures for reviewing complaints against BOT representatives.

Such policies and procedures shall be available for review by any APMA member upon request.

### 12. Compensation

Any honorariums, bonuses, salaries, or other compensation (beyond reasonable reimbursement of expenses) and any changes thereto if paid to members or officers of the BOT shall be specified in the budget and reported to the HOD. The BOT shall be empowered to determine the per diem amount for reimbursement of expenses related to completion of APMA assignments provided said per diem is equal for all APMA members who are asked to serve on committees or who have been elected to the BOT. Reimbursement for Student Members may differ.

### 13. Committees

The BOT is empowered to establish committees. Such committees shall exist for clear and specific purposes and be composed of BOT members and others who are committed to the charge determined by the BOT. The charge in light of continued need for BOT committees shall be reviewed periodically by the BOT. As necessary and determined by the BOT, committees shall be sunset when no longer serving a useful purpose.

# CONFIDENTIALITY

## J. CONFIDENTIAL INFORMATION

In the course of duties serving the APMA or its component societies or associations, members, other volunteers, staff, and consultants recognize that they may, from time-to-time, have access to confidential information about APMA's operations. These individuals agree that during and after their service concludes to APMA they will not disclose any such information to any person or entity to whom the information was not intended. Any questions concerning confidential information will be referred to and resolved by the president in consultation with the executive director/CEO.

Deliberations and actions of the association or its component societies or associations that occur in executive session are deemed to be confidential.

# EDUCATIONAL SESSIONS

## K. APMA SCIENTIFIC MEETINGS

### K1. Time and Place

Educational sessions may be held annually at a time and place designated by the BOT.

### K2. Coordination with Component Society/Association and/or Region

The BOT shall work in cooperation with, and obtain prior approval from, that state component and/or any confederation of components in a geographic area in which the educational session is planned. Should the BOT choose to hold a scientific meeting, it is encouraged to take part in active long-range planning, including financial sharing arrangements, with affected state components, regions, and clinical education affiliates. Such efforts should occur prior to any contractual commitments being signed.

APMA attempts to monitor and track dates of all podiatric medical education meetings to help avoid scheduling conflicts.

### K3. Exhibits

Products and services of interest to the profession of podiatric medicine may be exhibited at each educational session under the direction of the BOT and in accordance with established rules and regulations.

### K4. Admission

Admission to the educational sessions is limited to members of this association and others invited in accordance with rules, regulations, and fees established by the BOT.

### K5. Fees for Non-Members

APMA and its component societies/associations are expected to charge significantly different fees for participation by non-APMA members in professional events, within legal guidelines.

### K6. Industry Sponsored Symposia

The BOT may arrange for educational sessions conducted in collaboration with companies that have products of interest to podiatrists provided such programs are conducted within FDA guidelines and are in compliance with CPME requirements.



# MEETING PROCEDURES

## L. COUNCILS AND STANDING COMMITTEES

### L1. Meetings

Councils and standing committees identified in the APMA Bylaws shall conduct at least one meeting annually. Additional meetings shall be conducted as necessary. Meetings shall be held at times and places as deemed necessary for the effective and efficient conduct of business.

Meetings also may be conducted by electronic methods (see M. RULES FOR ELECTRONIC MEETINGS).

### L2. Quorum

A majority of the voting members shall constitute a quorum for any meeting of a council or standing committee.

### L3. CPME

CPME may establish its own rules and procedures which may be different than what is stated in this section.

## M. RULES FOR ELECTRONIC MEETINGS (eMEETINGS)

### M1. Electronic Methods

Committees of the HOD, standing committees of the association, boards of inquiry, special meetings of the HOD, and the BOT and its committees may conduct deliberative meetings by electronic methods including teleconference, audio-conference, and/or Internet-based communication/information transmittal systems. Such methods must allow the opportunity for simultaneous auditory communication.

### M2. Notification and Access

In advance of a meeting conducted by electronic methods, all members of the deliberative body shall be informed of how and when to access the eMeeting, including telephone dial-in numbers, passwords, access codes, and Internet links. Members of the deliberative bodies are expected to have the necessary equipment and/or computer software to be able to participate. If they do not have such equipment and software, they are expected to contact the assigned staff person in order that a suitable alternative method for participation can be arranged.

### M3. Roll Call and Quorum

A roll call shall be conducted at the time the eMeeting is scheduled to begin and the appropriate quorum attained. The chair or a majority of those present may agree to postpone the start of the eMeeting for up to 15 minutes to enable attainment of a quorum.

### M4. Seeking Recognition

Participants in the eMeeting shall be provided full opportunity to be recognized to speak on any issue under deliberation. The recommended process for ensuring full participation is for the chair of the eMeeting, using

the list of attendees, to invite each person to comment on an issue prior to voting followed by an additional opportunity for comments. In keeping with The Standard Code of Parliamentary Procedure, participants are welcome to raise points of order and propose motions as they would at a face-to-face meeting.

M5. Voting

Participants in the eMeeting shall vote by roll call whereby the chair of the eMeeting, using the list of attendees, asks each person to cast a vote, including abstentions.

M6. Minutes

Staff shall prepare minutes of all deliberations for which actions have been taken at an eMeeting with all members of the deliberative body having an opportunity to review and comment before said actions are implemented or further transmitted.

# REFERENDUMS

## N. REFERENDUM PURPOSES AND PROCESS

### N1. Purpose

The purpose of a referendum is to bring to the attention of the eligible voting membership a question or issue concerning a policy or procedure affecting APMA provided that said question or issue is within the purview of this association and not in conflict with the APMA Bylaws.

### N2. Request for Referendum

A referendum question may be submitted in writing by no fewer than five component societies, from which a minimum of 575 aggregate members must have formally voted in favor of submitting the question proposed for the referendum. As part of the referendum request, the component society president must indicate the full names and addresses of those members of the society who voted to support the submission of the question. When the requisite numbers of components and member names have been submitted, APMA shall notify each of the respective component societies that the request for referendum has been received. The request is reviewed by staff, which may seek advice from the Bylaws, Procedures, and Rules Committee regarding the appropriateness of the request. If determined to be in compliance with the expectations set forth in the bylaws and herein, the referendum will be deemed to be acceptable for transmittal (i.e., qualified referendum) to the eligible voting membership.

Alternatively, the HOD may submit any question within the purview of this association that is not in conflict with the bylaws to a referendum. A two-thirds affirmative vote of the HOD shall be required to approve a question for referendum.

### N3. Procedures

No later than 90 days after the referendum has been deemed to be a qualified referendum, the executive director/CEO shall disseminate or include within an official publication of the association the pertinent referendum question, together with opposing and/or rebuttal arguments as may be offered. The opposing and rebuttal arguments may be derived from those who submitted the referendum and/or those who have expertise or vested interest in the matter that is the subject of the referendum.

A referendum ballot shall be provided to each member of this association.

The ballots shall state clearly the referendum question. Members shall signify their approval or disapproval of the question. Voting shall occur via a secure method determined by the executive director/CEO. A majority of the eligible voting membership must cast a vote in order for the referendum to become official, and a majority of such vote shall decide the question.

### N4. Notification of Results

The results of a referendum shall be announced by way of an appropriate APMA communication mechanism no later than 90 days following the close of the poll on the question.

# **RECOGNITION OF A SPECIAL AREA OF PRACTICE/ CREATION OF A CERTIFYING BOARD**

## **O. CRITERIA FOR RECOGNITION OF A SPECIAL AREA OF PRACTICE/CREATION OF A CERTIFYING BOARD**

The pathway to establishing and recognizing a new area of clinical practice or any type of subspecialty or advanced qualifications should be predicated on the following criteria:

- The area shall be one that is important for the protection of the health and welfare of the public.
- The area shall be one for which advanced educational and training experiences beyond the basic podiatric medical education have been established and are of sufficient number.
- The area shall be one for which podiatrists and other physicians refer patients in order to provide a service commensurate with advanced education and training.
- The area shall be one for which a demonstrated need exists for such specialized care that requires a sizable number of practitioners whose knowledge and skills are readily available.