

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

APMA shall collect national and component dues (including any special purpose assessments), remitting component dues to the component society or association unless the component does not authorize APMA to collect dues. If the component does not authorize, the component shall collect national dues 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. Dues and special purpose assessments must be received in accordance with the dues payment schedule. Component societies or association that fail to remit dues in accordance with the payment deadlines may be subject to penalties including late fees and/or mandatory dues and special purpose assessment collection by APMA for national and component dues and special purpose assessments.

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 due 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 1
(2) November 1
(3) February 1
(4) May 1**

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 prior to the suspension date.

C8. Service and Late Fees

Service and late fees may be assessed. The amount and circumstances under which service and late fees apply 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

If the past due member does not provide payment of dues and/or special purpose assessments prior to the suspension date, the individual may be required by the component society or association to reapply for membership. In any event, at the conclusion of the past due period 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 past due period, 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 Chief Executive Officer (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. SECTION ORGANIZATIONS

H1. Requirements for Initial and Continued Recognition

In order to become and maintain recognized section status, organizations 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.
- Have a critical mass of at least 200 members who have earned the DPM degree.

- 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.
- Indemnify APMA from any obligations, costs, claims, and judgments asserted by a third party against APMA arising solely out of actions taken by the section organization.

H2. Revocation of Recognition

Any violation of the bylaws, rules, or policies of APMA as determined by the Section Review Committee shall constitute cause for revocation of an organization's recognition.

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

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 should 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 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. Coordination with Component Society/Association and/or Region

The BOT shall work in cooperation with 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.

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 virtually.

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. VIRTUAL MEETINGS

M1. Authorization

Deliberative bodies of the association may conduct virtual meetings.

M2. Quorum

The chair shall ensure the appropriate quorum is attained. The chair or a majority of those present may agree to postpone the start of the meeting for up to 15 minutes to enable attainment of a quorum.

M3. Seeking Recognition

Participants are expected to raise their hand to be recognized by the chair. Participants may raise points of order and propose motions as their position allows and in keeping with The Standard Code of Parliamentary Procedure.

M4. Voting

Voting may be conducted by voice vote. In the case of any question on the outcome of the vote, a roll call vote of the participants will be taken by the chair.

M5. Meeting Summary

Staff shall circulate a summary of the meeting to the deliberative body.

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 15 percent of their 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 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 eligible 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 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.