The American Osteopathic College of Physical Medicine and Rehabilitation
CONSTITUTION AND BYLAWS
Adopted at Los Angeles, California
October 13, 1953

Revised. July, 1955 – Los Angeles, California
Revised. January, 1963 – Miami Beach, Florida
Revised. October, 1963 – New Orleans, Louisiana
Revised. September, 1965 – Philadelphia, Pennsylvania
Revised. October, 1969 – New York City, New York
Revised. November, 1971 – Honolulu, Hawaii
Revised. September, 1974 – Portland, Oregon
Revised. November, 1977 – Atlanta, Georgia
Revised. November, 1980 – Las Vegas, Nevada
Revised. November, 1981 – Los Angeles, California
Revised. November, 1985 – Atlanta, Georgia
Revised. November, 1991 – New Orleans, Louisiana
Revised. November, 1994 – San Francisco, California
Revised. October, 1999 – San Francisco, California
Revised. November, 2008 – Las Vegas, Nevada
Revised. November, 2009 – New Orleans, Louisiana
Revised. October, 2010 – San Francisco, California

CONSTITUTION

Article I – NAME

This organization shall be known as the AMERICAN OSTEOPATHIC COLLEGE OF PHYSICAL MEDICINE AND REHABILITATION (AOCPMR).

Article II – MEMBERSHIP

This organization shall consist of individuals who are members in the American Osteopathic College of Physical Medicine and Rehabilitation in accordance with the rules of eligibility in each class of membership as set forth in the Bylaws.

Article III – OBJECTIVES

The objectives of this organization shall be as follows:

- To promote health and well-being via the principles inherent to osteopathic physiatric practice.
- To be leaders in healthcare promotion and policy via research, educational symposia and sound practice management.
- To heighten awareness of the positive benefits physiatric practice offers the medical profession.
- To contribute to the interests of the profession by functioning as an affiliated organization of the American Osteopathic Association (AOA).

Article IV – MISSION

The AOCPMR provides value added services in the areas of advocacy, education and practice. AOCPMR values camaraderie, excellence and quality as it lives its mission.

Article V – VISION

The vision of the American Osteopathic College of Physical Medicine and Rehabilitation is that we are dedicated to providing leadership for the PMR profession and to providing a home to osteopathic PMR practitioners.

Article IV – ETHICS

The code of ethics of this organization shall be the same as that adopted by the AOA.

Article V – OFFICERS

The officers of this organization shall be a President, a President-Elect, a Vice-President, a Secretary-Treasurer, and six (6) Trustees. Their election, term of office and duties shall be as hereinafter provided in the Bylaws.

Article VI – QUALIFICATIONS FOR MEMBERSHIP

Qualifications for membership shall be those set forth in the Bylaws of this organization.

Article VII – DISSOLUTION OR OTHER TERMINATION

In the event of dissolution or other termination of this corporation, there shall be no distribution of assets among the members there of, all assets shall be distributed to a similar tax exempt corporation or organization.

Article VIII – AMENDMENTS

Amendments to the Constitution and Bylaws of this College can only occur upon a simple majority vote of active members in good standing present at the Annual Meeting. No proposal to amend shall be acted upon unless written or electronic notice thereof has been sent to the membership not more than ninety (90) days and not less than thirty (30) days prior to the said vote which will occur at the Annual Meeting. Amendments to the Constitution and Bylaws of the College shall not become effective until approved by the Board of Trustees of the American Osteopathic Association.

Article IX – LIABILITY

The private property of the members shall not be subject to payment of organization debts. The general management of the affairs of this organization shall be under the control, supervision and directions of the Executive Council as hereinafter provided by the Bylaws.

BYLAWS

Article I – MEMBERSHIP

Section 1. Requisites of Membership

a. Satisfactory moral and ethical standing in the profession, conforming to the code of ethics of the AOA.

b. Application for membership shall be prepared and submitted on a special form which shall be provided the applicant on AOCPMR request.

c. Application for membership shall be accompanied by an application fee in an amount determined by the Executive Council as amended from time to time. The membership application shall be accompanied by the dues for the current fiscal year and are refundable if the applicant is not accepted for membership, except as follows: Applicants for Candidate Membership are exempt from dues while in formal residency or fellowship training and during the first year of after residency/fellowship training.

Section 2. Classes of Members

Membership in this College shall consist of the following classes: Full Physician Members, Associate Member, Affiliate Member, Honorary Members, Life Member and Semiretired Member.

a. Full Physician Member: A graduate of an American Osteopathic Association (AOA) Accredited college of osteopathic medicine and an AOA approved-accredited residency in PMR and is board certified in Physical Medicine and Rehabilitation by the AOA, upon the recommendation of the American Osteopathic Board of Physical Medicine and Rehabilitation (AOBPMR). Full members may hold office within the College, have voting privileges in the affairs of the College, be privileged to participate in scientific and education programs and may serve as member and/or chairperson of committees.
b. Associate Member: A graduate of an AOA accredited college of osteopathic medicine and an AOA approved-accredited residency in PM&R but does not meet criteria for Full Membership (ex. is not board certified in PM&R by the AOA). Associate members may neither hold office nor vote in the affairs of the College. They shall have voice and be privileged to participate in scientific and education programs. Associate members may participate on committee but not chair them (exception: Associate member representative to Executive Council does hold office and may vote in affairs of the College.)
c. Affiliate Member: A professional who has a keen interest in PMR including but not limited to: DOs who did not graduate from an AOA accredited college of osteopathic medicine and/or an AOA approved-accredited residency in PMR, MDs, DCs, PhDs, PAs, ATCs and PTs. Affiliate members may neither hold office nor vote in the affairs of the College. They shall have voice and be privileged to participate in scientific and education programs. They may participate on committees but not chair them. Exception: Affiliate Member elected to Executive Council does hold office and may vote in affairs of the Executive Council.
d. Intern / Resident/ Fellow in Training Member: A graduate of an AOA accredited college of osteopathic medicine who is currently participating in an AOA approved-accredited internship/residency in PMR. Resident members may neither hold office nor vote in the affairs of the College. They shall have voice and be privileged to participate in scientific and educational programs. They may participate on committees but not chair them. Exception: Intern / Resident/ Fellow in Training Members may hold office on and chair Resident Council Committees.
e. Medical Student Member: One who is currently enrolled in an AOA accredited college of osteopathic medicine. Member may neither hold office nor vote in the affairs of the College. They shall be privileged to participate in scientific and educational programs. They may participate on committees but not chair them. Exception: Medical Student Members may hold office on and chair Student Council Committees.
f. Courtesy Members: Any person who is engaged in administration, research, teaching or clinical practice in physical medicine and rehabilitation, possesses professional qualifications meeting requirements set for full membership in that professional discipline.
g. Honorary Members: Honorary Membership in this College may be granted to any person upon unanimous vote of the Executive Council. Honorary Members shall not have voice or vote in the affairs of the College, but shall be privileged to participate in the scientific and educational programs. They may not hold office.
h. Life Members: Life Membership may be granted by unanimous vote of the Executive Council to any regular member who has reached the age of 70 years, or who has completed 50 years of Osteopathic practice, whichever comes first, and who has been in good standing for 25 consecutive years immediately preceding. The committee on membership may waive this requirement on individual consideration. Such members shall have the privileges and duties or regular members but shall not be required to pay dues or assessments beginning the year in which the age of 70 is attained. Life Membership may also be granted by the Board of Trustees or its Executive Council on recommendation of his divisional society, to any regular member who has become permanently or totally disabled. Such members shall have the privileges and duties or regular members, but shall not be required to pay dues or assessments.
i. Semiretired Members: Attained the age of 65 years, who has reduced his or her practice to no more than 20 hours per week and who has been allowed partial or full remission of American Osteopathic Association dues, may be granted a 50% reduction in dues upon unanimous vote of the Executive Council.

Section 3. Fellows

a. The designation “Fellow in the American Osteopathic College of Rehabilitation Medicine” FAOCPMR may be awarded to an Active Member of the College as follows: Nomination will be by those “Fellows in the American Osteopathic College of Physical Medicine and Rehabilitation” duly assembled in conclave and by subsequent confirmation through election by the Executive Council. This honor is to acknowledge outstanding accomplishments in the field of physical medicine and rehabilitation and this College.

b. Honorary Fellows. The Executive Council, by unanimous vote, may award an "honorary Fellow in the American College of Physical Medicine and Rehabilitation," FAOCPMR HON to any member at the time of or subsequent to, his or her retirement from practice or to any Associate or Affiliate Member who has contributed outstandingly through teaching, authorship, or professional leadership, to the stated purpose of this College.

c. Appropriate certificates of Fellowship shall be issued by the College.

Section 4. Revocation of Membership

a. To maintain membership in the College a member must be current with dues and all assessments (Article VII Dues and Fees, Section 3).

b. To maintain active membership in the College, a member must meet the Continuing Medical Educational (CME) requirements as set forth by their certifying board. c. To maintain membership in the College, a member must meet all relevant requirements as stated in Bylaws, Article I, Section1, Letters a – g.

Article II – THE EXECUTIVE COUNCIL

Section 1.

The Executive Council will be comprised of eleven (11) elected officers as follows: President, President-Elect, Vice President, Immediate Past President and Secretary-Treasurer and six (6) Trustees. **ALL MEMBERS OF THE EXECUTIVE COUNCIL MUST BE FULL PHYSICIAN MEMBERS IN GOOD STANDING OF THE AOCPMR.**

There shall be two (2) Members at Large that report directly to the Executive Council that will not have voting privileges on the Executive Council. One shall be a Student Member and one shall be a Resident Member and both shall be appointed by the President.

Section 2.

The Executive Council shall meet semi-annually or at the call of the President to conduct business of the College. Interim decisions by this Council on matters of major policy shall be presented for approval to the voting membership at its next annual meeting. The Council shall act on committee appointments recommended by the President or President-Elect.

Section 3.

Six (6) members of the Executive Council shall constitute a quorum at any regular or specially called meeting.

Section 4. Resident Council

The Resident Council will consist of a President as appointed by the Executive Council President, a Vice President and Secretary-Treasurer as appointed by the Resident Council President. The Resident Council will report directly to and operate under the jurisdiction of the Executive Council.

Section 5. Student Council

The Student Council will consist of a President as appointed by the Executive Council President, a Vice President and Secretary-Treasurer as appointed by the Student Council President. The Student Council will report directly to and operate under the jurisdiction of the Executive Council.

Article III – ELECTED OFFICERS, APPOINTEES AND THEIR DUTIES

Section 1. President

The President shall preside at all meetings of the College or its officers and shall execute all duties delegated to him or her. He or she shall be an ex-officio member of all committees. The President's term of office shall be one (1) year. Having served the previous year as the President-Elect, he or she shall take office automatically at the Annual

Business Meeting. In the event of death, resignation or removal for cause by the Executive Council, the President-Elect shall fill the office of President for the unexpired term of office.

Section 2. President-Elect

The President-Elect shall be elected by the voting membership for one (1) year at the Annual Assembly. He or she must have served on the Executive Council. The President-Elect shall appoint members of all committees and chairpersons, in keeping with the Bylaws, Article IV, to serve during his or her expected term as President. The names of these individuals shall be presented to the Executive Council for confirmation at the Mid Year Meeting. He or she shall preside at all meetings in the absence of the President and shall execute all duties delegated. In the event of death, resignation or removal for cause by the Executive Council, the President-Elect shall fill the office of the President during the balance of the term.

Section 3. Vice-President

The Vice-President shall be elected by the voting membership for one (1) year at the Annual Assembly. He or she shall preside at all meetings in the absence of the President and the President-Elect and shall execute all duties delegated.

If the office of both President and President-Elect become vacant during their term, the Vice President shall fill the unexpired term. At the next duly constituted meeting, the membership shall elect a President and President-Elect to complete the unexpired term and serve during the next full year.

Section 4. Immediate Past President

The Immediate Past President will assist the transition of the newly elected President into office. He or she will serve on the Executive Council. In addition, he or she will chair the Finance Committee and the Constitution and By Laws Committee.

Section 4. Secretary-Treasurer

a. The Secretary-Treasurer shall be elected at an Annual Assembly for a term of two (2) years and may be elected for one consecutive term for a total of four (4) years. In the event of death, resignation or removal for cause by the Executive Council, the President's appointee shall take over all duties of the Secretary-Treasurer until a replacement has been duly elected at the next Annual Assembly.

b. The Secretary-Treasurer shall make and preserve records of all attendance and proceedings of all meetings of the College and its Officers. He or she shall receive, protect and disburse funds of the College as directed by the Executive Council and shall be in charge of all other properties of the College. All funds of the College shall require three (3) names on account as designated: President, President-Elect and Secretary-Treasurer. All checks issued by the Secretary-Treasurer shall require two (2) signatures of the three (3) persons named on the account.

c. The Secretary-Treasurer shall send a copy of the minutes of the Annual Assembly to the A.O.A. and to all current members, making special note of elections and committee appointments. He or she shall notify all current members of the results of any special meetings of the Executive Council called at the discretion of the President.

d. The Secretary-Treasurer shall present a budget summary complete with P&L statement to the Executive Council. This should occur at the Mid Year meeting and again at the Annual Meeting.

e. He or she shall be compensated for all expenses connected with the administration of his or her duties.

Section 6. Trustees

There shall be six (6) Trustees and they shall serve with the above-mentioned officers to conduct the usual business of the College during the fiscal year. Each shall be elected to a three (3) year term. In the event that a Trustee is unable to complete the elected term because of death, resignation or removal by the Executive Council for just cause, the Executive Council will appoint a member to complete the unexpired term.

Section 7. Members at Large

There shall be two (2) Members at Large as appointed by the President.

a. The Resident Representative shall be appointed by the President to serve a one (1) year term. The Resident Representative will also serve as President of the Resident Council. Resident Representative shall be responsible for Resident Member Recruitment and shall serve as the liason for residency training issues and concerns as applicable to the objectives, vision and mission statements of the AOCPMR.
b. The Student Representative shall be appointed by the President to serve a one (1) year term. The Student Representative will also serve as President of the Student Council. Student Representative shall be responsible for Student Member Recruitment and shall serve as the liason for student training issues and concerns as applicable to the objectives, vision and mission statements of the AOCPMR.

Article IV – COMMITTEES

Section 1. Membership Committee

The Membership Committee shall consist of at least four (4) members representing geographical time belts, when possible, each to be appointed for one (1) year by the President. Committee chairperson selected by the President.

This Committee shall review all applications for membership in the College and make suitable recommendations to the Executive Council of the College. If recommended to membership by the Executive Council, election to the College shall be by simple majority of the College membership present and voting at the Annual Assembly.

Section 2. Education Committee

The Education Committee shall consist of at least four (4) members appointed for a one (1) year term by the President. Committee chairperson selected by the President.

This Committee shall keep informed of any recommendations of the Executive Council concerning AOA regulations in regard to Continuing Medical Education (CME) requirements. It shall act in other educational areas on assignment by the Executive Council. It shall report to the Executive Council at the Annual Assembly.

This Committee shall be responsible for the programs at the Annual and Mid-Year Meetings of the College. The Program Chairman appointed by the President shall seek counsel and advice from the Educational Committee pertinent to program content. Upon approval of the program, the Chairperson shall communicate with the President and the Executive Director in writing at least monthly to report the progress of the program planning. All arrangements, with the assistance of the Executive Director, shall be completed and provided to the Executive Director no later than sixty (60) days before the scheduled meeting. If noncompliant with the reporting requirement, the President may at his or her discretion remove the Chairperson and appoint another to complete the planning process.

Section 3. Evaluating Committee

This Committee shall consist of six (6) members composed of two (2) members of the Membership Committee, two (2) members of the American Osteopathic Board of Physical Medicine and Rehabilitation one (1) member of the Committee on Postdoctoral Training (COPT), and the Secretary-Treasurer of the AOCPMR. The Secretary-Treasurer of the College will be designated as the Chairperson of this Committee. The Executive Director shall perform the secretarial duties of the Evaluating Committee.

The Evaluating Committee shall meet at such times and as often as is required to comply with the directives of the American Osteopathic Association and, in addition, may meet at the call of the Chairperson.

During any of its properly constituted meetings, the Evaluating Committee will receive and act upon such business as may properly come before it, including but not limited to:

- Annual reports of trainers and trainees in programs approved for specialty training by the American Osteopathic Association.

- Applications for approval of training programs.

- Review and update of Basic Training Documents in Physical Medicine and Rehabilitation.

- The Evaluating Committee shall report its recommendations to the American Osteopathic Association as directed by the Board of Trustees of that Organization.

- Report to the Executive Council of the AOCPMR during its Annual Assembly.

Section 4. Website Committee

The Website Committee shall consist of at least four (4) members. The Chairperson shall be appointed by the President and shall be responsible for printing and disseminating information at regular intervals to the membership with the assistance of the Executive Director.

This Committee shall gather and disseminate information to the membership as is appropriate via the web site.

Section 5. Constitution and Bylaws Committee

The Constitution and By Laws Committee shall consist of the immediate past president, the president and the president-elect. The committee chair will be the immediate past president.

This Committee shall periodically review the existing Bylaws and propose changes as deemed appropriate to the Membership for their approval.

Section 6. Nominating Committee

The Nominating Committee shall be composed of the President-Elect, who shall act as the Chairperson and at least four (4) other members appointed by the President, two (2) of whom shall be members of the Executive Council. They shall present a slate of candidates for office to the general membership of the College at least sixty (60) days before the Annual Assembly. The slate and any other nominations made by the membership prior to or at the Annual Assembly. The slate and any other nominations made by the membership presented to the voting members. Election shall be by simple majority of those present and voting at the Annual Assembly.

Section 7. Finance Committee

The Finance Committee shall consist of four (4) members: the Immediate Past-President, the President-Elect, the President and one other member who shall be appointed by the President. The Immediate Past-President shall serve as the Chairperson. The Secretary-Treasurer shall be an ex-officio member.

a. They shall prepare and present an annual budget to the Executive Council at the Annual Assembly.

b. They shall be responsible for the detailed analysis of the Auditor's Annual Report as submitted by the Secretary-Treasurer.

c. They shall see that the Secretary-Treasurer keeps full and accurate accounts of receipts and expenses which shall be the property of the College.

Section 8. Special Awards Committee

The Special Awards Committee shall consist of a Chairperson and at least four (4) other members appointed by the President. The Committee will receive nominations from the membership and select distinguished individuals for awards such as the Thomas Webber Memorial Award. The Committee will encourage and assist Post Graduate Trainees to author and publish medical research papers of interest to the members of AOCPMR.. The Committee will evaluate and judge submitted current Resident Literary Works and Papers.

Section 9. Government Affairs Committee

This Committee shall consist of a Chairperson and at least four (4) other members appointed by the President. The Committee will work with the AOA Washington Bureau of Advocacy and Government Relations to disseminate pertinent information to the membership and petition the membership to take action when necessary. The

Governmental Affairs Committee will be proactive in reviewing health care reform legislation and determining position statements for the College.

Section 10. Additional and Ad Hoc Committees

The President shall appoint such temporary committees as may be necessary for the conduct of the business of AOCPMR.

Article V – AOBPMR MEMBER

At the Annual Assembly of the College, the voting membership shall elect nominees from among the active membership to be selected by the Board of Trustees of the American Osteopathic Association to serve on the American Osteopathic Board of Physical Medicine and Rehabilitation as vacancies exist. Each nominee must be certified by and in good standing with the AOA.

Article VI – MEETINGS

Section 1.

a. There shall be an Annual Meeting or Assembly of the College for educational purposes and the transaction of business. Special meetings may be called by the Executive Council, the President or at the request of twenty (20) percent of the active members.

b. A meeting for educational purposes may be held at Mid Year at the discretion of the Executive Council. All members must by duly notified if such meeting is to be held.

c. In the event of emergency, the President may convene a telephone conference of the Executive Council, after which voting shall be confirmed by certified mail addressed to the President and forwarded to the office of the Executive Director.

Section 2.

The Annual Business Meeting of the College shall be held in conjunction with the Annual Assembly of the College. Notification of the time and place of regular meetings of the College shall be sent to each member at least thirty (30) days in advance of such meeting.

Section 3.

Each voting member shall be notified in writing by the Secretary-Treasurer of the time and place of any special meeting to be convened under the Bylaws of this organization.

Article VII – DUES AND FEES

Section 1.

The fiscal year shall be from January 1 to the following December 31.

Section 2.

a. Dues, if any, for each membership class, shall be determined by the Executive Council as amended from time to time. The membership shall be notified in writing of any proposed change no less than one hundred twenty (120) days prior to its being enacted.

b. An application for membership shall not be considered unless accompanied by the application fee and the dues for the current fiscal year.

c. All members shall be requested to support the Hadley Hoyt Special Award Endowment Fund by an annual payment of $100.00. Notice shall be included with the regular annual dues notice.

Section 3.

A member whose dues remain unpaid for six (6) months shall be terminated and his or her name dropped from the rolls. He or she may be reinstated by payment of all delinquent and current dues and assessments unless waived by the Executive Council. (See Article I, Section 4, a, Revocation of Membership)

Section 4.

The Executive Council may, at its discretion, set additional fees as deemed necessary for the operation of the College.

Article VIII – NON-DISCRIMINATION

The American Osteopathic College of Physical Medicine and Rehabilitation does not discriminate against any person because of sexual orientation, race, religion, disability, country of origin or political permission.

Article VIIII – RULES OF ORDER

In the absence of any provisions in these bylaws to the contrary, all meetings of AOCPMR , of the Executive Council and of any committee shall be governed by the parliamentary rules and usages contained in the current edition of “Roberts Rules of Order.”