

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

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

Revised. March, 2017 – Nashville, Tennessee

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**CONSTITUTION**

**Article I – NAME**

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

**Article II – MEMBERSHIP**

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

**Article III – OBJECTIVES**

The objectives of this organization shall be as follows:

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

**Article IV – MISSION**

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

## **Article V – VISION**

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

## **Article IV – ETHICS**

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

## **Article V – OFFICERS**

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

## **Article VI – QUALIFICATIONS FOR MEMBERSHIP**

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

## **Article VII – DISSOLUTION OR OTHER TERMINATION**

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

## **Article VIII – AMENDMENTS**

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

## **Article IX – LIABILITY**

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

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## **BYLAWS**

### **Article I – MEMBERSHIP**

#### **Section 1. Requisites of Membership**

- a. Satisfactory moral and ethical standing in the profession, conforming to the code of ethics of the AOA.
- b. Application for membership shall be prepared and submitted on a special form which shall be provided the applicant on AOCPMR request.
- c. The membership application shall be accompanied by the dues for the current fiscal year and are refundable if the applicant is not accepted for membership..

## Section 2. Classes of Members

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

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

## Section 3. Fellows

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

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

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

d. Distinguished Fellow – The designation of distinguished fellow in the American Osteopathic College of Physical Medicine and Rehabilitation shall be voted on by previous distinguished members and share the designation, FAOCPMR-D. It is rewarded to those members of the AOCPMR who have previously received fellowship and who have exemplified significant involvement and importance to the AOCPMR, above the call of duty.

#### **Section 4. Revocation of Membership**

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

b. To maintain active membership in the College, a member must meet the Continuing Medical Educational (CME) requirements as set forth by their certifying board.

c. To maintain membership in the College, a member must meet all relevant requirements as stated in Bylaws, Article I, Section 1, Letters a – g.

### **Article II – THE EXECUTIVE BOARD AND EXECUTIVE COUNCIL**

#### **Section 1.**

The Executive Board will be comprised of the President, President Elect, Immediate Past President and Vice President and Secretary Treasurer. Members of the Executive Board must be graduates of an American Osteopathic Association accredited osteopathic medical school. ALL MEMBERS OF THE EXECUTIVE BOARD MUST BE FULL PHYSICIAN MEMBERS IN GOOD STANDING OF THE AOCPMR.

The Executive Council will be comprised of the Executive Board members, the Student-Resident Liaison and six (6) Trustees.

There shall be two (2) Members at Large that report directly to the Executive Council that will not have voting privileges on the Executive Council. One shall be a Student Member and one shall be a Resident Member and both shall be elected by their respective councils and approved by Executive Council as stated in their respective Bylaws.

#### **Section 2.**

The Executive Council is expected to meet in person semi-annually or at the call of the President to conduct business of the College. The Executive Council shall also meet monthly telephonically, if a quorum is able to be present. The Council shall act on committee appointments recommended by the President or President-Elect.

#### **Section 3.**

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

#### **Section 4. Resident Council**

The Resident Council will report directly to and operate under the jurisdiction of the Executive Council. Resident Council will function under its own Constitution and Bylaws as approved by AOCPMR Executive Council. The Student-Resident Liaison will be present on the majority of Resident Council Meetings and business.

#### **Section 5. Student Council**

The Student Council will report directly to and operate under the jurisdiction of the Executive Council. Student Council will function under its own Constitution and Bylaws as approved by AOCPMR Executive Council. The Student-Resident Liaison will be present on the majority of Student Council Meetings and business.

### **Article III – ELECTED OFFICERS, APPOINTEES AND THEIR DUTIES**

#### **Section 1. President**

The President shall preside at all meetings of the College or its officers and shall execute all duties delegated to him or her. He or she shall be an ex-officio member of all committees. The President's term of office shall be two (2) years. Having served the previous year as the President-Elect, he or she shall take office automatically at the Mid Year Meeting. In the event of death, resignation or removal for cause by the Executive Council, the President-Elect shall fill the office of President for the unexpired term of office.

## **Section 2. President-Elect**

The President-Elect shall be elected by the voting membership for two (2) years at the Mid Year Meeting. He or she must have served on the Executive Council. The President-Elect shall appoint members of all committees and chairpersons, in keeping with the Bylaws, Article IV, to serve during his or her expected term as President. The names of these individuals shall be presented to the Executive Council for confirmation at the Mid Year Meeting. He or she shall preside at all meetings in the absence of the President and shall execute all duties delegated. In the event of death, resignation or removal for cause by the Executive Council, the President-Elect shall fill the office of the President during the balance of the term.

## **Section 3. Vice-President**

The Vice-President shall be elected by the voting membership for two (2) years at the Mid Year Meeting. He or she shall preside at all meetings in the absence of the President and the President-Elect and shall execute all duties delegated.

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

## **Section 4. Immediate Past President**

The Immediate Past President will assist the transition of the newly elected President into office. He or she will serve on the Executive Council.

## **Section 5. Secretary-Treasurer**

a. The Secretary-Treasurer shall be elected at the Mid Year Meeting for a term to be determined by the Executive Council. In the event of death, resignation or removal for cause by the Executive Council, the President's appointee shall take over all duties of the Secretary-Treasurer until a replacement has been duly elected at the next Mid Year Meeting-

b. The Secretary-Treasurer shall make and preserve all financial records of the College. He or she shall protect and disburse funds of the College as directed by the Executive Council and shall be in charge of all other fiscal assets of the College, in conjunction with the Finance Chair. All funds of the College shall require three (3) names on account. All checks issued by the Secretary-Treasurer shall require two (2) signatures of the three (3) persons named on the account over and above an amount of \$500.00. The three (3) signatories will be as follows: Secretary-Treasurer, Executive Director and Finance Chairperson.

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

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

## **Section 6. Student-Resident Liaison**

a. The Student-Resident Liaison shall be appointed by the executive committee to serve a three year term. In this role he/she will mentor osteopathic medical students and residents in training and serve an oversight role in student and resident council initiatives and policy and procedure.

## **Section 7. Trustees**

There shall be six (6) Trustees and they shall serve with the above-mentioned officers to conduct the usual business of the College during the fiscal year. Each shall be elected to a three (3) year term. In the event that a Trustee is

unable to complete the elected term because of death, resignation or removal by the Executive Council for just cause, the Executive Council will appoint a member to complete the unexpired term.

## **Section 8. Members at Large**

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

- a. The Resident Representative shall be elected by the Resident Council and approved by the Executive Council to serve a one (1) year term. The Resident Representative will also serve as President of the Resident Council. Resident Representative shall be responsible for Resident Member Recruitment and shall serve as the liaison for residency training issues and concerns as applicable to the objectives, vision and mission statements of the AOCPMR.
- b. The Student Representative shall be elected by the Student Council and approved by the Executive Council to serve a one (1) year term. The Student Representative will also serve as President of the Student Council. Student Representative shall be responsible for Student Member Recruitment and shall serve as the liaison for student training issues and concerns as applicable to the objectives, vision and mission statements of the AOCPMR.
- c. All public statements made by the members at large or the councils they represent must be approved in advance by the Executive Council.

## **Article IV – COMMITTEES**

### **Section 1. Membership Committee**

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

### **Section 2. Education Committee**

The Education Committee shall consist of at least four (4) members appointed for a two (2) year term by the President. Committee chairperson selected by the President.

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

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

### **Section 3. Website Committee**

The Website Committee shall consist of at least three (3) members. The Chairperson shall be appointed by the President and shall be responsible disseminating information at regular intervals to the membership with the assistance of the Executive Director.

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

### **Section 4. Constitution and Bylaws Committee**

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

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

## **Section 5. Nominating Committee**

The Nominating Committee shall be composed of the President-Elect, who shall act as the Chairperson along with the Immediate Past President, the Vice President, and the Secretary-Treasurer. They shall present a slate of candidates for office to the general membership of the College at least thirty (30) days before the Mid-Year Meeting. The slate and any other nominations made by the membership prior to or at the Mid-Year Meeting. The slate and any other nominations made by the membership presented to the voting members. Election shall be by simple majority of those present and voting at the Mid-Year Meeting. In the event of meeting cancelation, an electronic vote will suffice.

## **Section 6. Finance Committee**

The Finance Committee shall consist of five (5) members: the Immediate Past-President, President-Elect, President, Secretary-Treasurer, and the Finance Chair. The Finance Chair will serve as chairperson of the committee.

a. They shall prepare and present an annual budget to the Executive Council at the Mid Year Meeting, or electronically should the Mid-Year Meeting be cancelled.

b. They shall be responsible for reviewing a detailed analysis of the Auditor's Report as submitted by the Secretary-Treasurer. An Auditor's Report shall be completed by a third party every three years.

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

## **Section 7. Special Awards Committee**

The Special Awards Committee shall consist of a Chairperson and at least three (3) other members appointed by the President. The Committee will receive nominations from the membership and select distinguished individuals for all college awards, such as the Thomas Webber Memorial Award. The Committee will encourage and assist residents and fellows to author and publish medical research papers of interest to the members of AOCPMR. The Committee will evaluate and judge submitted current Resident Literary Works and Papers.

## **Section 8. Government Affairs/Practice Management Committee**

This Committee shall consist of a Chairperson and at least two (2) other members appointed by the President. The Committee will work with the AOA Washington Bureau of Advocacy and Government Relations to disseminate pertinent information to the membership and petition the membership to take action when necessary. The Governmental Affairs Committee will be proactive in reviewing health care reform legislation and determining position statements for the College.

## **Section 9. Additional and Ad Hoc Committees**

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

## **Article V – AOBPMR MEMBER**

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

## **Article VI – MEETINGS**

### **Section 1.**

a. There shall be an Annual Meeting and a Mid-Year Meeting or Assembly of the College for educational purposes and the transaction of business. Additional special meetings may be called by the Executive Council or the President.

## **Section 2.**

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

## **Section 3.**

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

## **Article VII – DUES AND FEES**

### **Section 1.**

The fiscal year shall be from January 1 – December 31.

### **Section 2.**

a. Dues, if any, for each membership class, shall be determined by the Executive Council as amended from time to time. The membership shall be notified in writing of any proposed change no less than sixty (60) days prior to its being enacted.

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

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

### **Section 3.**

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

## **Article VIII – NON-DISCRIMINATION**

The American Osteopathic College of Physical Medicine and Rehabilitation does not discriminate against any person because of sexual orientation, race, color, religion, national origin, disability, age, sex, gender identity or expression, veteran status, or any other basis prohibited by federal, state, or local law.

## **Article VIII – RULES OF ORDER**

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