

INDIANA PODIATRIC MEDICAL ASSOCIATION

BY-LAWS

Effective September 19, 2008

CHAPTER ARTICLE NO.	SUBJECT	PAGE
I.	NAME AND ORGANIZATION	
II.	INCORPORATION	
III.	OBJECTIVES PURPOSE	
IV.	MEMBERSHIP	
IV.	COMPONENT SOCIETIES	
V.	AFFILIATE SOCIETIES	
VI.	ANNUAL BUSINESS MEETINGS	
VII.	SPECIAL MEETINGS	
VIII.	OFFICERS AND TRUSTEES; NUMBER AND TITLE, ELIGIBILITY, NOMINATIONS, NOMINATING COMMITTEE, ELECTIONS, INSTALLATIONS, VACANCIES, REMOVAL FROM OFFICE AND DUTIES	
VIII.	BOARD OF TRUSTEES	
IX.	EXECUTIVE COMMITTEE EXECUTIVE DIRECTOR	18
XI.	ELECTIONS	
X.	RESIGNATION, DEFAULT, SUSPENSION AND REINSTATEMENT	
XIXII.	DUES AND ASSESMENTS	

Commented [m1]: Explanation: Change Chapter to Article consistent with APMA bylaws.

Commented [m2]: Explanation: Move Organization to a new section section named Incorporation consistent with APMA bylaws.

Commented [m3]: Explanation: Eliminate Component Societies. IPMA doesn't have any and there does not appear to be any demand.

Commented [m4]: Explanation: Removes Special Meetings from this Article. Clarifys the paramaters of the annual business meeting that occurs at the fall convention.

Commented [m5]: Explanation: Creates new article outlining rules for Special Meetings

Commented [m6]: Explanation: Reorder this Article to after Article on Board of Trustees.

Commented [m7]: Explanation: Eliminates unnecessary clutter in title of Article.

Commented [m8]: Explanation: Reorder this Article to before Article on Officers and Trustees.

Commented [m9]: Explanation: Moves Executive Committee Article to a Section in Article VIII consistent with APMA bylaws.

Commented [m10]: Explanation: Creates and outlines roll of Executive Director

Commented [m11]: Explanation: Outlines Elections in a stand along Article.

Commented [m12]: Explanation: This Article dealt with membership. Content was moved to Section 8 of Article IV.

Commented [m13]: Explanation: Adds definition of assesments to the Article consistent with APMA bylaws.

~~XII~~ ~~XVII~~ AMENDMENTS

Commented [m14]: Explanation: Reorders the Article in the bylaws

~~XIII~~ ~~XVIII~~ RULES OF ORDER -
PARLIAMENTARY AUTHORITY

Commented [m15]: Explanation: Reorders the Article in the bylaws.

~~XIV~~ ~~XIII~~ STANDING COMMITTEES;
~~DEPARTMENTALIZATION OF,~~
~~ORGANIZATION OF, AND~~
~~DUTIES OF CHAIRMEN~~

Commented [m16]: Explanation: Narrows Article to create a few Standing Committees and procedures for creating new Standing Committees. Eliminates Department and their organization. Eliminate duties of Chairperson of Departments.

~~XV~~ ~~DEPARTMENT RESPONSIBILITIES~~
~~AND COMMITTEE OR APPOINTMENT~~
~~RESPONSIBILITIES~~

Commented [m17]: Explanation: Eliminates Departments and their responsibilities.

~~XIV~~ ~~BOARDS OF INQUIRY~~

Commented [m18]: Explanation: Adds Board of Inquiry as a stand alone Article consistent with APMA bylaws.

~~XVI~~ ~~SPECIAL COMMITTEES~~

Commented [m19]: Explanation: Moves content to Section 7 of Article XIII

~~XV~~ FINANCES

~~XVI~~ BUDGET

~~XIX~~ INDEMNIFICATION OF OFFICERS AND OFFICIAL
~~REPRESENTATIVES OF THE INDIANA PODIATRIC~~
~~MEDICAL ASSOCIATION~~

~~XX~~ BONDING

~~XXI~~ PRINCIPLES OF PROFESSIONAL CONDUCT

~~XXII~~ REFERENDUMS

~~XXIII~~ IPMA POLICIES AND ADMINISTRATIVE PROCEDURES

~~XXIV~~ DISSOLUTION

Commented [m20]: Explanation: Create new Articles that are consistent with Articles in the APMA bylaws.

BY-LAWS OF THE INDIANA PODIATRIC MEDICAL ASSOCIATION

~~Chapter Article I. NAME AND ORGANIZATION:~~

The name of this organization shall be the INDIANA PODIATRIC MEDICAL ASSOCIATION, hereinafter referred to as "IPMA" or the "association." ~~This association is a corporation not for profit (incorporated) under the laws of the State of Indiana and affiliated with the AMERICAN PODIATRIC MEDICAL ASSOCIATION.~~

~~Sec. 1. This association shall have a corporate seal, which shall consist of a circular die with the words "INDIANA PODIATRIC MEDICAL ASSOCIATION" inscribed thereon.~~

Commented [m21]: Explanation: Reworded language based on structure of APMA bylaws.

Article II. INCORPORATION:

This association is a corporation not-for-profit (incorporated) under the laws of the State of Indiana and affiliated with the AMERICAN PODIATRIC MEDICAL ASSOCIATION.

~~Sec. 1. This association shall have a corporate seal, which shall consist of a circular die with the words "INDIANA PODIATRIC MEDICAL ASSOCIATION" inscribed thereon.~~

Commented [m22]: Explanation: Reworded language based on structure of APMA bylaws.

~~Chapter Article III. OBJECTIVES PURPOSE:~~

~~The objectives of the association are to promote the art and science of podiatric practice and the betterment of public health. The purpose of the IPMA is to ensure the highest quality of lower extremity health care for patients by advancing the art and science of podiatric medicine through advanced continuing education, legislative advocacy, public education and promotion of the profession.~~ Each member will objectively and subjectively practice podiatric medicine according to the CODE OF ETHICS of the AMERICAN PODIATRIC MEDICAL ASSOCIATION; and carry out the purposes of this association as described in the Certificate of Incorporation.

Commented [m23]: Explanation: Reworded language based on structure of APMA bylaws.

~~Chapter Article IV. MEMBERSHIP:~~

Sec. 1. Classification: The members of this association shall be classified as follows:

- A. Active members
- B. Associate members
- C. Life members
- D. Honorary members
- E. Senior members
- F. Affiliate members
- G. ~~Resident, Preceptee, or~~ Postgraduate members
- H. ~~Special members~~
- II. Permanently Disabled Members
- II. Non-Practicing Members

Commented [m24]: Explanation: Eliminated Resident and Preceptee consistent with APMA bylaws,

Commented [m25]: Explanation: Eliminates a category not recognized by APMA and not clearly outlined by IPMA.

1 **Sec. 2. Qualifications:**

2 **A. Active members:**

3 ~~Active members shall consist of podiatrists who are A Doctor of Podiatric Medicine~~
4 ~~(DPM)~~ licensed ~~in~~ and practicing in the State of Indiana and duly elected to membership
5 as provided for under these By-Laws, and who are members in good standing.
6

Commented [m26]: Explanation: Reworded language based on structure of APMA bylaws.

7 **B. Associate members:**

8 ~~Associate members shall consist of podiatrists who are A Doctor of Podiatric Medicine~~
9 licensed and practicing in the State of Indiana and duly elected to membership in the
10 association during the four (4) years immediately subsequent to entering ~~a podiatric~~
11 practice. Years of military service shall not be counted in determining this period except
12 for those members making careers in federal service.

Commented [m27]: Explanation: Reworded language based on structure of APMA bylaws.

- 13 a. A podiatrist licensed to practice in the State of Indiana, within one (1) year
14 after entering practice may apply for first year associate membership.
- 15 b. A podiatrist licensed to practice in the State of Indiana, within two (2)
16 years after entering practice may apply for a second year associate
17 membership.
- 18 c. A podiatrist licensed to practice in the State of Indiana, within three (3)
19 years after entering practice may apply for a third year associate
20 membership.
- 21 d. A podiatrist licensed to practice in the State of Indiana, within four (4)
22 years after entering practice may apply for a fourth year associate
23 membership.

24
25 **C. Life members:**

26 ~~Life members shall consist of podiatrists. A member in good standing may apply for~~
27 ~~classification as a Life Member if said member is: who have been active members in~~
28 ~~good standing for fifteen (15) consecutive years and are completely retired from practice~~
29 ~~at the age of sixty five (65) years, or older. An active member in good standing for~~
30 ~~twenty five (25) consecutive years, who is completely retired from practice.~~
31

- 32 a. ~~A member who has completely retired and remains retired from the practice of~~
33 ~~podiatric medicine, has attained the age of 65 years, and has been a member in good~~
34 ~~standing for 15 consecutive years; or~~
- 35 b. ~~A member who has completely retired and remains retired from the practice of~~
36 ~~podiatric medicine and has been a member in good standing for 25 consecutive years; or~~
- 37 c. ~~An active member in good standing for a minimum of fifty (50) years.~~

Commented [m28]: Explanation: Reworded language based on structure of APMA bylaws. No changes in qualifications.

38
39 ~~Recommendations may be made to the American Podiatric Medical Association for a life~~
40 ~~membership upon application to the Board of Trustees of this association.~~
41

42 ~~Those persons who are retired from active practice, but are gainfully employed in a field~~
43 ~~associated with the dispensing of medical or podiatric medical services in which there is a~~

1 ~~doctor-patient relationship, may not be considered as retired for the purpose of life~~
2 ~~membership.~~

Commented [m29]: Explanation: Eliminated language not found in APMA bylaws.

3
4 **D. Honorary members:**

5 ~~Honorary members shall consist of An individuals who have has-made outstanding~~
6 ~~contributions to the advancement of the art and science of podiatric medicine, and who~~
7 ~~have-has been recommended by the IPMA Board of Trustees and who has been elected by~~
8 ~~a two-thirds (2/3) vote of the members present and voting at a meeting of this association.~~

Commented [m30]: Explanation: Reworded language based on structure of APMA bylaws. No changes in qualifications.

9
10 **E. Senior members:**

11 ~~Senior members shall consist of podiatrists who A member in good standing-may apply~~
12 ~~for classification as a Senior Member if said member has:~~

- 13 a. ~~Meet-Met all of the requirements of an active member for-at least the preceding-~~
14 ~~fifteen (15)-consecutive years; and;~~
15 b. ~~Has reached the retirement age as provided by Federal-the Social Security Act~~
16 ~~Administration-and is receiving Social Security benefits or has been forced to~~
17 ~~curtail his practice due to illness; and;~~
18 c. ~~Is actively engaged in practice for no more than twenty (20)-hours per~~
19 ~~week.~~

Commented [m31]: Explanation: Reworded language based on structure of APMA bylaws. No changes in qualifications.

20
21 **F. Colleague members:**

22 ~~Colleague members shall consist of podiatrists who are licensed in and practicing in any~~
23 ~~state other than the State of Indiana, or practicing in Federal Service, and duly elected to~~
24 ~~the association of the state in which they are licensed or are members of the Federal~~
25 ~~Services Podiatric Medical Association or are members of the American Podiatric~~
26 ~~Medical Association.~~

Commented [m32]: Explanation: Eliminated language inconsistent with APMA bylaws.

27
28 ~~A MD or DO who is licensed and practicing in the State of Indiana who has a special~~
29 ~~interest in medical or surgical management of lower extremity diseases and conditions.~~

Commented [m33]: Explanation: Added definition of colleague member that APMA uses.

30
31 **G. Resident, Preceptee or Postgraduate members:**

32 ~~Resident members shall consist of podiatrists who are licensed to practice podiatric~~
33 ~~medicine in the state of Indiana, and are actively participating in a hospital residency~~
34 ~~program that has been approved by the Indiana Podiatric Medical Association's and the~~
35 ~~American Podiatric Medical Association's Council on Podiatric Medical Education.~~

36
37 ~~Preceptee members shall consist of podiatrists who are licensed to practice podiatric~~
38 ~~medicine in the State of Indiana, and are actively participating in a program developed in~~
39 ~~accordance with the American Podiatric Medical Association's Council on Podiatric~~
40 ~~Medical Education guidelines.~~

41
42 ~~Postgraduate members shall consist of podiatrists who are licensed to practice podiatric~~
43 ~~medicine in the State of Indiana, are full-time postgraduate students.~~

Commented [m34]: Explanation: Eliminated language inconsistent with APMA bylaws.

1 ~~A Doctor of Podiatric Medicine who is licensed to practice podiatric medicine in the State~~
2 ~~of Indiana and is serving as a resident or fellow or is a full-time postgraduate student, or a~~
3 ~~graduate who, during the first year following graduation, has not entered into practice or~~
4 ~~been admitted to a residency program may apply for classification as a Postgraduate~~
5 ~~Member. A DPM who has completed a residency, felloeship or postgraduate program,~~
6 ~~and who has not entered practice, may, with the concurrence of APMA, remain in such~~
7 ~~membership status for a maximum period of one year or until said member enters~~
8 ~~practice, whichever is earlier.~~

Commented [m35]: Explanation: Reworded language based on structure of APMA bylaws. No changes in qualifications.

9
10 **H. Special members:**

11 ~~Special members shall consist of podiatrists who are licensed to practice podiatric~~
12 ~~medicine in the State of Indiana, are actively participating in a special program that has~~
13 ~~been accepted by the Indiana Podiatric Medical Association and the American Podiatric~~
14 ~~Medical Association, or has taken a leave of absence from private practice, and/or by~~
15 ~~special consideration of the Board of Trustees, and accepted by a two third (2/3) vote of~~
16 ~~the membership.~~

Commented [m36]: Explanation: Eliminates a category not recognized by APMA and not clearly outlined by IPMA.

17
18 **II. Permanently Disabled Members:**

19 ~~Permanently Disabled members shall consist of podiatrists~~ ~~A Doctor of Podiatric~~
20 ~~medicine who are is~~ licensed in the State of Indiana and a member in good standing who
21 is permanently disabled, and for whom the payment of dues would constitute a hardship.
22 "Permanently disabled" for the purpose of this section, shall mean total disability that
23 continuously prevents the member from carrying out substantial and material professional
24 duties; such member must be under the regular care of a physician (other than himself)
25 and may not derive any income or profit from any activity as a podiatrist. A member
26 classified as "permanently disabled" shall not be eligible for any other category of
27 membership.
28

Commented [m37]: Explanation: Reworded language based on structure of APMA bylaws. No changes in qualifications.

29 **II. Non-Practicing Members:**

30 ~~Non Practicing members shall consist of podiatrists~~ ~~A Doctor of Podiatric Medicine who~~
31 ~~are is~~ licensed in the State of Indiana and ~~an Active members~~ ~~Member~~ in good standing,
32 and who ~~have has~~ not been engaged in the practice of podiatric medicine for a minimum
33 of one year. ~~Persons~~ ~~A DPM~~ who ~~are is~~ not directly engaged in the practice of podiatric
34 medicine, but ~~are is~~ gainfully employed in a field associated with the dispensing of
35 podiatric medical services, may not be considered non-practicing for the purposes of this
36 section.
37

Commented [m38]: Explanation: Reworded language based on structure of APMA bylaws. No changes in qualifications.

38 Upon reentry into the practice of podiatric medicine or obtaining gainful employment in
39 a field associated with the dispensing of podiatric medical services, or upon entering into
40 a financial interests in a business associated with the dispensing of podiatric medical
41 services, eligibility for "non-practicing" status shall be terminate, and such member will
42 be reassigned to the appropriate category of membership.
43

44 **Sec. 3. In Good Standing:**

1 A member of this association who is not under final sentence of suspension or expulsion
2 and whose dues for the current fiscal year have been paid shall be considered a member in
3 good standing.

4
5 **Sec. 4. Eligibility**

- 6 A. No person otherwise qualified for membership shall be denied membership
7 for reasons of race, creed, national origin or sex.
8
9 B. Committing a felony, violation of the Podiatric Medical Practice Act and/or
10 violation of the By-Laws or Code of Ethics of this association shall result in the
11 denial of membership, suspension, or expulsion from this association.
12 This action shall be decided by a Board of Inquiry established by the Board
13 of Trustees as provided in ~~Chapter VII., Sec. 8. Article XVI~~ of these By-Laws.

Commented [m39]: Explanation: Updated reference based on suggested bylaw changes.

14
15 **Sec. 5. Application for membership:**

16 Completed APMA application for membership shall be submitted to the ~~Membership~~
17 ~~Committee Executive Director.~~ ~~The Membership Committee Executive Director~~ shall
18 report its findings and recommendations to the Board of Trustees, including, but not
19 limited to checking for state licensure; and the applicant elected to membership by the
20 Board of Trustees. ~~Names of new members shall be published in an official association~~
21 ~~publication and are accepted after thirty (30) days, if there are no objections. Any~~
22 ~~objections will be adjudicated by the Board.~~

Commented [m40]: Explanation: Changed responsibility to Executive Director for practicality as office receives applications.

Commented [m41]: Explanation: Eliminated language inconsistent with APMA bylaws.

23
24 **Sec. 6. Privileges:**

25 **A. Active Member**

- 26 a. ~~An active member in good standing~~ shall be entitled to be seated, to have a
27 voice ~~in at the annual business meeting and any special meetings~~ ~~business~~
28 ~~meetings~~, and to have the right to vote. Active members may be seated at a Board
29 meeting but shall have no voice unless called upon.
30
31 b. ~~An active member in good standing~~ shall be eligible for election or
32 appointment to any office, committee, council, ~~or board~~ ~~or similar position in the~~
33 ~~association as provided in these bylaws.~~
34
35 c. ~~An active member in good standing~~ shall receive ~~annual certificates of~~
36 ~~membership and official publications of the American Podiatric Medical~~
37 ~~Association and the Indiana Podiatric Medical Association~~ ~~association.~~
38
39 d. ~~He/She~~ shall be eligible for admission to any scientific session and such other
40 services as are provided by the ~~American Podiatric Medical Association and the~~
41 ~~Indiana Podiatric Medical Association~~ ~~association~~ upon payment of the required
42 fees.

Commented [m42]: Explanation: Reworded language based on structure of APMA bylaws. No change in privileges.

43
44 **B. Associate Member**

1 a. ~~An associate member in good standing shall be entitled to be seated, and to~~
2 ~~have a voice in at the annual business meeting and any special meetings business~~
3 ~~meetings and the right to vote. Associate members may be seated at a Board meeting but~~
4 ~~shall have no voice unless called upon.~~

Commented [m43]: Explanation: Reworded language based on structure of APMA bylaws.

5
6 b. ~~At any time, an associate member may pay the full amount of regular dues~~
7 ~~and become an active member, but after four (4) years he must become an~~
8 ~~active member to continue membership in this association.~~

Commented [m44]: Explanation: Removes non-functioning provision

9
10 e. b. ~~An associate member in good standing shall not be eligible for election nor or~~
11 ~~appointment to any office, committee, council, or board, or similar position in the~~
12 ~~association as provided in these bylaws, unless the associate member becomes an active~~
13 ~~member.~~

Commented [m45]: Explanation: Updates Associate privileges consistent with APMA bylaws by granting Associate members eligibility to serve on the Board and in Office positions.

14
15 d. ~~An associate member may serve on committees.~~

Commented [m46]: Explanation: Moves to subsection b.

16
17 e. c. ~~An associate member in good standing shall receive annual certificates of~~
18 ~~membership in official publications of the American Podiatric Medical~~
19 ~~Association and the Indiana Podiatric Medical Association association. He/She~~
20 ~~shall receive the official publications (APMA and IPMA). He shall be eligible to~~
21 ~~attend any scientific session upon payment of the required fees.~~

Commented [m47]: Explanation: Reworded language based on structure of APMA bylaws.

22
23 d. ~~Shall be eligible for admission to any scientific session and such other services as~~
24 ~~are provided by the association upon payment of the required fees.~~

Commented [m48]: Explanation: Updates Associate privileges consistent with APMA bylaws by granting Associate members eligibility to serve on the Board, etc.

25 26 **C. Life Member:**

27 ~~A life member shall receive a certificate of life membership. He/She shall be entitled to~~
28 ~~all privileges of an active member.~~

29 a. ~~Shall be entitled to be seated, to have a voice at the annual business meeting and~~
30 ~~any special meetings, and have the right to vote. Life members may be seated at a Board~~
31 ~~meeting but shall have no voice unless called upon.~~

32
33 b. ~~Shall be eligible for election or appointment to any office, committee, council,~~
34 ~~board, or similar position in the association as provided in these bylaws.~~

35
36 c. ~~Shall receive official publications of the association.~~

37
38 d. ~~Shall be eligible for admission to any scientific meeting and such other services as~~
39 ~~provided by the association upon payment of the required fees.~~

Commented [m49]: Explanation: Reworded language based on structure of APMA bylaws. No changes in privileges.

40 41 **D. Honorary Member:**

42 a. ~~An honorary member shall receive a certificate of honorary membership and the~~
43 ~~official publications of the association, upon request.~~

1 ~~b. He/She shall be eligible for admission to any scientific session and such other~~
2 ~~services as are provided by the association upon the payment of the required fees, as~~
3 ~~stated by the Board of Trustees. Honorary members are not eligible to vote. Honorary~~
4 ~~membership is granted on a state level.~~

Commented [m50]: Explanation: Reworded language based on structure of APMA bylaws. Don't need language clarifying the member category is ineligible to vote.

5
6 **E. Senior Member:**

7 ~~A senior member in good standing shall be entitled to all privileges of an active member.~~

8 ~~a. Shall be entitled to be seated, to have a voice at the annual business meeting and~~
9 ~~any special meetings, and have the right to vote. Senior members may be seated at a~~
10 ~~Board meeting but shall have no voice unless called upon.~~

11
12 ~~b. Shall be eligible for election or appointment to any office, committee, council,~~
13 ~~board, or similar position in the association as provided in these bylaws.~~

14
15 ~~c. Shall receive official publications of the association.~~

16
17 ~~d. Shall be eligible for admission to any scientific meeting and such other services as~~
18 ~~provided by the association upon payment of the required fees.~~

Commented [m51]: Explanation: Reworded language based on structure of APMA bylaws. No changes in privileges

19
20 **F. Colleague Member:**

21 ~~a. Colleague members shall receive notification of membership and the official~~
22 ~~publications of the Indiana Podiatric Medical Association association, upon request.~~

23 ~~b. He/She shall be eligible for admission to any scientific session and such other~~
24 ~~services as are provided by the association upon the payment of the required fees.~~

25 ~~Colleague members are not eligible to vote or participate in the Emergency Aid program.~~

Commented [m52]: Explanation: Reworded language based on structure of APMA bylaws. Don't need language clarifying the member category is ineligible to vote.

26
27 **G. Resident, Preceptee or Postgraduate Member:**

28 ~~a. A resident, preceptee or postgraduate member shall receive a certificate of~~
29 ~~resident, preceptee or postgraduate membership in, and the official publications of the~~
30 ~~Indiana Podiatric Medical Association association.~~

31 ~~b. He/She shall be eligible for admission to any scientific session and such other~~
32 ~~services as are provided by the association upon the payment of the required fees.~~
33 ~~Resident, preceptee or postgraduate members are not eligible to vote or participate in the~~
34 ~~Emergency Aid program.~~

35 ~~c. Shall be eligible for election or appointment to any committee, council, board, or~~
36 ~~similar position in the association as provided in these bylaws.~~

37
38 ~~d. Shall be entitled to be seated, to have a voice at the annual business meeting and~~
39 ~~any special meetings, and have the right to vote. Postgraduate members may be seated at~~
40 ~~a Board meeting but shall have no voice unless called upon.~~

Commented [m53]: Explanation: Reworded language based on structure of APMA bylaws. Updates privileges consistent with APMA privileges including ability to vote and serve on Board but ineligible to serve in an officer role.

41
42 **H. Special Member:**

43 ~~A special member shall receive the same privileges as a resident member. Participation~~
44 ~~in the Emergency Aid program shall be left to the discretion of the Board of Trustees.~~

Commented [m54]: Explanation: Eliminates a category not recognized by APMA and not clearly outlined by IPMA.

1
2 **II. Permanently Disabled Members:**

3 ~~A permanently disabled member in good standing shall be entitled to the privileges of an~~
4 ~~active member.~~

5 a. Shall be entitled to be seated, to have a voice at the annual business meeting and
6 any special meetings, and have the right to vote. Permanently Disabled members may be
7 seated at a Board meeting but shall have no voice unless called upon.

8
9 b. Shall be eligible for election or appointment to any office, committee, council,
10 board, or similar position in the association as provided in these bylaws.

11 c. Shall receive official publicans of the association.

12 d. Shall be eligible for admission to any scientific meeting and such other services as
13 provided by the association upon payment of the required fees.

14
15
16
17 e. Permanently disabled members who return to active practice after a period of
18 disability shall not lose credit for consecutive years of active membership needed for a
19 life or senior membership.

20
21 **II. Non-Practicing Members:**

22 ~~A non-practicing member in good standing shall receive copies of all IPMA mailings. He~~
23 ~~or she shall be eligible for admission to any educational session and such other services as~~
24 ~~are provided by the Association.~~

25
26 a. Shall receive official publicans of the association.

27
28 b. Shall be eligible for admission to any scientific meeting and such other services as
29 provided by the association upon payment of the required fees.

30
31
32 **Sec. 7 Suspension or Expulsion**

33 Any member who violates the IPMA Bylaws, APMA Bylaws, APMA Code of Ethics, or
34 the rules established by the APMA House of Delegates, may be suspended or expelled
35 from membership by a 2/3 vote of the Board of Directors and approved by a 2/3 vote of
36 the membership at the annual business meeting.

37
38 **Sec. 8. Resignation, Default, Suspension and Reinstatement:**

39 **A. Resignation:**

40 Members of this association may resign at any time by sending written notice of such
41 intention to the Secretary.

42
43 **B. Default:**

44 A member is in default if one-half (1/2) of his annual dues are not paid, unless prior
45 arrangements have been made with the Treasurer. The Treasurer shall send a notice of

Commented [m55]: Explanation: Reworded language based on structure of APMA bylaws. No changes in privileges.

Commented [m56]: Explanation: Reworded language based on structure of APMA bylaws. No changes to privileges.

Commented [m57]: Explanation: Adds clarifying language regarding suspension or expulsion.

1 ~~default by registered mail, notifying the member of his/her arrears and stating that he/she~~
2 ~~will be dropped from membership if his/her dues are not paid within 45 days from date of~~
3 ~~notice of default.~~

4
5 **C. Suspension:**

6 ~~If the dues of the member in default are not paid within the prescribed period after a dues~~
7 ~~notice, said member shall forfeit his membership in the association and all privileges~~
8 ~~thereto.~~

9
10 **D. Reinstatement:**

11 ~~After payment of full indebtedness, plus current dues, past members may be reinstated.~~

Commented [m58]: Explanation: Moves content from Article X as the language deals with membership.

12
13
14 **~~Chapter IV. COMPONENT SOCIETIES:~~**

15
16 **Sec. 1. Organizations:**

17 ~~A component society may be organized in the State of Indiana where none now exists~~
18 ~~upon application of at least five (5) active members in good standing subjected to the~~
19 ~~following requirements:~~

20
21 ~~A. Submission of an affidavit incorporating an acceptable set of bylaws and code of~~
22 ~~ethics and brief certifying their intent to uphold the rules, regulations and policies~~
23 ~~of the Indiana Podiatric Medical Association, which must be signed by all~~
24 ~~applicants. Upon receipt of such an affidavit, the Board may approve the~~
25 ~~application, by a simple majority vote. Upon such approval a charter shall be~~
26 ~~issued to the named component society.~~

27
28 **Sec. 2. Name:**

29 ~~A component society shall take a portion of its name from the location within which it is~~
30 ~~chartered.~~

31
32 **Sec. 3. By-Laws:**

33 ~~Each component society shall adopt and maintain a set of By-Laws and code of ethics,~~
34 ~~not in conflict with those of this association and shall file a copy thereof and any changes~~
35 ~~made thereafter with the Secretary of this association.~~

36
37 **Sec. 4. Chartering Component Societies:**

38 ~~The Secretary of the association shall issue a charter in a form approved by the Board, to~~
39 ~~each component society.~~

Commented [m59]: Explanation: IPMA doesn't currently have local chapters. They are unlikely to form.

40
41 **~~Chapter Article V. AFFILIATE SOCIETIES:~~**

42 **Sec. 1. Definition:**

43 ~~Affiliate societies shall be defined as societies composed of members, within or outside~~
44 ~~the profession of podiatric medicine, functioning in conjunction with the Indiana~~

1 Podiatric Medical Association, and concerned with the profession of podiatric medicine
2 and/or the foot health of the citizens of the State of Indiana.

3
4 **Sec. 2. Membership:**

5 Membership in such affiliate organizations shall be limited to persons concerned with the
6 profession of podiatric medicine and/or the foot health of the citizens of the State of
7 Indiana.

8
9 **Sec. 3. Qualifications:**

- 10 A. Any organization desiring to affiliate with this association is required to present
11 to the Secretary of this association, at least ninety (90) days before an official
12 meeting of the proposed affiliate organization, a petition signed by the officers of
13 the organization, a copy of its By-Laws, a complete roster of its members,
14 requirements for membership and any other pertinent information that may be
15 requested by the Board of Trustees. The Secretary shall submit the petition for
16 approval to the Board of Trustees and after acceptance by the Board of Trustees, a
17 thirty (30) day notice of intention of the named affiliate society shall be published
18 in the IPMA newsletter. Any objections will be adjudicated by the Board.
- 19
20 B. All affiliate organizations shall furnish a full report of their activities, membership
21 roster and other pertinent information to the Secretary of this association before
22 May 31 of each year.

23
24 **Sec. 4. Certification:**

25 The Secretary of this association is authorized to issue a certificate of affiliation, in a
26 form approved by the Board, to each affiliate organization, after its approval by the Board

27
28 **Sec. 5. Revocation of Recognition:**

29
30 Any violation of the bylaws, rules, requirements, or policies of the Indiana Podiatric Medical
31 Association as determined by the Board of Trustees shall constitute cause for revocation of the
32 affiliated society.

33
34 Revocation of the recognition of an affiliated society shall be recommended by the Board of
35 Trustees and approved by a two-thirds majority vote of the general membership at the annual
36 business meeting.

Commented [m60]: Explanation: Adds section outlining the revocation process of affiliate societies in case the situation arose.

37
38
39 ***Chapter Article VI. ANNUAL BUSINESS MEETINGS:***

40 **Sec. 1. Annual Business Meeting:**

41 The annual business meeting of this association shall be held in the Fall at the place and
42 hour indicated in the notice therein. The annual business meeting shall serve as the
43 official governing meeting of the association.

Commented [m61]: Explanation: Clarifies the meeting will serve as the official governing meeting of the association.

1 **Sec. 2. Official Notice of Meetings:**

2 Notice of the meeting shall be mailed to each member at least thirty (30) days prior to the
3 meeting.

4
5 At the Fall meeting, nominations for officers and delegates to the American Podiatric
6 Medical Association House of Delegates shall be presented by the Nominating
7 Committee, and then nominations shall be open from the floor. Election of officers and
8 delegates to APMA shall take place at this meeting. Notice of the meeting shall be
9 mailed to each member at least thirty (30) days prior thereto.

Commented [m62]: Explanation: Content moved to Section 4.

10
11 **Sec. 2. Special Meetings:**

12 Special meetings of this association may be called by the President and the Board or upon
13 request of twenty five (25) active members in good standing to consider only the business
14 stated in the call. Written notice shall be given to the membership at least ten (10)
15 days prior to the meeting.

Commented [m63]: Explanation: Content moves to Article 7.

16
17 **Sec. 3. Quorum:**

18 Thirty-five (35) active, associate, life, senior, permanently disabled, postgraduate
19 members in good standing shall constitute a quorum.

20
21 **Sec. 4. Powers and Duties:**

22 a. Shall have the authority to amend IPMA Bylaws.

23
24 b. Shall have the authority to amend the IPMA Administrative Procedures

25
26 c. Shall have the authority to amend the IPMA Code of Ethics governing the
27 professional conduct and behavior of members of this association.

28
29 d. Shall elect officers, trustees and delegates to the APMA House of Delegates

30
31 e. Shall approve or disapprove the IPMA Annual Budget

32
33 f. Shall approve or disapprove the suspension or expulsion of an IPMA member as
34 recommended by the Board of Directors.

Commented [m64]: Explanation: More clearly outlines authority of the meeting.

35
36 **Sec. 5. Decision Making:**

37 a. The affirmative vote of a majority of members present and voting shall be
38 necessary for the adoption of any matter unless otherwise required by these bylaws.

39
40 b. In the event of a tie vote, the president may cast the deciding vote. Should the
41 president not cast the deciding vote, the proposition shall be deemed to have failed.

Commented [m65]: Explanation: Outlines voting at meeting.

42
43 **Sec. 4. National or Local Emergency:**

1 ~~In the event of national or local emergency, the President and the Board may dispense~~
2 ~~with any meeting of the association.~~

Commented [m66]: Explanation: Provision not needed.

3
4 **Article VII. SPECIAL MEETINGS:**

5 **Sec. 1. Special Meetings:**

6 ~~Special meetings of this association may be called by the President and the Board or upon~~
7 ~~request of twenty-five (25) active, associate, life, senior, permanently disabled,~~
8 ~~postgraduate members in good standing.~~

9
10 **Sec. 2. Office Notice of Meetings:**

11 ~~Notice of the meeting shall be mailed to the membership at least ten (10) days prior to the~~
12 ~~meeting.~~

13
14 **Sec. 3. Place and Time:**

15 ~~Such special meetings shall be conducted at a time and place determined by the Board.~~

16
17 **Sec. 4. Quorum:**

18 ~~Thirty-five (35) active, associate, life, senior, permanently disabled, postgraduate~~
19 ~~members in good standing shall constitute a quorum.~~

20
21 **Sec. 5. Powers and Duties**

22 ~~Shall have the authority to consider only the business stated in the meeting notice.~~

Commented [m67]: Explanation: Creates new section and more clearly outlines process for Special Meetings.

23
24
25 ~~Chapter Article VIIIX. OFFICERS AND TRUSTEES: NUMBER AND TITLE,~~
26 ~~ELIGIBILITY, NOMINATIONS,~~
27 ~~NOMINATING COMMITTEE, ELECTIONS, INSTALLATIONS, VACANCIES,~~
28 ~~REMOVAL FROM OFFICE AND DUTIES.~~

Commented [m68]: Explanation: Eliminates unnecessary explanation in title.

29 **Sec. 1. ~~Number and title~~ Title and Qualifications:**

30
31 ~~The officers of this association shall be: President, President-Elect, First Vice President,~~
32 ~~Second Vice President, Secretary-Treasurer, Immediate Past President and four three (43)~~
33 ~~Board-trustee members.~~

Commented [m69]: Explanation: Adds reference to Immediate Past President.

34
35 **Sec. 2. Eligibility:**

36 ~~Only active, associate, permanently disabled, senior, or life members in good standing~~
37 ~~shall be eligible to serve as officers. All officers and trustees must be licensed podiatrists~~
38 ~~in the State of Indiana.~~

Commented [m70]: Explanation: Expands eligibility of certain member classifications consistent with APMA bylaws.

39
40 **Sec. 2. Term of Office:**

41
42 **A. Officers**

43 ~~Officers shall be elected at the annual business meeting of this association to serve for a~~
44 ~~term of one year. The term of the elective officers shall begin on the first day of the~~
45 ~~following year and they shall serve until their successors are installed. The President Elect~~

1 automatically assumes the office of President upon expiration of the term of the preceding
2 President, or sooner if the office of President becomes vacant. The First Vice President
3 automatically assumes the office of President Elect upon expiration of the term of the
4 preceding President Elect, or sooner if the office of President Elect becomes vacant. The
5 Second Vice President automatically assumes the office of the First Vice President upon
6 the expiration of the term of the preceding First Vice President. The term of office of the
7 President shall expire on the last day of the year following one year at which the President
8 assumed office.

Commented [m71]: Explanation: Provides clarification of position ascension for President, President Elect and First VP and Second VP.

9
10 **B. Trustees**

11 The trustees shall serve three-year terms or until their successors are elected. One trustee
12 shall be elected at each annual business meeting of this association, thereby staggering the
13 terms of office.

Commented [m72]: Explanation: Outlines current terms of office for trustees.

14
15 **Sec. 3. Nominations and Election:**

16 Nominations for the ~~various offices officers and trustees~~ shall be presented at the Fall
17 meeting by the Nominating Committee. ~~Nominations may also be made from the floor.~~
18 Elections shall be held in accordance with these bylaws and the IPMA Administrative
19 Procedures.

Commented [m73]: Explanation: Changes references to other Articles of the bylaws.

20
21 **Sec. 4. Nominating Committee:**

22 ~~A. The Board of Trustees shall select two (2) Trustees to serve with the Immediate Past~~
23 ~~President, as the Nominating Committee. The Immediate Past President shall serve as~~
24 ~~chairman of this Committee. The Nominating Committee's report of nominations shall~~
25 ~~be approved by the Board of Trustees, and published and distributed to the membership~~
26 ~~of the association, not less than thirty (30) days prior to the Fall meeting of the~~
27 ~~association.~~

28
29 **B. Duties of the Nominating Committee:**

30 a. ~~To present, prior to the Fall meeting as specified, the names for at least one~~
31 ~~qualified nominee for each office and term, as follows:~~

32 1. ~~President Elect: One (1) year term, and then to serve as President, limited~~
33 ~~to a one (1) year term, and then to serve as a Board member for a one (1)~~
34 ~~year term.~~

35 2. ~~First Vice President: One (1) year term.~~

36 3. ~~Second Vice President: One (1) year term.~~

37 4. ~~Secretary Treasurer: One (1) year term.~~

38 5. ~~Board of Trustees: One (1) member for a three (3) year term.~~

39 6. ~~Delegate(s): To serve in the House of Delegates at the following APMA~~
40 ~~meeting.~~

41 7. ~~Alternate Delegate(s): To serve in the House of Delegates at the following~~
42 ~~APMA meeting.~~

43
44 b. ~~To secure the consent of each nominee for his name to be presented and his~~

- 1 ~~promise to perform the duties of the office, if elected.~~
- 2
- 3 ~~e. Present to the Board of Trustees the names of all nominees for approval.~~
- 4
- 5 ~~d. Prepare ballots for the election of officers, board members, delegates and~~
 6 ~~alternates, with the names of the candidates and the office for which they are~~
 7 ~~nominated, and in addition space for additional nominees from the floor.~~
- 8
- 9 ~~e. The report of the Nominating Committee shall be sent to the Secretary Treasurer~~
 10 ~~at least sixty (60) days prior to the Fall meeting of the association.~~
- 11
- 12 ~~f. The chairman of the Nominating Committee shall verify the qualifications of~~
 13 ~~candidates nominated from the floor; limit speeches to four (4) minutes for each~~
 14 ~~nominee.~~

Commented [m74]: Explanation: Moves reference to Nominating Committee to Article XIII which deals with Standing Committees.

15 **Sec. 5. Elections:**

16 ~~A. Officers, delegates and alternate delegates shall be elected by ballot at the Fall~~
 17 ~~meeting, to serve their term of office, or until their successors are qualified and~~
 18 ~~elected or appointed by the Board.~~

19 ~~B. A majority vote of those present and eligible to vote at a qualified meeting shall~~
 20 ~~constitute an election.~~

21 ~~C. Only those who consent to serve, if elected, shall be eligible for election, whether~~
 22 ~~nominated by the committee or from the floor (nominees from the floor must give~~
 23 ~~either written or verbal consent).~~

Commented [m75]: Explanation: Moves content to Article XI.

24 **Sec. 6. Installation:**

25 ~~The results of the election shall be announced prior to the adjournment of the Fall~~
 26 ~~meeting. The new officers shall assume their duties on the first day of the following year.~~
 27 ~~The installation ceremony shall take place at the Fall meeting.~~

28 **Sec. 7 4. Vacancies:**

29 ~~In the event the office of President becomes vacant, the President Elect shall become~~
 30 ~~President and serve for the remainder of the unexpired term. In the event the office of~~
 31 ~~President Elect becomes vacant, the First Vice President shall serve the unexpired portion~~
 32 ~~of the term, and assume the Presidency, accordingly. In the event the office of First Vice~~
 33 ~~President becomes vacant, the Second Vice President shall assume the office of First Vice~~
 34 ~~President and serve the unexpired portion of the term accordingly. In the event the office~~
 35 ~~of Second Vice President becomes vacant, the Secretary Treasurer shall assume the office~~
 36 ~~of Second Vice President, and serve the unexpired portion of the term, accordingly. The~~
 37 ~~President, with the Board of Trustees approval, shall then appoint a Secretary Treasurer~~
 38 ~~to serve until the next official election. In the event of a vacancy of one or more of the~~
 39 ~~above offices, the filling of that office shall not be construed as a term of office. In such~~

Commented [m76]: Explanation: Content moved to Section 2 of this Article.

1 ~~event, the officer or officers filling such term shall be eligible for election to or retention~~
2 ~~of that office so filled.~~

Commented [m77]: Explanation: Deleted for clarification purposes.

3
4 A. President:

5 ~~In the event that the office of president becomes vacant for reason of death, incapacity, or~~
6 ~~resignation, the president elect shall become the president for the remainder of the~~
7 ~~unexpired term.~~

8
9 B. President Elect:

10 ~~In the event that the office of president elect becomes vacant for reasons of death,~~
11 ~~incapacity, or resignation, the first vice president shall become the president elect for the~~
12 ~~remainder of the unexpired term.~~

13
14 C. First Vice President

15 ~~In the event that the office of first vice president becomes vacant for reasons of death,~~
16 ~~incapacity, or resignation, the second vice president shall become the first vice president~~
17 ~~for the remainder of the unexpired term.~~

18
19 D. Second Vice President

20 ~~In the event that the office of second vice president becomes vacant for reasons of death,~~
21 ~~incapacity, or resignation, the position of second vice president shall remain vacant until a~~
22 ~~successor is elected at the next regular election of this association.~~

23
24 D. Treasurer

25 ~~In the event that the office of treasurer becomes vacant for reasons of death, incapacity, or~~
26 ~~resignation, the position shall be filled by a majority vote of the board with an individual~~
27 ~~currently serving on the board until a successor is elected at the next regular election of~~
28 ~~this association.~~

29
30 E. Trustees

31 ~~In the event of a vacancy on the board by one of the three trustees the president shall~~
32 ~~appoint, with the approval of the board by a majority vote, a qualified member to serve~~
33 ~~for the remainder of the unexpired term. The appointed individual may serve until a~~
34 ~~successor is elected at the next regular election of this association.~~

Commented [m78]: Explanation: Provides better clarification for vacancies.

35
36
37 **Sec. 85. Removal, Forfeiture, and Suspension from Office:**

38 ~~The Board of Trustees shall have the power to remove from office or membership rolls~~
39 ~~any officer or member who has moved his practice from the state, or who shall have been~~
40 ~~guilty of conduct unbecoming to a podiatrist, or who shall fail to perform his/her duties~~
41 ~~without valid excuse by acting as a Board of Inquiry as stated in Chapter VIII., Sec. 3., F.~~

42
43 A. Following review by the board through its internal complaint process resulting in
44 an investigation by a duly constituted Board of Inquiry, any elected officer or trustee

1 (board member) may be removed for cause by the membership. Such action is taken by an
2 affirmative vote of two-thirds of the members, by closed ballot.

3
4 B. Criminal conviction of any felony violation or serious misdemeanor (including
5 but not limited to assault, threatening to cause harm to a person, indecent exposure,
6 driving under the influence) or punitive action taken by a governmental or private
7 agency/entity that affects the practice of podiatric medicine shall be cause for automatic
8 removal (as directed by the president) of a board member.

9
10 C. A board member who is more than 90 days delinquent in payment of dues is
11 considered to have forfeited his or her board member position and shall be cause for
12 automatic removal (as directed by the president).

13
14 D. At the determination of the president, a board member may be suspended from all
15 activities pending the review of a complaint or legal action against him/her.

16
17 E. A board member who loses his or her membership privileges, shall forfeit their
18 positions on the board, and the president shall fill such a vacancy as hereinafter provided.

Commented [m79]: Explanation: Section updated to reflect APMA bylaws.

19
20 **Sec. 96. Duties of Officers and Trustees:**

21 **A. President:**

22 It shall be the duties of the President:

- 23 a. To assume his duties January first following his/her election. The president shall
24 call special meetings of the membership and board as provided in these bylaws.
25 b. To The president shall preside over all general the annual business meetings, all
26 special meetings and Board meetings (as Chairman), and Executive Committee meetings
27 (as Chairman).
28 c. To The president shall serve as an ex-officio member of all committees except the
29 Nominating Committee.
30 d. To The president shall deliver an address at the opening of a general the annual
31 business meeting, all special meetings or any association function according to the
32 occasion at hand.
33 e. To exercise his/her right to vote. The president shall appoint members of all
34 standing committees of this association unless otherwise provided in these
35 bylaws.
36 f. To The president shall serve as an official representative of this association in its
37 contacts with government, civic, business and professional organizations for the purpose
38 of advancing the objects and policies of this association.
39 g. To The president shall perform such other duties as may be provided for in the
40 Bylaws or ordinarily pertain to the office of the President.
41 h. To fill vacancies in the Board by its remaining members, according to stated
42 progression of fulfillment of vacancies, and appoint with the approval of the
43 Board, a trustee for the corresponding section of the state in which a vacancy has

1 ~~been created. A report of the activities of the president shall be submitted to the~~
2 ~~membership at the annual business meeting of this association.~~

3 ~~i. To be responsible for the Legislative Committee and serve as its chairman.~~
4 ~~He/She must report all legislative committee action to the Board.~~

5 ~~ii. He/She-The president shall have the duty of appointing special persons or~~
6 ~~committees to assist him in executing the business of this association, or~~
7 ~~business pertaining to this association.~~

8 ~~k. He/She shall be chairman of the Executive Committee.~~

Commented [m80]: Explanation: Section updated to better reflect duties outlined in APMA bylaws.

9
10 **B. President-Elect:**

11 ~~It shall be the duty of the President Elect:~~

12 a. ~~To assist the President in the business of the association. The president elect shall~~
13 ~~perform such duties as assigned by the president, Board of Trustees, or the membership,~~
14 ~~as provided in these bylaws.~~

15 b. ~~To-The president elect shall~~ succeed to the office of President without further
16 election at the expiration of the term of the president, or shall assume the office of
17 president in the event of the death, absence, resignation, removal, or incapacity of the
18 president.

19 c. ~~In the event of temporary or permanent vacancy of the office of President, the~~
20 ~~President Elect shall serve the unexpired portion of the term or act for the~~
21 ~~President during a temporary vacancy.~~

22 d. ~~To be responsible for the Department of Continuing Education that includes all~~
23 ~~committees or persons involved with continuing education.~~

24 e. ~~The Department of Continuing Education shall not be limited to the listed~~
25 ~~committees nor shall the listed committees be mandated.~~

26 f. ~~He/She shall recommend chairmen and members of these committees to the~~
27 ~~Board, and after approval of the Board, the President shall appoint~~
28 ~~these committees.~~

29 g. ~~He/She shall, when requested, present reports of the activities of these committees~~
30 ~~at Board meetings.~~

31 ~~hc. He/She-The president elect shall be a member of the board and Executive~~
32 ~~Committee~~

33 d. ~~The president elect shall serve as an ex-officio member of all committees~~
34 ~~except the Nominating Committee.~~

Commented [m81]: Explanation: Section updated to better reflect duties outlined in APMA bylaws.

35
36
37 **C. First Vice President:**

38 ~~It shall be the duty of the First Vice President to:~~

39 a. ~~Assist the President and carry out his/her directions. The first vice president shall~~
40 ~~perform such duties as assigned by the president, Board of Trustees, or~~
41 ~~membership, as provided in these bylaws.~~

42 b. ~~The first vice president shall succeed to the office of president elect without~~
43 ~~further election at the expiration of the term of the president elect, or~~
44 ~~shall assume the office of president elect in the event of the death,~~

1 absence, resignation, removal, or incapacity of the president elect. In the
2 event of a vacancy in the office of the

3 President Elect, the First Vice President shall serve the unexpired portion of the
4 office of President Elect or act as President Elect during a temporary
5 vacancy.

6 c. He/She The first vice president shall be a member of the board and Executive
7 Committee.

8 d. He/She shall be responsible for the Department of Professional Standards which
9 shall include all committees or persons involved with professional standards such
10 as:

11 1. Ethics and Patient Inquiry Committee

12 2. Hospital Committee

13 3. Peer Review Committee.

14 e. The Department of Professional Standards shall not be limited to the listed
15 committees nor shall the listed committees be mandated.

16 f. He/She shall recommend chairmen and members of these committees to the
17 Board, and after approval of the Board, the President shall appoint these
18 committees.

19 g. He/She shall, when requested, present reports of the activities of these committees
20 at Board meetings.

21 h. He/She shall be a member of the Executive Committee

Commented [m82]: Explanation: Section updated to better reflect duties outlined in APMA bylaws.

22
23 **D. Second Vice President:**

24 It shall be the duty of the Second Vice President to:

25 a. Assist the President and carry out his directions. The second vice president shall
26 perform such duties as assigned by the president, Board of Trustees,
27 or membership, as provided in these bylaws.

28 b. The second vice president shall succeed to the office of first vice president
29 without further election at the expiration of the term of the first vice
30 president, or shall assume the office of president elect in the event of
31 the death, absence, resignation, removal, or incapacity of the president
32 elect.

33 b.c. The second vice president shall be a member of the board and the Executive
34 Committee. In the event of a vacancy in the office of the First Vice President, the Second
35 Vice President shall serve the unexpired portion of the office of First Vice President or
36 act as First Vice President during a temporary vacancy.

37 e. To be responsible for the Department of Information which shall include all
38 committees or persons involved with information such as the Professional and
39 Public Information Committee.

40 d. The Department of Information shall not be limited to the listed committees nor
41 shall the listed committees be mandated.

42 e. He/She shall recommend chairmen and members of these committees to the
43 Board, and after approval of the Board, the President shall appoint these committees.

1 ~~f. He/She shall when requested present reports of the activities of these committees~~
2 ~~at Board meetings.~~

3 ~~g. He/She shall be a member of the Executive Committee~~

Commented [m83]: Explanation: Section updated to better reflect duties outlined in APMA bylaws.

4
5 **~~ED. Secretary-Treasurer:~~**

6 ~~It shall be the duty of the Secretary-Treasurer to:~~

7 a. ~~Be responsible for the seal and all records of this association. The treasurer shall~~
8 ~~perform such duties as assigned by the president, Board of Trustees, or membership, as~~
9 ~~provided in these bylaws.~~

10 b. To provide a certified list of all members of this association and their dues to the
11 Secretary of the American Podiatric Medical Association on or before the required
12 date, each year.

13 c. To serve as a member of the Board ~~of Trustees~~ and the Executive Committee.

14 d. To provide a list of members, in good standing, for the ~~general-annual~~ business
15 meetings, ~~all special meetings, and~~ Board and Executive Committee meetings when
16 requested.

17 e. To certify those members who are eligible to vote ~~at the annual business meeting~~
18 ~~and any special meeting.~~

19 f. To supervise the handling of the financial matters of the association.

20 g. To co-sign with the President, all checks and execute all tax returns.

21 h. To make a financial report at each Board and ~~general-annual~~ business meeting.

22 i. To certify a detailed account of receipts and disbursements and submit the books
23 for annual ~~internal~~ audit (January 1 to December 31) prior to presenting the annual
24 financial report, of the previous year, at the ~~annual business meeting, June Board~~
25 ~~meeting, immediately following.~~

26 ~~j. In the event of vacancy in the office of Second Vice President, the Secretary-~~
27 ~~Treasurer shall serve the unexpired portion of the office of Second Vice President~~
28 ~~and act as Second Vice President during a temporary vacancy.~~

29 ~~k. The Secretary-Treasurer may be bonded at the expense of the association.~~

30 ~~4j. To The treasurer shall serve as chair of the Budget and Finance Committee. be~~
31 ~~responsible for the following committees:~~

32 ~~1. Membership Affairs Committee~~

33 ~~2. Budget and Finance Committee~~

34 ~~3. Historian~~

35 ~~4. Central Office Committee.~~

36 ~~m. The Secretary-Treasurer shall not be limited to the listed committees nor shall the~~
37 ~~listed committees be mandated.~~

38 ~~n. He/She shall recommend chairmen and members of these committees to the~~
39 ~~Board, and after approval by the Board, the President shall appoint these~~
40 ~~committees.~~

41 ~~o. He/She shall, when requested, present reports of the activities of these committees~~
42 ~~at Board meetings.~~

Commented [m84]: Explanation: Section updated to better reflect duties outlined in APMA bylaws.

44 **E. Trustees**

1
2 a. The trustees shall perform such duties as assigned by the president, Board of
3 Trustees, or membership, as provided in these bylaws.

4
5 b. The trustees shall serve as members of the board.

6
7 c. The trustess shall provide reports, as needed, to the board regarding issues
8 affecting members in their respective region.

9
10 d. The trustees shall make an annual inquiry to non-members in their respective
11 region regarding membership in this association.

Commented [m85]: Explanation: Section updated to better reflect duties outlined in APMA bylaws.

Commented [m86]: Explanation: Added section as the Board has indicated this should be a top priority for trustees.

12
13 **Chapter ~~VII~~ VIII. BOARD OF TRUSTEES:**

14
15 **Sec. 1. Composition:**

16 A. The Board of Trustees shall be composed of:

17 a. President

18 b. President-Elect

19 c. First Vice President

20 d. Second Vice President

21 e. ~~Secretary~~ Treasurer

22 f. Immediate Past President

23 g. One (1) trustee to represent the northern section of Indiana.

24 h. One (1) trustee to represent the central section of Indiana.

25 I. One (1) trustee to represent the southern section of Indiana.

26 j. The Executive Director of the Association shall be an ex officio member of the
27 Board without vote.

Commented [m87]: Explanation: Eliminates reference to Secretary. Secretary responsibilities will move to Executive Director consistent with APMA bylaws.

Commented [m88]: Explanation: Addition of Executive Director consistent with APMA bylaws.

28
29 **Sec. 2. Board Meetings**

30 A. The Board shall hold not less than three (3) meetings a year. Meetings shall be
31 held at times and places the Board determines to be necessary for the conduct of
32 business and in accordance with its own policies and procedures. The Board may
33 conduct deliberative meetings by electronic methods including teleconference,
34 audio-conference, and/or internet based communication/information transmittal
35 systems. The Board shall clearly define the rules for meetings held via electronic
36 methods in its policies and procedures. A meeting shall be held during the spring
37 and fall meetings of the association, and the third meeting to take place in
38 January, each year. All other Board meetings may be called at the discretion of
39 the President according to the needs at the time. Notice of the regular meetings
40 must be published in the official publication at least thirty (30) days prior to that
41 meeting. Notice of special Board meetings must be given to all officers, board
42 members and special invitees at least one week prior to the special meeting.
43

Commented [m89]: Explanation: Updates Board meeting requirements consistent with APMA bylaws.

Commented [m90]: Explanation: Deletes current meeting provisions.

1 B. ~~Additional meetings of the Board may be held at the request of five (5) or more~~
2 ~~Board members or twenty (20) members in good standing.~~

Commented [m91]: Explanation: Provision not needed.

3
4 C. ~~A majority of the voting members of the Five (5) or more Board members shall~~
5 ~~constitute a quorum.~~

Commented [m92]: Explanation: Language clarification.

6
7 **Sec. 3. Duties of the Board of Trustees shall be:**

8 A. ~~As trustees, the Board shall bear the responsibility for the ownership and integrity~~
9 ~~of the association on behalf of the membership. The policy making body of this~~
10 ~~organization. It may establish such policy as may be necessary between business~~
11 ~~meetings of the association and report such to the membership. Such policy shall~~
12 ~~not be inconsistent with policy of the association.~~

13
14 B. ~~The Board shall bear the fiduciary responsibility of guarding against undue risk,~~
15 ~~determining program priorities, and ensuring accomplishment of said priorities. To~~
16 ~~appoint vacancies in the Board by its remaining members according to the preceded state~~
17 ~~progression of fulfillment of vacancies, and to appoint a member in good standing,~~
18 ~~to represent a corresponding section of the state, in which a vacancy has been~~
19 ~~created.~~

20
21 C. ~~The members of the Board, individually and collectively, shall ensure that their~~
22 ~~potential conflicts of interest and professional and personal behaviors are in accordance~~
23 ~~with the APMA and IPMA Code of Ethics. To have authority to dispense with any~~
24 ~~meeting of the association in the event of a national or local emergency.~~

25
26 D. ~~The Board shall conduct the business of the association, including managing the~~
27 ~~affairs and properties of the association and controlling the disbursement of funds, subject~~
28 ~~to the bylaws of this association, and the budget approved by the membership. To have~~
29 ~~authority to hire an association business staff, including an Executive officer, to~~
30 ~~discharge the employees of the association, to determine the length of contracts,~~
31 ~~verbal or written, to determine the remuneration which shall be submitted to the~~
32 ~~Budget Committee to be included in its report.~~

33
34 F. ~~The Board shall develop and oversee implementation of the strategic plan and~~
35 ~~operational plan and determine program priorities. To act as a Board of Inquiry either in~~
36 ~~whole or in part as directed by the President, in those matters which require such~~
37 ~~action.~~

38
39 G. ~~The Board shall have the power to establish committees, rules and regulations,~~
40 ~~and duties to govern its organization, procedure, and conduct, provided such~~
41 ~~rules, regulations, and duties are not inconsistent with these bylaws or the~~
42 ~~IPMA Administrative Procedures. This may include, but not be limited to,~~
43 ~~actions taken by mail, electronic mail, conference calls, and other electronic~~
44 ~~means. To supervise the duties of the Executive officer, which are:~~

- a. ~~Administer the affairs and correspondence of the association.~~
- b. ~~Follow the dictates of the President and the Board to accomplish policies and goals.~~
- c. ~~Counsel and advise on matters pertaining to business and policy.~~
- d. ~~Accept assignment to represent the association at outside activities whenever and wherever possible.~~
- e. ~~To be an invited guest at all committee meetings and association activities. He/She will attend Board and general meetings of the association.~~
- f. ~~To edit and distribute the official publication, which shall be called the IPMA Newsletter.~~
- g. ~~To assist in the administration of general meetings and scientific sessions.~~
- H. ~~The Board shall provide for the distribution of all official communications of this association.~~
- I. ~~The Board shall determine editorial policy.~~
- J. ~~The Board shall engage the services of the Executive Director.~~
- K. ~~The Board will determine the time and place for the regular and special meetings of this association, as provided in these bylaws.~~
- L. ~~The Board shall provide for the bonding of employees, the auditing of the accounts, and the preparation of the budget.~~
- M. ~~The Board shall publish a list of committees and their members serving under the Board and submit reports of their activities.~~
- N. ~~The Board shall have the power to establish offices for the association.~~
- O. ~~The Board shall perform any other duties as prescribed in these bylaws and the IPMA Administrative Procedures, and shall perform such other duties and functions as are delegated to it by the membership.~~

Commented [m93]: Explanation: Updates duties of the Board consistent with APMA bylaws.

Sec. 4. ~~Officers of the Board Specific Duties of Members of the Board of Trustees:~~

~~The officers of the Board shall be a chair and a secretary. The president of this association shall be chair and the executive director of this association shall be the board secretary. The president elect may serve as chair in the absence of the president. The board may elect a chair in the absence of the president elect to serve as chair pro tem. The chair may appoint a secretary pro tem in the absence of the secretary.~~

Commented [m94]: Explanation: Creates officers of the board consistent with APMA bylaws.

Sec. 5. Executive Committee

1 ~~The Executive Committee of the board shall be composed of the president, president~~
2 ~~elect, first vice president, second vice president, and treasurer. The Executive Committee~~
3 ~~shall perform only such duties and carry out such responsibilities as may be referred to it~~
4 ~~by the board.~~

Commented [m95]: Explanation: Adds section 5 and defines executive committee consistent with APMA bylaws.

5
6 **~~A. President:~~**

7 ~~To perform the duties as stated under duties of the President.~~

8
9 **~~B. President-Elect:~~**

10 ~~To perform the duties as stated under the duties of President-Elect.~~

11
12 **~~C. First Vice President:~~**

13 ~~To perform the duties as stated under duties of the First Vice President.~~

14
15 **~~D. Second Vice President:~~**

16 ~~To perform the duties as stated under duties of the Second Vice President.~~

17
18 **~~E. Secretary-Treasurer:~~**

19 ~~To perform the duties as stated under the duties of the Secretary-Treasurer.~~

Commented [m96]: Explanation: Eliminates duplicative and unnecessary reference to duties. Duties are outlined in Article IX.

20
21 **~~F. Immediate Past President:~~**

22 ~~a. To serve as Chairman of the Nominating Committee, and perform the duties as~~
23 ~~stated under the duties of the Chairman of the Nominating Committee.~~

24 ~~b. He/She shall be responsible to the Board for the committee on By-Laws.~~

25
26 ~~c. He/She shall be responsible to the Board for the Past Presidents Council.~~

27
28 ~~d. The Immediate past President shall not be limited to the above named duties, nor~~
29 ~~shall these duties be mandated.~~

30
31 ~~e. He/She shall recommend chairmen and members of these committees to the~~
32 ~~Board, and after approval of the Board, the President shall appoint these committees.~~

33
34 ~~f. He/She shall, when requested, present reports of the activities of these committees~~
35 ~~at Board meetings.~~

36
37
38 **~~G. North Trustee:~~**

39 ~~a. He/She shall act as liaison officer between the Indiana Podiatric Medical~~
40 ~~Association and the Indiana Podiatric Medical Association's Auxiliary.~~

41
42 ~~b. He/She shall act as liaison officer between any other affiliated society and the~~
43 ~~Indiana Podiatric Medical Association.~~

1 ~~e. The North Trustee shall not be limited to the above named duties, nor shall these~~
2 ~~duties be mandated.~~

3
4 ~~d. He/She shall recommend chairmen and members of these committees to the~~
5 ~~Board, and after approval of the Board, the President shall appoint these committees.~~

6
7 ~~e. He/She shall, when requested, present reports of the activities of these committees~~
8 ~~at Board meetings.~~

9
10 **H. Central Trustee:**

11 ~~a. He/She shall act as liaison officer between the Indiana Podiatric Medical~~
12 ~~Association and the Indiana Podiatric Medical Assistants.~~

13
14 ~~b. The Central Trustee shall not be limited to the above named duties, nor shall these~~
15 ~~duties be mandated.~~

16
17 ~~e. He/She shall recommend chairmen and members of committees to the Board, and~~
18 ~~after approval of the Board, the President shall appoint these committees.~~

19
20 ~~d. He/She shall, when requested, present reports of the activities of these committees~~
21 ~~at Board meetings.~~

22
23
24 **I. South Trustee:**

25 ~~a. He/She is responsible to the Board for the Insurance Committee.~~

26
27 ~~b. The South Trustee shall not be limited to the above named duties, nor shall these~~
28 ~~duties be mandated.~~

29
30 ~~c. He/She shall recommend chairmen and members of such committee or~~
31 ~~committees to the Board, and after approval of the Board, the President shall~~
32 ~~appoint such committee or committees.~~

33
34 ~~d. He/She shall, when requested, present reports of activities of such committee or~~
35 ~~committees at Board meetings.~~

36
37 **~~Chapter IX. EXECUTIVE COMMITTEE:~~**

38
39 **~~Sec. 1. Composition:~~**

40 ~~The Executive Committee shall be composed of:~~

41 ~~A. President~~

42 ~~B. President Elect~~

43 ~~C. First Vice President~~

44 ~~D. Second Vice President~~

Commented [m97]: Explanation: Moves duties to Article IX on Officers and Trustees consistent with APMA bylaws.

1 ~~E. Secretary-Treasurer~~

2 ~~F. The Executive officer shall serve as an ex officio member of the Executive Committee~~

3
4 **Sec. 2. Executive Committee meetings:**

5 ~~The Executive Committee shall meet on the call of the President, and shall meet at such~~
6 ~~time and place as the notice of the President shall indicate.~~

7
8 **Sec. 3. Duties of the Executive Committee:**

9 ~~A. The Executive Committee shall act as a committee in order to review and~~
10 ~~assimilate policy and action consistent with the policies and actions of the~~
11 ~~association.~~

12
13 ~~B. The Executive Committee shall take no action on its review or assimilation of~~
14 ~~business of the association, without recorded consent of the Board of Trustees.~~

15
16 ~~C. The Executive Committee has the authority to dispense with any Executive~~
17 ~~Committee meeting in the event of national or local emergency.~~

18
19 ~~D. Counsel and advise the Board of Trustees on matters pertaining to business and~~
20 ~~policy of the association.~~

21
22 ~~E. Written reports of all Executive Committee meetings shall be provided for all~~
23 ~~members of the Board of Trustees.~~

24
25 **Article X. EXECUTIVE DIRECTOR**

26
27 **Sec. 1. Duties:**

28 ~~A. The executive director shall be the chief executive officer and secretary of the~~
29 ~~IPMA.~~

30
31 ~~B. The executive director is responsible for administering the affairs of IPMA in~~
32 ~~accordance with policies determined by the Board of Trustees.~~

33
34 ~~C. The executive director shall serve as the official custodian of all securities and~~
35 ~~properties owned by the association, subject to the direction of the Board of Trustees.~~

36
37 ~~D. The executive director shall supervise the operation of the office and its staff, and~~
38 ~~engage all employees, except as otherwise provided in these bylaws.~~

39 ~~E. The executive director shall cooperate with, advise, and coordinate the activities of~~
40 ~~all committees.~~

41
42 ~~F. The executive director shall serve as an ex officio member, without voting~~
43 ~~privileges, of all committees of the Board of Trustees and the annual business meeting.~~

Commented [m98]: Explanation: Moves to Section 5 in the Article on Board of Trustees consistent with APMA bylaws.

Commented [m99]: Explanation: Creates new article on executive director consistent with APMA bylaws.

1 G. The executive director shall serve as secretary to the Board of Trustees.

2
3 H. The executive director shall perform such other duties as may be provided in these
4 bylaws or as directed by the Board of Trustees not in conflict with the executive
5 director's contract.

6
7 Sec. 2. Appointment:

8
9 A. Appointment to the position of executive director shall be approved by a majority
10 vote of the Board of Trustees.

11
12 B. Tenure, salary, and contractual agreement for executive director shall be determined
13 by the Board of Trustees.

14
15 Article XI. ELECTIONS

16
17 Sec. 1. Elections:

18
19 A. Shall be held at the annual business meeting of this association.

20
21 B. The Chair of the Nominating Committee shall formally present the report to the
22 membership for consideration.

23
24 C. After formally presenting the report the Chair of the Nominating Committee shall
25 request nominations from the floor.

26
27 D. If there are no nominations from the floor the Nominating Committee report shall be
28 voted on as one slate of candidates via voice vote.

29
30 E. Contested Elections

31
32 a) If a nomination is made from the floor, and the nominee accepts the nomination,
33 the chairman of the Nominating Committee shall verify the qualifications of the
34 candidate nominated from the floor.

35
36 b) Each nominated candidate may provide a speech of no more than four (4)
37 minutes.

38
39 c) A process of casting votes must be used that ensures anonymity of the election.

40
41 d) The candidate with a majority vote of those present and eligible to vote at the
42 meeting shall be declared the winner.

43
44 e) In the event of a tie vote, the membership will revote until one candidate is
45 elected.

46
47 ~~Chapter X. RESIGNATION, DEFAULT, SUSPENSION AND REINSTATEMENT.~~

48
49 ~~Sec. 1. Resignation:~~

Commented [m100]: Explanation: Outlines ED duties consistent with APMA bylaws.

Commented [m101]: Explanation: Outlines ED appointment based on APMA bylaws.

Commented [m102]: Explanation: Creates new Article dedicated entirely to elections. Process based on current process and APMA bylaws.

1 ~~Members of this association may resign at any time by sending written notice of such~~
2 ~~intention to the Secretary.~~

3
4 **Sec. 2. Default:**

5 ~~A member is in default if one half (1/2) of his annual dues are not paid, unless prior~~
6 ~~arrangements have been made with the Secretary Treasurer. The Secretary Treasurer~~
7 ~~shall send a notice of default by registered mail, notifying the member of his/her arrears~~
8 ~~and stating that he/she will be dropped from membership if his/her dues are not paid~~
9 ~~within 45 days from date of notice of default.~~

10
11 **Sec. 3. Suspension:**

12 ~~If the dues of the member in default are not paid within the prescribed period after a dues~~
13 ~~notice, said member shall forfeit his membership in the association and all privileges~~
14 ~~thereto.~~

15
16 **Sec. 4. Reinstatement:**

17 ~~After investigation by the Membership Committee and payment of full indebtedness, plus~~
18 ~~current dues, past members may be reinstated by majority vote of the Board of Trustees.~~

19
20 **Chapter XI XII. DUES AND ASSESSMENTS:**

21 **Sec. 1. Membership Dues Definitions:**

22
23 A. Dues: Funds that are collected from members for operation of the association.

24
25 B. Special Purpose Assessments: Funds that are collected from members to be used
26 only for a specifically defined purpose.

27
28 **Sec. 2. Determination and Prior Notice:**

29 A. The annual dues and special purpose assessments shall be recommended by the
30 Board of Trustees and approved by the membership. After a thirty (30) day notice of
31 intention to change membership dues, the annual dues for active and fourth year members
32 of this association shall be that figure, in addition to required APMA annual dues,
33 approved by a two-thirds (2/3) vote of the members at a regular business meeting. The
34 annual dues for associate members shall be the following percentages of the active
35 members' dues in addition to required APMA dues: First Year—25%; Second Year—
36 50%; and Third Year—75%. Senior members annual dues shall be 25%, in addition to
37 current APMA dues. There will be no dues for life members. Colleague members dues
38 shall be assessed by the Budget and Finance Committee. A resident, preceptee or
39 postgraduate member in an approved program, special members, and permanently
40 disabled members' dues shall be assessed by the Board of Trustees. Non practicing
41 members dues shall be one quarter of the active members' dues.

42
43 B. All special purpose assessments shall be authorized for a one-year period with
44 renewal to be subject to annual review by the membership.

Commented [m103]: Explanation: Content moved to Article on membership.

Commented [m104]: Explanation: Adds assessments to the Article on Dues.

Commented [m105]: Explanation: Defines both dues and special assessments consistent with APMA bylaws.

1
2 C. Notice:

- 3
4 a) Notice of a proposed dues increase shall be given to the membership at least
5 thirty (30) days prior to the annual business meeting at which the increase will
6 be considered.
7 b) Notice of a proposed special purpose assessment shall be given to membership
8 at least thirty (30) days prior to the annual business meeting at which the
9 assessment will be considered.

10
11 D. A two-thirds affirmative vote of the membership at the annual business meeting
12 shall be required to approve a dues increase or to impose a special purpose assessment.

13
14 Sec. 3. Rates:

15 Dues rates shall be stated in the IPMA Policies and Administrative Procedures and will
16 be subject to modification in accordance with these bylaws.

17
18 **Sec. 24. Payment of Dues:**

19 A. Annual dues may be paid yearly, semi-annually, or quarterly, or monthly, after
20 filing a dues payment plan with the ~~Secretary~~-Treasurer.

21
22 B. Exemptions from Dues and Special Assessments:
23 The Board of Trustees may excuse the payment of dues and/or special purpose
24 assessments, in part or in whole, for any of the following reasons:

- 25
26 a) A member called to military duty for the United States on a temporary basis
27 during times of national conflict; or
28 b) A member for whom payment of dues and/or special purpose assessments
29 would constitute a hardship. The following circumstances may be considered
30 when determining a member's qualification for hardship status: physical
31 disability, illness, part-time employment, or other reasons, provided the
32 reasons are investigated by the Board of Trustees.

33
34 After one year, any associate member may become an active member upon
35 payment of active membership dues, if his/her application is approved by the
36 Membership Committee, and accepted by the Board of Trustees.

37
38 C. Members in the Armed Forces, if in good standing at the time they entered in
39 service, are exempt from dues payment while they are in the service. This does
40 not apply to members making careers in Federal Service.

41
42 D. If a member requests a leave of absence, and the request is accepted by the
43 Membership Committee and agreed by the Board of Trustees, his/her dues may be
44 suspended, until he returns to regular practice.

Commented [m106]: Explanation: Deletes outline of dues rate structure in bylaws and moves to IPMA Policies and Administrative Procedures. Moves notice requirements to Subsection C. Moves vote requirements to Subsection D.

Commented [m107]: Explanation: Eliminates monthly dues payment option. This is administratively difficult for office staff.

Commented [m108]: Explanation: Outlines exemptions based on APMA bylaws.

1
2 ~~E. The Membership Committee, with approval of the Board of Trustees, may submit~~
3 ~~to the membership for approval of suspension of dues, for a designated period, of~~
4 ~~any member that justly deserves such consideration.~~

Commented [m109]: Explanation: Eliminates language inconsistent with APMA bylaws.

5
6 ~~Chapter Article XX XVII. AMENDMENTS:~~

7 **Sec. 1.** These By-Laws may be amended by a two-thirds (2/3) vote at ~~any the annual~~
8 ~~business~~ meeting of this association, provided that the proposed amendments has been
9 published and mailed to the membership sixty (60) days prior to such a meeting.

10
11 **Sec. 2.** These By-Laws may be amended by a unanimous vote on a motion to amend, and
12 a three-fourths (3/4) vote on the motion of amendment at any meeting of this association,
13 without notice.

14
15 ~~Article Chapter XIII XVIII. RULES OF ORDER - PARLIAMENTARY AUTHORITY:~~

16 **Sec. 1.** The current copy of *Robert's Rules of Order Newly Revised* shall govern this
17 association in all cases in which they are applicable and in which they are not inconsistent
18 with these By-Laws. The By-Laws Committee will have the principle duty of advising
19 the President in these matters.

20
21 ~~Chapter Article XIV XIII. STANDING COMMITTEES, DEPARTMENTALIZATION~~
22 ~~OF, ORGANIZATION~~
23 ~~OF, AND DUTIES OF CHAIRMEN:~~

24 **Sec. 1. Budget and Finance Committee:**

25
26 **A. Purpose:**

27 The Budget and Finance Committee reviews the proposed budget and monitors progress
28 of the implementation of the budget throughout the fiscal year.

29
30 **B. Composition:**

31 The Budget and Finance Committee shall consist of four members, two of whom are
32 members of the Board of Trustees and two whom are from the general
33 membership, to be appointed by the president. The chair of the Budget
34 and Finance Committee shall be the association treasurer. In the absence
35 of the treasurer, the president shall designate the chair.

36
37 **C. Terms of Office:**

38 Terms shall be from the time of appointment to the close of the next annual business
39 meeting of this association.

40
41 **D. Duties:**

- 42 a) The Budget and Finance Committee shall obtain estimated expenses and
43 income as it relates to all aspects of the association.

Commented [m110]: Explanation: Eliminates Departments and Creates Standing Committees. Creates two standing committees based on APMA bylaws. Adds Nominating Committee.

- 1 b) The Budget and Finance Committee shall maintain and monitor the IPMA
2 investment accounts.
3 c) The Budget and Finance Committee shall provide a projected budget for
4 the following year to the Board of Trustees for approval.
5 d) Upon approval, the Budget and Finance Committee shall publish the
6 projected budget in the IPMA Newsletter at least thirty (30) days prior to
7 the annual business meeting.

8
9 **E. Meetings:**

10 The Budget and Finance Committee shall conduct at least one meeting annually.
11 Meetings shall be held at times and place the treasurer determines to be
12 necessary for the conduct of business. The Budget and Finance
13 Committee may conduct deliberative meetings by electronic methods
14 including teleconference, audio-conference, and/or internet based
15 communication/information transmittal systems. The rules for meetings
16 held via electronic methods of standing committees shall be defined in
17 the administrative procedures.

18
19 **F. Quorum:**

20 A majority of the voting members of the Budget and Finance Committee shall constitute
21 a quorum.

22
23 **Sec. 2. Bylaws and Procedures Committee:**

24
25 **A. Purpose:**

26 The Bylaws and Procedures Committee shall act as the advisory body on all matters
27 affecting the IPMA Bylaws and Administrative Procedures, whenever
28 such matters have been referred to it by the board or by a vote of the
29 membership at the annual business meeting.

30
31 **B. Composition:**

32 The Bylaws and Procedures Committee shall consist of four members, two of whom are
33 members of the Board of Trustees and two whom are from the general
34 membership, to be appointed by the president. The chair of the Bylaws
35 and Procedures Committee shall be the association immediate past
36 president. In the absence of the immediate past president, the president
37 shall designate the chair.

38
39 **C. Terms of Office:**

40 Each term of office shall be for a period of two years on a staggered basis to begin on
41 January 1st of each calendar year.

42
43 **D. Duties:**

Commented [m111]: Explanation: Outlines committee operations consistent with APMA bylaws.

- 1 a) The Bylaws and Procedures Committee shall consider and review
2 proposed amendments to these bylaws and to the administrative
3 procedures and determine the appropriateness of any proposed
4 amendment, referring issues that are not appropriate for these bylaws to
5 the proper forum.
6 b) The Bylaws and Procedures Committee may offer its own amendments to
7 these bylaws and to the administrative procedures as it determines
8 necessary.
9 c) The Bylaws and Procedures Committee shall publish and mail proposed
10 amendments to the membership sixty (60) days prior to the annual
11 business meeting.
12 d) The Bylaws and Procedures Committee may seek the advice of special
13 advisors as necessary.
14 e) The Bylaws and Procedures Committee shall prepare and submit written
15 annual reports to the membership through the office of the executive
16 director. The executive director shall furnish a copy of such reports to the
17 Board of trustees.

18
19 **E. Meetings:**

20 The Bylaws and Procedures Committee shall meet as necessary to fulfill its purpose and
21 duties. Meetings shall be held at times and place the immediate past
22 president determines to be necessary for the conduct of business. The
23 Bylaws and Procedures Committee may conduct deliberative meetings
24 by electronic methods including teleconference, audio-conference, and/or
25 internet based communication/information transmittal systems. The rules
26 for meetings held via electronic methods of standing committees shall be
27 defined in the administrative procedures.

28
29 **F. Quorum:**

30 A majority of the voting members of the Bylaws and Procedures Committee shall
31 constitute a quorum.

32
33 **Sec. 3. Nominating Committee:**

34
35 **A. Purpose:**

36 The Nominating Committee shall prepare a slate of nominees for offices. This slate,
37 together with such candidates duly nominated from the floor, shall
38 constitute the official slate of officers.

39
40 **B. Composition:**

41 The Nominating Committee shall consist of three members, two of whom are trustees and
42 the immediate past president. The chair of the Nominating Committee shall be the
43 association immediate past president. In the absence of the immediate past president, the
44 president shall designate the chair.

Commented [m112]: Explanation: Outlines committee operations consistent with APMA bylaws.

1
2 **C. Terms of Office:**

- 3 a) The immediate past president shall serve a term of two years.
4 b) Trustee terms shall be from the time of appointment to the close of the next
5 annual business meeting of this association.
6

7 **D. Duties of the Nominating Committee:**

- 8 a) To present to the membership in an appropriate manner, not less than thirty
9 (30) days prior to the annual business meeting of this association, as specified,
10 the names for at least one qualified nominee for each office and term, as
11 follows:
12 1. Vice President: Two (2) year term.
13 2. Treasurer: Two (2) year term.
14 3. Trustees: One (1) member for a three (3) year term.
15 4. Delegate(s): To serve in the House of Delegates at the following APMA
16 meeting.
17 5. Alternate Delegate(s): To serve in the House of Delegates at the following
18 APMA meeting.
19
20 b) To secure the consent of each nominee for his name to be presented and his
21 promise to perform the duties of the office, if elected.
22
23 c) Present to the Board of Trustees the names of all nominees for approval at
24 least sixty (60) days prior to the Fall meeting of the association.
25

26 **E. Meetings:**

27 The Nominating Committee shall conduct at least one meeting annually. Meetings shall
28 be held at times and place the immediate past president determines to be
29 necessary for the conduct of business. Nominating Committee may
30 conduct deliberative meetings by electronic methods including
31 teleconference, audio-conference, and/or internet based
32 communication/information transmittal systems. The rules for meetings
33 held via electronic methods of standing committees shall be defined in
34 the administrative procedures.
35

36 **F. Quorum:**

37 A majority of the voting members of the Nominating Committee shall constitute a
38 quorum.
39

40 **Sec. 4. Budget and Reports:**

41 **A. Budget Request:**
42

Commented [m113]: Explanation: Moved from current Article officers. Outlines current procedures used by nominating committee. Adds additional committee operations based on APMA bylaws.

1 Each standing committee shall submit to the Budget and Finance Committee a budget
2 request in time for inclusion in the proposed budget prepared for the
3 board by the Budget and Finance Committee.

4
5 **B. Reports:**

6 Standing Committees shall submit written annual reports to the membership through the
7 office of the executive director. The executive director shall furnish a
8 copy of such reports to the Board of Trustees and the membership during
9 the annual business meeting.

10
11 **Sec. 5. Vacancies:**

12
13 In the event of a vacancy, the President, with the approval of the Board, shall appoint a
14 successor to serve for the remainder of the unexpired term.

15
16 **Sec. 6. Establishing Standing Committees:**

- 17
18 a) Standing committees of this association may be created by a two-thirds (2/3)
19 vote of the Board of Trustees at any regular meeting.
20 b) Standing committees of this association may be created by a two-thirds (2/3)
21 vote of the eligible voting membership at the annual business meeting of this
22 association.

23
24 **Sec. 7. Establishing Special Committees:**

25
26 Special Committees may be created at any meeting of this association, or may be
27 appointed by the President with approval of the Board. Such committees shall serve until
28 the purpose for which they were created has been fulfilled.

29
30 **Departmentalization:**

31 All committees or appointments shall be responsible to the member of the Board, in
32 whose department the committee or appointment rests.

33
34
35 **Sec. 2. Organization:**

36 As stated under duties of the Board of Trustees.

37
38 **Sec. 3.** In the event that a full committee is not required for a specific division of a
39 department, the responsible Board member shall be directly responsible to the Board of
40 Trustees, and may or may not recommend a member or members to directly assist
41 him/her in executing the responsibilities of this specific division.

42
43 **Sec. 4.** Each committee chairman or appointee shall be responsible for the execution of
44 the duties of his/her respective committee or appointment and report all actions and

Commented [m114]: Explanation: Adds provisions consistent with APMA bylaws.

Commented [m115]: Explanation: Adds provisions based on APMA bylaws.

1 activities to the member of the Board, in whose department his/her committee or
2 appointment rests;

Commented [m116]: Explanation: Eliminates reference to Departments.

3
4 ~~Chapter XV. DEPARTMENT RESPONSIBILITIES AND COMMITTEE OR~~
5 ~~APPOINTMENT RESPONSIBILITIES:~~

6 ~~Sec. 1. President Department~~

7 ~~A. Appointment of special persons or committees as described under the duties of the~~
8 ~~President.~~

9
10 ~~B. Be responsible for the Legislative Committee whose duties are:~~

11 ~~a. Screen all legislation that may pertain to podiatric medicine.~~

12 ~~b. See that the representative of the Indiana Podiatric Medical Association~~
13 ~~attends the state legislature when required.~~

14 ~~c. Oversee the writing of any bills pertaining to or affecting podiatric medicine.~~

15 ~~d. Be responsible for any liaison with any other branches of the healing arts in~~
16 ~~matters pertaining to legislation affecting podiatric medicine.~~

17
18 ~~C. He/She shall report all actions and activities of this department to the Board of~~
19 ~~Trustees.~~

20
21 ~~Sec. 2. President Elect Department (Continuing Education Department):~~

22 ~~A. He/She shall be responsible to the Board for the Continuing Education Committee~~
23 ~~whose duties are:~~

24 ~~a. To provide programs, both scientific and social, for the annual meeting,~~
25 ~~and advise in all other scientific or social meetings of this association.~~

26 ~~b. To arrange accommodations, meeting rooms and facilities necessary to~~
27 ~~conduct the scientific and social meetings of this association at its annual~~
28 ~~meeting, and assist in the same duties at all other meetings.~~

29 ~~c. To set the dates for the annual meeting of this association.~~

30 ~~d. To report to the Board as to the time, place, date and arrangements, and~~
31 ~~such report shall be published in the IPMA Newsletter at least sixty (60)~~
32 ~~days before the state meeting.~~

33 ~~e. To consult with the Board and confirm through the Board of Podiatric~~
34 ~~Medicine, the hours of credit for continuing education, as required by the~~
35 ~~State of Indiana, for each scientific session presented by this association,~~
36 ~~and should report the number of hours of continuing education credit to~~
37 ~~the Board at least sixty (60) days before the presentation of said scientific~~
38 ~~session.~~

39 ~~f. In order to assure nondiscriminatory treatment of all individuals involved~~
40 ~~in the program of continuing education, no person otherwise qualified for~~
41 ~~attendance shall be denied admittance for reasons of race, creed, national~~
42 ~~origin, sex, religion or disability.~~

43
44 ~~Sec. 3. First Vice President Department (Professional Standards):~~

1 A. He/She is responsible to the Board for the Ethics and Patient Inquiry Committee
2 whose duties are:
3 a. To report to the Board after thoroughly investigating, according to the Indiana
4 Podiatric Medical Association and the American Podiatric Medical
5 Association guidelines, any written charges against a member.

6
7 B. He/She is responsible to the Board for the Hospital Committee whose duties may
8 be:
9 a. To work towards recognition of podiatric medicine in all hospitals,
10 including medicine and surgery privileges and to assist in the promotion of
11 podiatric medicine.
12 b. To assist and advise podiatrists as to the proper procedure in obtaining
13 staff privileges in hospitals.
14 c. To assist podiatrists in becoming knowledgeable of proper hospital
15 procedure.

16
17 **Sec. 4. Second Vice President Department (Information Department):**

18 A. He/She is responsible to the Board for the Professional and Public Information
19 Committee, whose duties are:
20 a. To ethically promote a better understanding between podiatric medicine
21 and other branches of the healing arts;
22 b. To work with other branches of the healing arts in support of mutual
23 benefits;
24 c. To promote a better understanding of podiatric medicine service with
25 union leaders and industrial management.
26 d. To provide consultation, films and literature to union and industrial
27 groups, and promote podiatric coverage in their educational and insurance
28 programs;
29 e. To ethically promote a better understanding between the profession of
30 podiatric medicine and the public.
31 f. To execute programs for the public that explain the scope of the profession
32 of podiatric medicine;
33 g. To educate the public to include podiatric medicine in its general health
34 programs.

35
36
37 **Sec. 5. Secretary-Treasurer Department:**

38 A. He/She is responsible to the Board for the Membership Affairs Committee whose
39 duties are:
40 a. To increase the membership of this association with licensed podiatrists of
41 good moral and professional standards.
42 b. To process all applications for membership in this association according to
43 its By-laws.

- 1 ~~e. To interest new podiatrists and resident podiatrists to become practitioners~~
2 ~~in this state.~~
- 3 ~~d. To assist podiatrists who wish to change locations to a site within the state.~~
- 4 ~~e. To be aware of all preceptorships available within the state and assist~~
5 ~~podiatrists in gaining preceptees.~~
- 6 ~~f. To assist members of this association in gaining associate or partner~~
7 ~~practitioners.~~
- 8 ~~g. To interest podiatric medicine college students in becoming practitioners~~
9 ~~in this state.~~
- 10 ~~h. To provide and arrange for use of films and literature on a high school and~~
11 ~~college level in promoting podiatric medicine as a career.~~
- 12 ~~i. To inform and counsel all persons in regard to the requirements and aids in~~
13 ~~obtaining a podiatric education and license.~~

14
15 ~~B. He/She is responsible to the Board for the Budget and Finance Committee, whose~~
16 ~~duties are:~~

- 17 ~~a. The Secretary Treasurer to act as Chairman of this committee.~~
- 18 ~~b. To obtain estimated expenses and income.~~
- 19 ~~c. To provide a projected budget for the following year, which shall be~~
20 ~~published in the IPMA Newsletter at least thirty (30) days prior to the~~
21 ~~Fall meeting.~~

22
23 ~~C. To appoint a Historian, whose duties are:~~

- 24 ~~a. To provide an up to date history of the activities of this association, from~~
25 ~~the time of its origination, and continue to record its present activities of~~
26 ~~historical interest.~~
- 27 ~~b. To provide a photographic review of all meetings and events.~~
- 28 ~~c. To keep on file at the IPMA Central Office copies of all photographs.~~

29
30 ~~D. He/She is responsible to the Board for the Central Office.~~

- 31 ~~a. His/her duties are to supervise the administration of the Central Office,~~
32 ~~and report to the Board all recommendations for staffing, equipment and~~
33 ~~furnishings, and maintenance.~~

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38 **Sec. 6. Immediate Past President Department**

- 39 ~~A. He/She is responsible to the Board for the By Laws Committee, whose duties are:~~
40 ~~a. To keep the By Laws up to date and properly word the amendments for~~
41 ~~presentation to the general assembly.~~
- 42 ~~b. To provide an up to date copy of the By Laws to each member of~~
43 ~~this association.~~

1 e. To advise, when requested by the President, Board, officer, any
2 committee, or any member, on parliamentary procedure or By Laws
3 concerning this association.
4

5 B. He/She shall act as Chairman of the Nominating Committee and execute the
6 duties as described under Chapter VI., Sec. 4.
7

8 C. He/She is responsible to the Board for the Past Presidents Council.

9 a. The Past Presidents Council shall consist of all active Past Presidents of
10 this association.

11 b. Its duties are to counsel and advise the Board in regard to activities or
12 projected activities of this association when questioned for counsel or
13 advice.

14 e. The President of the Council may offer advice and counsel to the Board in
15 regard to its activities or projected activities, at times he/she deems
16 necessary.
17

18 **Sec. 7. North Trustee**

19 A. The trustee representing the northern section of the state is responsible to the
20 Board for liaison between the IPMA and the Indiana Podiatric Medical
21 Association's Auxiliary, and his/her duties are:

22 a. To counsel and aid the Auxiliary in the activities of their association and
23 aid in any way possible in their meeting arrangements.

24 b. To present to their association the suggestions of the Board of the IPMA,
25 regarding their association.
26

27 B. The trustee representing the northern section of the state is responsible to the
28 Board for liaison between the IPMA and any other affiliated society and his/her
29 duties are:

30 a. To counsel the affiliated society in the activities of their association and
31 aid in any way possible in their meeting arrangements.

32 b. To present to their association the suggestions of the Board of IPMA
33 regarding their association.
34

35 **Sec. 8. Central Trustee**

36 A. The trustee representing the central section of the state is responsible to the Board
37 for liaison between the IPMA and the Indiana Podiatric Medical Assistants and
38 his/her duties are:

39 a. To counsel the Assistants in the activities of their association and aid in
40 program and meeting arrangements.

41 b. To present to their association suggestions of the Board of the IPMA
42 regarding their association.
43

44 **Sec. 9. South Trustee**

- 1 ~~A. The trustee representing the southern section of the state shall be responsible to~~
2 ~~the Board for the Insurance Committee, whose duties are:~~
3 ~~a. To advise the Board in regard to insurance and investment programs that~~
4 ~~are available to the association members.~~
5 ~~b. To review all proposed insurance and investment programs, offered to this~~
6 ~~association, and its members and give report of such to the Board.~~
7 ~~c. To inform and acquaint the membership of insurance and investment~~
8 ~~programs that are offered to this association, as a group, that are~~
9 ~~advantageous to the practicing podiatrist.~~

10 **Chapter XVI. SPECIAL COMMITTEES:**

11 **Sec. 1.** ~~Special Committees may be created at any meeting of this association, or may be~~
12 ~~appointed by the President with approval of the Board. Such committees may be~~
13 ~~assigned, by the President, to a respective department and shall serve until the purpose for~~
14 ~~which they were created has been fulfilled.~~

15 **Article XIV. BOARDS OF INQUIRY:**

16 **A. Purpose**

17 ~~Boards of Inquiry may be authorized and appointed in the manner hereinafter~~
18 ~~provided for the following purposes:~~

- 19 ~~1. To inquire into and report on any questions arising under the bylaws, Code~~
20 ~~of Ethics, or APMA Administrative Procedures, policies, and disciplinary~~
21 ~~actions related thereto.~~
22 ~~2. To inquire into and report on any member, and to consider any allegations~~
23 ~~brought against them.~~
24 ~~3. To inquire into and report on the proposed removal of any person holding~~
25 ~~office subject to election by the membership.~~

26 **B. Authorization**

27 ~~Boards of Inquiry may be authorized by the membership or the Board of Trustees,~~
28 ~~or they may be authorized by the president with the approval of four other~~
29 ~~members of the Board, for any of the purpose enumerated in subsection A. The~~
30 ~~authorization for a Board of Inquiry shall be as specific as possible in stating the~~
31 ~~particular purpose for which the Board of Inquiry is to be appointed. In the case of~~
32 ~~an internal investigation of a complaint against a board members, leading to an~~
33 ~~investigation by a board of inquiry, the Board of Trustees serves as the petitioner~~
34 ~~for a Board of Inquiry. In such case authorization is considered to be~~
35 ~~predetermined. Should internal review not result in a request for a Board of~~
36 ~~Inquiry, a complainant may petition the membership to conduct a Board of~~
37 ~~Inquiry.~~

Commented [m117]: Explanation: Eliminates Department Responsibilities. Many of the Department functions are not utilized or altogether obsolete. References are too many and burdensome.

Commented [m118]: Explanation: Moved to a Section in the Article on Standing Committees.

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C. Composition and Appointment

Boards of Inquiry shall consist of no fewer than three and no more than seven members who are appointed by the president with the approval of the Board of Trustees, except in the event that the Board of Trustees (either individually or collectively) is a party to a dispute that has been referred to a Board of Inquiry, then it shall be appointed by the most recent immediate past president who no longer is a member of the Board of Trustees. Boards of Inquiry may consist of members of the Board of Trustees and other members in good standing of the association who are not party to the matter under consideration by the Board of Inquiry. The majority of a Board of Inquiry shall consist of individuals who are not members of the Board of Trustees.

D. Chair

The chair of a Board of Inquiry shall be appointed by the president, with the approval of the Board of Trustees, at the time the entire Board of Inquiry is appointed. In the event that the Board of Trustees (either individually or collectively) is a party to a dispute that has been referred to a Board of Inquiry, then the chair shall be appointed by the most recent immediate past president who no longer is a member of the Board of Trustees.

E. Procedures

The procedures for the conduct of a Board of Inquiry shall be stated in the APMA Administrative Procedures.

Commented [m119]: Explanation: Creates stand alone Article on Boards of Inquiry consistent with APMA bylaws.

Article XV. FINANCES:

A. Funds

Funds shall be raised by annual dues and special purpose assessments paid by members of the association, corporate sponsorships, proceeds derived from sale of publications and other services of the association, fees charged for services provided by IPMA, and any other manner approved by the membership or the Board of Trustees

Commented [m120]: Explanation: Creates stand alone Article on Finances consistent with APMA bylaws.

Article XVI. BUDGET:

A. Role of Board of Trustees

The budget of this association adopted by the membership, insofar as possible, guide the Board of Trustees in the allocation of funds. This, however, shall not limit the power of the Board of Trustees to revise budget estimates whenever necessary and to the extent deemed prudent to effectuate the polices of the membership.

B. Fiscal Year

1 The fiscal year of this association shall be determined by the Board of Trustees.

Commented [m121]: Explanation: Creates stand alone Article on Budget consistent with APMA bylaws.

2
3 **Article XIX. INDEMNIFICATION OF OFFICERS AND OFFICIAL**
4 **REPRESENTATIVES OF THE INDIANA PODIATRIC MEDICAL ASSOCIATION:**

5
6 This association shall indemnify and hold harmless each elected or appointed officer and
7 representative, now or hereafter serving this association, from and against any and all
8 claims and liabilities which one may become subject to by reason of having been an
9 officer or representative of this association. Any officer or committee member by reason
10 of an alleged act or omission as an officer or representative as aforesaid, shall be
11 reimbursed for all legal and other expenses reasonably incurred, subject to approval by
12 the board, in connection with the defense against such claims or liabilities. No officer or
13 representative shall be indemnified nor be reimbursed, however, for any expense incurred
14 in defending against any claim or liability arising out of willful negligence or misconduct.

15
16 The foregoing rights of officers and representatives of this association shall not be
17 exclusive or other rights to which they may be lawfully entitled.

Commented [m122]: Explanation: Creates stand alone Article on Indemnification consistent with APMA bylaws.

18
19 **Article XX. BONDING:**

20
21 All officers, trustees and employees of this association shall be bonded in an amount
22 determined by the Board of Trustees.

Commented [m123]: Explanation: Creates stand alone Article on Bonding consistent with APMA bylaws.

23
24 **Article XXI. PRINCIPLES OF PROFESSIONAL CONDUCT:**

25
26 The principles of professional conduct of the members shall be governed by the American
27 Podiatric Medical Association's Code of Ethics that are incorporated as if they were a
28 portion of these bylaws.

Commented [m124]: Explanation: Creates stand alone Article on Principles of Professional Conduct consistent with APMA bylaws.

29
30 **Article XXII. REFERENDUMS:**

31
32 The eligible voting membership may consider a referendum on any question within the
33 purview of this association that is not in conflict with the bylaws. Questions considered
34 by referendum shall be conducted in accordance with the IPMA Administrative
35 Procedures. Any question decided by a referendum can only be reconsidered, recinded, or
36 amended by another referendum.

Commented [m125]: Explanation: Creates stand alone Article on Referendums consistent with APMA bylaws.

37
38 **Article XXIII. IPMA POLICIES AND ADMINISTRATIVE PROCEDURES:**

- 39
40 A. The IPMA Policies and Administrative Procedures are stated in one document including
41 policies derived from resolutions adopted by the membership and procedures enabling
42 implementation of these bylaws or other policies of the association. The IPMA
43 Administrative Procedures shall be distributed in conjunction with these bylaws.
44 B. Amendments

1. The procedures may be amended by a two-thirds (2/3) vote at any regular meeting of the Board of Trustees.
2. The procedures may be amended by a majority vote of the voting eligible members at the annual or special meeting of this association. The proposed amendment shall be submitted in writing to the executive director at least sixty (60) days prior to the annual or special meeting of this association. The proposed amendment shall be published at least thirty (30) days prior to the annual or special meeting at which the proposed amendment shall be considered.
3. Amendments made necessary by law shall be made by a majority vote at any regular meeting of the Board of Trustees.
4. Amendments may be offered by a member, an official committee of the APMA or the Board of Trustees.

Commented [m126]: Explanation: Creates stand alone Article on Policies and Procedures similar to APMA bylaws.

Article XXIV. DISSOLUTION:

IPMA shall make no distribution of its assets to any of its members during the period of its operation or upon its liquidation. Upon dissolution or final liquidation of IPMA, any assets remaining after all obligations have been satisfied or provided shall be transferred in a manner and to the organizations authorized by law.

Commented [m127]: Explanation: Creates stand alone Article on Dissolution consistent with APMA bylaws.

vj
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