

APMSA

PROCEDURES MANUAL

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The following items are to be placed in the APMSA Procedures Manual. This manual is to be kept at the APMSA National Office and is the responsibility of the Executive Director.

Any and all items developed for placement in the Procedures Manual are to be approved by the House of Delegates at one of the two scheduled yearly meetings or in a mail ballot.

Policies and/or procedures for the Procedures Manual which are to be added, deleted, or changed must first be submitted to the Executive Director for inclusion in either a meeting agenda or a mail ballot.

Adopted: 1-89

Agenda Book Procedures

In order for each APMSA HOD member to receive the meeting agenda book in a timely manner and in order for a full review of the agenda and reports to be made, the agenda book will be mailed to each HOD member no less than three (3) weeks prior to each meeting. Books will be shipped in the most cost effective manner taking into account that members should have books two (2) weeks prior to each meeting. It will be the responsibility of the Executive Director to compile and disseminate all agenda books.

Since each agenda book will be shipped no later than three (3) weeks prior to each meeting, members will be responsible for submitting any and all written reports in hard copy format (i.e. document or floppy disk) to the Executive Director no later than one (1) full month prior to the meeting. Since some reports cannot be compiled until just prior to or even after the meeting, members will nevertheless be required to give some written report for the agenda book. This can include any action taken between meetings and any documentation. Members should include all materials necessary to support their reports. References to "available upon request" will not suffice.

In addition, any member wishing to submit an item of new business should try to submit documentation supporting that issue. Items of new business will not be accepted into the agenda without documentation unless as deemed necessary by the President.

Documentation for items of old business will be compiled by the President, Secretary/Parliamentarian and/or the Executive Director and submitted to the Executive Director for inclusion in the agenda book.

Members who do not adhere to the deadlines above will be docked one-half of their total per diem. Each college is also encouraged to develop similar procedures to deal with APMSA members funded by the college.

Adopted: 1-89

Any delegate or alternate who wishes to run for the position of President-elect of the APMSA may place an announcement of their candidacy in the agenda book materials prior to the midwinter meeting. Deadlines are defined above.

Adopted: 2-97

Travel Reimbursement

While travelling and/or conducting business on behalf of the APMSA, authorized individuals may be reimbursed for necessary expenses incurred during the time required to complete the purpose of the trip and/or business. Receipts are required for all expenses. Expense reports submitted will be processed only when the claimant has signed the expense report and provided all necessary receipts. Any exceptions to these instructions must be approved in advance by the Executive Director and the President.

PER DIEM

A \$45.00 a day per diem allowance is authorized for any portion of a day in which travel or business is conducted. This per diem is expected to cover all incidentals including but not limited to food, tips and any ground transportation not specified below. Payment of the per diem can be made either in advance, at the site of the meeting or following the meeting.

Change of per diem: 3/01

TRANSPORTATION

Tickets for transportation should be purchased and paid for in advance by the individual. Reimbursement for the cost of transportation will be made only when original receipts accompany the claim. Xerox copies of receipts are not acceptable. All legitimate transportation expenses will be reimbursed in accordance with the following:

Airline/train/bus: Authorized individuals will be reimbursed at economy/coach rates only. In order to take advantage of discount/super saver fares, individuals should research and book fares at least 30 days in advance. Failure to secure super-saver and/or discount fares will result in the delegate being charged for the difference in the fares unless otherwise approved by the President or Executive Director.

Automobile: Authorized individuals who use their personal automobile will be reimbursed at 20 cents per mile when travelling to a meeting or business personal auto charges to and from public transportation. Personal auto mileage expenses may not exceed comparable air/rail travel costs.

Car rental: Car rental will not be authorized without approval in advance by the Executive Director.

Taxi/limo: Taxi/limo fare is not reimbursable and should be covered by the individual's per diem.

HOTEL

Annual and Mid-winter Meeting: BOT room fees in the designated hotel, including tax will be paid by the Association in advance. Any room incidentals (phone calls, meals, etc.) are the responsibility

Missed Meetings Policy

of the individual upon checkout. Whenever the Association meets as a group, individuals will be expected to share rooms. Roommates will be assigned by the Executive Director. Specific roommate requests made in advance will be honored whenever possible.

Liaison Meetings: Whenever possible, room fees including tax will be paid by the Association in advance. In other circumstances, these charges should be paid by the individual and an original receipt presented for reimbursement. If no group rate has been established in advance, please ask for a discount (student, corporate, weekend) rate.

Other Meetings: When a delegate attends a meeting that is not covered under APMSA's per diem policy, a delegate can be reimbursed for reasonable airport transfers or parking.

Adopted: 1-89; Change in per diem: 8-89; Change in per diem: 2-91; Change in per diem: 295; "Other meetings" added: 295, Change in per diem 8-01

Per Diem Allotment

When the annual or midwinter meeting takes place in a city where a podiatric college is located, the per diem for BOT members residing in that city will be prorated. The amount of per diem will be decided upon by the APMSA President, Executive Director and the senior delegate from the host city.

Adopted: 1-90, Committees amended 4-90 by the President

Other Organizations

The APMSA will agree to pay for the following: the travel, lodging and per diem of a representative from those organizations listed in Section 2, Paragraph 7 of the Bylaws to the APMSA semi-annual meetings based upon financial need as determined by the Executive and Budget & Audit Committees.

Sixty Day Time Limit for Expense Reports

The APMSA presently covers travel and lodging expenses, as well as provides a per diem for BOT members during the semi-annual meetings and for liaison travel as specified in the APMSA Procedures Manual. Additionally, those same costs are covered for the APMSA President, President-elect, Secretary/Parliamentarian, and the Executive Director in accordance with the Procedures Manual.

The expenses of APMSA representatives to outside organizations is also covered when funding is unobtainable from those particular organizations for meetings, etc.

It is the responsibility of those aforementioned individuals to complete expense reports and turn them in to the Executive Director in a timely fashion so that all financial records remain as updated as possible. Therefore, all expense reports and associated receipts must be completed and received by the Executive Director within 60 days of the conclusion of any

meeting for which you are eligible for reimbursement. Failure to comply will result in non-reimbursement.

Approved: 8-91

All APMSA HOD members attend meetings and are funded by either the APMSA or their college. Since the APMSA funds all BOT members in addition to several other members as defined in the APMSA Bylaws, BOT members who are not in attendance at a scheduled APMSA meeting can be docked financially. It will be the policy of the APMSA to dock BOT members their per diem and/or refuse reimbursement of travel expenses at the discretion of the HOD when meetings are missed without permission given one month in advance orally or in writing from the President except in emergencies as deemed appropriate by the E.C. Each college is also encouraged to develop similar procedures to deal with APMSA members funded by the college.

Adopted: 1-89

The APMSA treasury will fund a school's chosen representative in place of a BOT delegate unable to attend an APMSA meeting. The BOT member must notify the Executive Director and the APMSA President as soon as possible of their inability to attend the meeting. The President and President-elect of the APMSA will have the joint authority to determine the validity of the reason, thereby authorizing or refusing the funding of the school's chosen representative. The BOT delegate unable to attend will have the right to appeal the decision by a 2/3 majority of the APMSA HOD.

Adopted: 8-90

All PPAC local coordinators (2nd year delegates) are expected to attend and participate in the Annual PPAC Leadership Conference every spring for book keeping purposes and that all travel arrangements must be made 3 weeks in advance with PPAC funding the expense. Absence from this event will result in the BOT member being docked financially at the following APMSA summer meeting. It will be the policy of the APMSA to dock the BOT members their per diem and/or refuse reimbursement of travel expenses at the discretion of the HOD when meetings are missed without permission given one month in advance orally or in writing to the President, except in emergencies as deemed appropriately by the Executive Director.

Adopted: 8-02

Speakers for Annual and Midwinter Meetings

Due to the nature of the APMSA summer meeting, often members of the podiatric medical community are available and willing to address the APMSA HOD. In order to allow for a productive business meeting, any and all speakers invited to come before the HOD must be cleared through the President. All speakers will be scheduled during a preset time within the APMSA agenda. In addition, all speakers will be scheduled during the same portion of the meeting. There will be a ten minute time limit for speakers with question and answers to follow to be limited by the President.

Any APMSA member interested in inviting a speaker to the HOD meeting must propose such in writing at least seven (7) days prior to the meeting. Any additional persons/groups who request permission to speak will be given time on an "as available" basis. Under extraordinary circumstances, speakers can be cleared in advance through the President with a majority vote of the House of Delegates. No speakers will be scheduled when the APMSA business meeting is taking place. In addition, all speakers should be scheduled the day before the last full day of APMSA meetings.

The Midwinter meeting agenda will not include any outside speakers unless cleared in advance by the President and the Executive Director. All requests for speaker privileges should be deferred to the summer meeting unless special arrangements are made fourteen (14) days in advance.

Adopted: 1-89

Missed Deadlines Policy

Fulfillment of deadlines in a timely fashion is the responsibility of each elected representative of the APMSA. The following policy establishes the parameters for penalties for those

delegates/alternates/officers of outside organizations/members of the President's Council who do not fulfill these responsibilities.

The first missed deadline will result in a warning being issued by the President and/or the Executive Director. The warning shall be issued verbally or in writing.

The second missed deadline shall result in the docking of one day's per diem for the next APMSA Midwinter or National meeting, whichever is the closer of the two.

The third missed deadline shall result in the complete loss of funding for the next APMSA Midwinter or National meeting, whichever is the closer of the two. This loss of funding shall include airfare, hotel and per diem.

After the third missed deadline, the Executive Committee will consider a vote of no confidence.

All statistics regarding missed deadlines will be kept in the office of the Executive Director. Any letters regarding missed deadlines will be mailed under the two signatures of the President and the Executive Director. In addition, any missed deadlines incurred by an officer of an outside organization will be applied to subsequent officer's records for a period of three years. The record may be cleared after this period upon approval of the Executive Committee.

Adopted: 8-93

Regarding the President's Committee, the first missed deadline by the President will result in a warning by the Chair of the President's Committee. The warning shall be issued verbally as well as written to the Treasurer of the respective president's student body, the President of the APMSA and the APMSA Executive Director. The second missed deadline shall result in the docking of one-half total per diem for that meeting. Any subsequent missed deadline will result in a total loss of per diem for that meeting. For any per diem docking, a letter shall be written by the Chair of the President's Committee to the Treasurer of their respective President's student body, the President of the APMSA, and the APMSA Executive Director. The treasurer will notify the student body and enforce the per diem docking. All statistics regarding missed deadlines will be kept in the office of the APMSA Executive Director."

When the APMSA Meets in Your Town

College Tours: It is customary for the local delegation to arrange for the APMSA House of Delegates members to tour the college. This tour should be arranged so as not to conflict with the HOD meetings. Student delegates from other colleges are encouraged to attend, but are not required. All transportation to and from the hotel must be arranged by the local delegation.

If the event will take place outside of the hotel, arrangements should be made to transport all of the members of the HOD to the event unless it is within walking distance. Arrangements for a return trip to the hotel should also be made. HOD members who opt to go elsewhere after the event has concluded are responsible for their own transportation.

A flyer or mailer announcing the event should be mailed to the Executive Director in the manner directed by the Procedures Manual for agenda book items. In addition, any materials the local delegation would like distributed to the HOD (maps, guides, vouchers, etc.) should also be mailed to the Director for distribution in the agenda book. Other materials can be distributed at the APMSA meeting.

Local Gift: As finances permit, the local delegation may choose to distribute a "giveaway" to the HOD members. This item should be cleared with the APMSA Executive Director so that duplication does not occur. Suggestions can be made by the President or the ED.

All events should be discussed and arranged in coordination with the ED in order to avoid duplication of efforts and conflict with scheduling.

List of Past Event

Des Moines: "Hog Roast" at the Moose Lodge and DJ dancing
Cleveland: Karaoke night with dinner at the college
Philadelphia: Bus tour of the city and Chinese dinner
New York: Off-Broadway show including dinner - "Tony and Tina's Wedding"
Chicago: Dinner at the top of the famous John Hancock Tower 95th floor
Miami: "Survivor South Beach" at Barry University

Executive Director

APMSA employs an Executive Director who shall be compensated by the APMSA each year in a manner appropriate to experience and job performance.

Effective July 1 of each fiscal year, the Executive Director will receive a cost of living increase based on the local (Washington, D.C.) consumer price index (CPI).

Adopted: 6-90 by mail ballot

Each year the Executive Committee with the addition of one member of the House of Delegates appointed by the President and one member of the House appointed by the Executive Director will serve as the Evaluation Committee. Each member of this committee will individually evaluate the Executive Director on a scale of one to ten and submit their score to the President-elect who will chair the committee. At the conclusion of the meeting, the scores will be totalled and an average score

will be determined. This point score will determine the total merit increase that will be given to the Executive Director.

Merit increases will never equal more than a 10% increase and the total increase will be based upon the base salary from the previous year.

The APMSA will compensate the Executive Director solely for an individual plan for health insurance in the amount of \$150.00 per month with increases as premiums require, with a maximum not to exceed \$200.00 per month.

Adopted: 2-91

A retirement fund for the Executive Director can be made available when requested. The monies for this fund would come directly from the ED's salary and go directly from the APMSA to the fund tax free.

Adopted: 2-01

Executive Director Merit Bonus

Each year, the APMSA Executive Director shall be eligible for a merit bonus at the conclusion of the calendar year. The Budget & Audit Committee of the APMSA shall be responsible for determining and awarding the merit bonus. This decision shall be based on a review of job performance of the Executive Director for the calendar year. Additionally, the Budget & Audit Committee shall evaluate the available financial resources of the APMSA prior to awarding the merit bonus.

The amount of the merit bonus shall be based upon the current salary of the Executive Director and shall be between 1% and 5% of the salary being earned at the beginning of the fiscal year for the current calendar year in which the bonus is being awarded.

In the event that the APMSA is experiencing financial hardship in any given year, the Budget & Audit Committee shall reserve the option of deferring payment of the merit bonus for a period of up to two years or as long as the Executive Director is employed by the APMSA, whichever is shorter.

Adopted: 2-93

APMSA Committees

Executive Committee

The APMSA Executive Committee shall be made up of the following people:

President
President-elect
CAB Student Chairperson
AACPM Liaison
APMA BOT Liaison
President of the President's Committee
Executive Director

In order for the Executive Director to receive written evaluation of performance, a staff evaluation has been designed. The evaluation committee will complete the evaluation form anonymously and return it to the Executive Director.

Adopted: 2-91

Revised: 2/94

All members of this committee with the exception of the President-elect and the Executive Director will serve as voting members. The President-elect will chair the committee.

Budget and Audit Committee

The APMSA Budget and Audit Committee shall be made up of the following people:

President
CAB Student Chairperson
President of President's Committee
Executive Director (non-voting)

This committee will periodically review the APMSA Budget and prepare reports for presentation to the full HOD.

Secretary/Parliamentarian

The APMSA Secretary/Parliamentarian is responsible to fulfill his/her responsibilities as defined in the APMSA Bylaws. In addition, this person is responsible for:

- 1) Recording and distributing the recommendations of the APMSA Budget & Audit Committee. Recommendations shall be distributed no later than the second House session following the Budget & Audit Committee Meeting.
- 2) Recording and distributing the recommendations of the APMSA Executive Committee meetings. Recommendations shall be distributed no later than the second House session following the Executive Committee meeting.
- 3) Recording and distributing recommendations of the President's Committee meetings. Recommendations shall be distributed no later than the second House session following the President's Committee meeting.
- 4) At the discretion of the HOD, the term of the Secretary/Parliamentarian may be extended for one year should that person be available to fulfill the term, and the HOD approves.

Adopted: 2/00

Liaison Orientation

In order to orient newly elected liaisons to their positions, the following procedures will be undertaken:

- 1) The outgoing liaison shall bring agenda books from a year prior to the present date as well as all correspondence from the past six months to the

meeting when he/she will relinquish his/her liaison position.

- 2) After electing the liaison, the incoming liaison shall meet individually with the outgoing liaison to discuss current issues before the conclusion of the weekend.

Non-Confidence Vote APMSA Delegates

The APMSA consistently seeks leadership and commitment from all elected delegates and will not accept the non-fulfillment of designated responsibilities. Therefore, at the discretion of the APMSA Executive Committee a vote on "no confidence" can be recommended to the HOD on any member of the House.

Adopted: 8-90

The APMSA HOD does not have the authority to relieve an elected APMSA delegate of his/her office as delegate. Nevertheless, the APMSA HOD should have the right to initiate a vote of confidence on any delegate.

If any member of the APMSA HOD believes that any other member of the House is not fulfilling his/her responsibilities as a delegate, the first delegate can submit a request for a vote of confidence to the Executive Committee with an explanation of the reasons for such.

The Executive Committee will review the request for a vote of confidence and then notify the delegate that such a vote may be called and provide the delegate with the reasons for the vote request. The Executive Committee will also notify the President from that delegate's college in the same manner. All notification must be received at least 30 days prior to a vote. The Executive Committee will offer the option of resignation to the delegate to avoid a full House vote on the issue and the delegate will then have the option of speaking on his/her behalf to the Executive Committee with the President from his/her college.

If the delegate resigns his/her position as a delegate, no further action will be taken and a new delegate should be elected by the appropriate class as soon as possible.

If the delegate does not resign his/her position, a vote of no confidence will be brought forth to the House by one member of the Executive Committee.

If a vote of no confidence is passed by the House, the President from that delegate's college will be responsible for going before the delegate's class, purely as a representative of the APMSA HOD, to inform them of the vote of no confidence. The school's President will be responsible for reading a letter prepared by the APMSA President to the delegate's class outlining the reasons this action was taken by the APMSA HOD. The delegate will then have the option of speaking on his/her own behalf. The class will then have the opportunity to elect a new delegate or reinstate the previous delegate, by means of a general delegate election as specified by each school's APMSA Delegates Election Protocol. This election is to take place within 90 days of the APMSA HODs vote of No Confidence. The school President

- 3) All pertinent issues shall be brought to the attention of the APMSA HOD independent of scheduled liaison reports.

- 4) The new liaison shall review and adhere to the Bylaws of the APMSA, specifically Section IV, paragraphs 9-13.

Adopted: 2/94

will be responsible to inform the APMSA President & Executive Director of the election results within one week from the date the election is held.

Adopted: 2-91

Revised 8-02

Any President and/or Delegate who does not meet assigned deadlines and does not fulfill directives of the House, can be reprimanded by having a letter drafted by the APMSA President and sent to the class president, class delegate and the student council president at their school explaining their performance.

Adopted: 2-92

Removal from Office of APMSA Elected Liaisons

The APMSA has the authority to relieve any liaison elected by the APMSA House of Delegates from his/her office as liaison as per the following procedures.

If any member of the APMSA HOD believes that any other member of the House is not fulfilling his/her responsibilities as a liaison for the APMSA, or has not represented the APMSA in a favorable manner, or has misrepresented the views of the APMSA, the delegate can submit a request for a vote of confidence to the Executive Committee with an explanation of the reasons for such.

The Executive Committee will review the request for a vote of confidence and then notify the liaison that such a vote may be called and provide the liaison with the reasons for the vote request. All notification must be received at least 30 days prior to a vote. The Executive Committee will offer the option of resignation to the liaison to avoid a full House vote on the issue and the liaison will then have the option of speaking on his/her behalf to the Executive Committee.

If the liaison resigns his/her position as liaison, no further action will be taken and a new liaison will be elected by the APMSA House of Delegates immediately.

If the liaison does not resign his/her position, a vote of confidence will be brought forth to the House by one member of the Executive Committee. The liaison (or their representative) will have the opportunity to address the House of Delegates prior to any vote. As per the APMSA Bylaws, "an elected APMSA liaison may be removed from that elected position by two votes of the House, conducted by secret ballot, the results of which are made public. The vote must gain the support of two-thirds of the House."

If a vote of no confidence is passed by the House, the liaison will be removed from that liaison position and a new liaison will be elected immediately.

Adopted: 8-92

APMSA Database

The APMSA updates a database of all members yearly. This database will be maintained in the APMSA National Office. In order to protect the APMSA members who have released their names for this database, the APMSA will adhere to the following policies:

Dissemination: All proposed mailings will be sent to the APMSA Executive Director for review prior to mailings. The Executive Director will work with a podiatrist at the APMA to determine whether the mailing is appropriate and relevant to the mailing subjects. If the material is deemed acceptable, the company or organization requesting approval, the APMSA Cost: For members of the APMSA Corporate Advisory Board (CAB) the APMSA database will be released at cost (\$100.00 for the full listing, and \$25.00 per sort). After the first request, additional requests will cost only \$25.00 per sort. For companies and organizations not participating in CAB, the charge will be \$500.00 for the full listing and an additional \$25.00 per sort. Each request following the first will require the full payment.

Follow-up: Due to the somewhat transient nature of the student population involved, the APMSA will request that any and all mailings that are returned to the company be forwarded to the APMSA so that the database can be updated and kept as current as possible.

Adopted: 8-89

Voting Procedures

In order for all elections of officers for the APMSA House of Delegates to be fair and equitable for all candidates, the following procedures shall be followed by the House:

Elections for officers of the APMSA HOD will be held during either the APMSA Annual meeting or during the APMSA Midwinter meeting unless special circumstances dictate otherwise. In the case of special circumstances, the President and Executive Director will maintain that fair elections take place by mail ballot.

Since the APMSA Bylaws dictate that no election may be uncontested, it is often true that candidates for a position will run against another delegate who is ineligible for the position (i.e. graduating student delegates). In these circumstances, the eligible candidate may or may not choose to make a presentation. In this scenario, it is appropriate for the ineligible candidate to "accept the honor, but decline the nomination" for said position. The eligible candidate may then be declared elected by acclamation.

Any delegate or alternate who wishes to run for the position of President-elect of the APMSA may place an announcement of their candidacy in the agenda book materials prior to the Midwinter meeting. Deadlines are defined in the "Agenda Book Procedures" section of the APMSA Procedures Manual.

Voting for all contested positions to be filled shall be by written ballot which shall be distributed to voting delegates at the time of the election. Candidates for any contested election will have the right to make a presentation to the HOD which should be no longer than five minutes.

A question and answer session may follow the presentation by candidates at the preference of the President. Questions should be succinct and relevant and should be posed to the

President and the CAB Student Chair will all be notified in writing.

Release of names: Once a company or organization has determined which segment of the database they want to purchase, and after their materials have been approved, the APMSA will send one set of labels to them. The labels are for one time use only and should not be reproduced in any form. APMSA will pollute the database to determine if any abuses are taking place.

candidates as appropriate. It is not necessary for all candidates to be asked the same questions.

APMSA Leadership Award

The APMSA Leadership Award shall be presented to that member of the APMSA House of Delegates who has made the most outstanding effort and contribution to the APMSA House and the students at large. This award will honor the delegate who has consistently worked to further the APMSA and has shown outstanding leadership both locally and nationally.

Each year prior to the National meeting, in an effort to award excellence in the APMSA and to foster a sense of commitment in the delegates, the President of the Association will select a member of the APMSA House of Delegates to receive the APMSA Leadership Award. Elected to serve the full APMSA House of Delegates, the President will work with the Executive Director and/or a committee which the President will appoint to nominate and select the candidate most deserving of this award.

The award winner will be presented by the President to the APMSA HOD at the National meeting and the recipient will be awarded both a plaque and a \$100.00 savings bond to commemorate the occasion. It will be the responsibility of the Executive Director to purchase the award and the bond and make them available to the President prior to the summer National meeting.

Adopted: 8-90

Kenison Award

The Kenison Award shall be presented to that person, not being a member of APMSA, who has made the most outstanding effort and contribution to those immediate goals common to APMSA and to the profession during that period of time from the preceding midwinter APMSA meeting to the current midwinter meeting.

Nomination and elections are to take place at the summer APMSA meeting. Election results are to be tabulated and known only by the President, President-elect, Executive Director and the BOT. In the event of a tie, a run-off election(s) will be conducted between the two nominees receiving the most votes until a winner of the award is recognized by the President.

A plaque honoring the Kenison Award winner will be purchased by the Executive Director and given to the President prior to the APMA HOD meeting. The Kenison Award will be presented to the winner at the APMA HOD meeting following the APMSA winter meeting. The recipient will have the opportunity to address the APMSA HOD at the following meeting.

Adopted: 8-89, revised 8-02

APMSA "MVP" Award

The APMSA Most Valuable Player (MVP) Award shall be presented to the member of the APMSA House of Delegates that has demonstrated the most significant contributions to the current APMSA HOD meeting. This honor will be awarded to one person at the end of every APMSA meeting. All members of the House of Delegates will be eligible for this award. Criteria for the award may include, but are not limited to:

- Significant contributions to discussion on issues before the HOD;
- Presentation of new motions before the HOD;
- Contributions of new innovative ideas to the HOD

At the beginning of each academic year, the Executive Director will contact each of the seven colleges of podiatric medicine to determine the total enrollment at each college and the breakdown by class (class size). Once these totals have been received, the ED will invoice each college for the amount of dues based upon the total student enrollment at that college (see formula below.) The invoices will be sent to the student body president.

It is the responsibility of each student body president to arrange for the necessary funds to be sent directly to the APMSA **no later than November 1** of that year. Colleges that cannot adhere to this deadline, must contact the ED in advance of the deadline date.

All checks should be made out directly to APMSA.

FORMULA: Example:

College enrollment = 410 x \$35.00 per student = \$14,350.00 dues

Adopted: 2/94, Changed per student amount 9-01

CAB Policies Procedures for Voting on New CAB Members

At any meeting of the Corporate Advisory Board (CAB), new members can be presented. Prior to a vote, the corporation/company (hereafter known as the applicant) must submit a letter of intent to the APMSA Executive Director. This letter should include 1) the reason why the applicant is interested in membership on the CAB; 2) the goals of the applicant relating to students; and 3) the anticipated benefits to the CAB and the students by the applicant's membership.

The Executive Director will present the letter to the CAB either by mail or at a meeting, after which discussion of the applicant and a vote will take place. A majority of those CAB members present in favor of the applicant will constitute a positive vote and the applicant will be notified by mail by the Executive Director. The applicant can begin their membership at the next meeting. The applicant will not be present at the meeting while the vote is taking place.

If a negative vote takes place against a company, the CAB must notify the applicant and include significant reason why

Any individual who has been delinquent in the submission or required reports or failure to achieve all specified deadlines for the period leading up to the meeting will be ineligible for the MVP award. The President and President-elect will judge the award. The results of the MVP award will be announced to the HOD at the end of every meeting. The award will be presented in a formal presentation before the HOD. It will be the responsibility of the Executive Director to order and/or prepare the award for each award presentation. Awards are not to exceed \$30.

Adopted 8/00

APMSA Dues Payments

the application was denied. The applicant will be notified by mail by the Executive Director.

If an applicant applies for membership at a time when a CAB meeting will not be held within two months, a mail ballot can be taken to affirm or deny membership to that applicant. In this case, APMSA mail ballot procedures as defined in the APMSA Procedures Manual will be instituted.

Corporations/companies who are voted on at the summer meeting will be required to pay full membership for that fiscal year. Companies voted on at either the New York or Midwest meetings will only be required to pay one-half of that year's dues. All companies will pay on a fiscal year basis, with the fiscal year beginning on July 1 of each year.

Corporate Chairperson

The Corporate Chairperson will be appointed by the CAB Student Chairperson and the APMSA President every two years. The Corporate Chair will serve for two terms and will work with the Student Chair and the APMSA Executive Director to accomplish CAB's goals and objectives. In addition, the Corporate Chair will assist the Student Chair, APMSA President and APMSA Executive Director by:

- 1) providing corporate perspective on issues and projects
- 2) providing leadership to the students and the Board
- 3) developing procedures and protocol as necessary
- 4) leading the Board so that all members are served equally

Once the Corporate Chairperson has been appointed, the Student Chair will present that person to the Board and ask for a vote of confidence. This vote will affirm the appointment.

If, for some reason, the Corporate Chairperson does not receive a majority of those present voting in favor of their appointment, the original procedure must be repeated and another Chairperson appointed.

Grants to Colleges

Each year, the APMSA Corporate Advisory Board awards two types of grants:

- a) A \$500 grant to the local chapter of the APMSA at each of the seven colleges of podiatric medicine.
 - B) A \$300 Practice Management grant to each college.
- These grants are used by the students to sponsor an event or project that will enhance the educational process at that college or provide necessary assistance with a project that will serve

the students or the community. Due to potential liability problems, no alcohol can be served at any CAB sponsored event.

In order for each local chapter to receive these funds from CAB, the following procedures must be followed. All CAB grant requests should be submitted to and forwarded by the second year APMSA delegate. The request must include a letter to the CAB Board with an explanation of the program, including a brief outline and budget. Requests should be addressed to CAB directly. This letter should be mailed to the APMSA Executive Director. Once the program has been evaluated and approved, the Executive Director will then send the \$500.00 check with a letter explaining further requirements.

It will be the responsibility of the local chapter to publicize the sponsorship of the event by CAB. Maximum publicity for the CAB companies should be pursued. It will also be the responsibility of the local student chapter to send a evaluation of the event to the CAB Board within one month of the program.

Additionally, the leadership of the APMSA shall have the option of inviting one or two individuals from the APMSA House of Delegates to attend the planning session. Those individuals selected as additional participants shall be those who are the most capable of fulfilling the goals and purposes of the impending planning session. The planning session will allow the leadership of the APMSA the opportunity to look forward to develop the strategies and goals which will benefit both the APMSA CAB and the APMSA.

The planning session shall always take place in one of seven cities where a college of podiatric medicine is located on a rotating yearly basis. This will allow the APMSA leadership the opportunity to interact with students across the country.

The primary goals of the yearly planning session shall include, but are not limited to:

- 1) Planning for CAB programs and projects
- 2) Discussion of disbursement of CAB funds
- 3) Planning for quarterly CAB meetings
- 4) Setting of goals and objectives for APMSA
- 5) Discussion of implementation of goals
- 6) Discussion of long-term goals
(2 years, 5 years, 10 years)
- 7) Opportunity for APMSA national leadership to interact with students at one of the seven colleges each year on a rotating schedule
- 8) Further discussion and explanation of APMSA CAB goals, purposes and benefits to the students at the college level
- 9) Identification of special needs of students at the individual colleges that may be addressed by APMSA CAB

At the conclusion of the yearly planning session, the participating members will produce a written report for the CAB Board outlining the results of the planning session. This report shall be distributed to the CAB Board prior to the January CAB meeting so that discussions involving the session may occur during that meeting.

It will be the function of the CAB Board to provide retreat members with agenda items prior to the scheduled meeting and to provide financial support for this endeavor. Costs for the leadership program will be drawn directly from the CAB budget (i.e. CAB

In an effort to allow all of the schools access to monies set aside by CAB each year for grants, the deadline for grant requests is March 1 of each year. If colleges do not apply for their grants by that time, other colleges will be eligible to tap into the remaining grant monies with additional grant requests. Requests will be handled on a first come, first served basis.

Leadership Retreat

Each year, the leadership of the APMSA shall meet in the fall in order to plan for the activities, goals and projects of the APMSA and the APMSA Corporate Advisory Board for the coming year. This planning session shall always include the following individuals:

- 1) APMSA President
- 2) APMSA President-elect
- 3) CAB Student Chairperson
- 4) APMSA Executive Director

dues, database payments, alumni donations, etc.) In addition, sponsorship of the members of the leadership delegation will be sought from the college hosting the retreat. This may come in the form of accommodations, Additionally, the leadership of the APMSA shall have the option of inviting one or two individuals from the APMSA House of Delegates to attend the planning session. Those individuals selected as additional participants shall be those who are the most capable of fulfilling the goals and purposes of the impending planning session. The planning session will allow the leadership of the APMSA the opportunity to look forward to develop the strategies and goals which will benefit both the APMSA CAB and the APMSA.

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It will be the function of the CAB Board to provide retreat members with agenda items prior to the scheduled meeting and to provide financial support for this endeavor. Costs for the leadership program will be drawn directly from the CAB budget (i.e. CAB dues, database payments, alumni donations, etc.) In addition, sponsorship of the members of the leadership delegation will be sought from the college hosting the retreat. This may come in the form of accommodations, food or transportation. A report of the budget will be submitted with the final report to the CAB Board in January.

CAB Student Chairperson

In order to facilitate a smooth transition from one Student CAB Chairperson to the next, the APMSA President will appoint a CAB Student Chairperson-elect every other year at the summer APMSA meeting. This person will serve as CAB Chairperson-elect from the summer meeting through December 31. He/she will attend the summer CAB Meeting and two other meetings in this capacity. On January 1, he/she will take over full responsibility for the position of CAB Chairperson and will serve as such for the next two years until a new CAB Chair-elect has been appointed and the full term has ended.

Adopted: 2/93

CAB Dues Payment Policy

The APMSA Corporate Advisory Board runs on a fiscal year beginning on July first and ending on June thirtieth. Each year members will be sent invoices for the new fiscal year in June and will be expected to pay in a prompt manner or make specific arrangements with the APMSA Executive Director.

No CAB member can participate at the January CAB meeting or receive any other CAB benefits without full payment of dues or with other financial arrangements having been made in advance of the meeting.

APMSA Delegate Election Protocol - by College

Delegate elections are conducted by the second year delegate, with the assistance of the President-elect. The second year delegate meets with the first year class at the beginning of the year, around the time of the APMA Visitation. Any member of the first year class interested in running for the delegate position submits a letter of intent to the second year delegate. The second year delegate speaks with each candidate about the position, and each candidate is given a copy of the APMSA Constitution to read. In November a forum is held. Each candidate is given the opportunity to speak to the student body, and answer questions. The same questions are asked of each candidate. Voting takes place immediately following the forum. Only members of the first year class are allowed to vote for the delegate, which is done by secret ballot. The candidate receiving the most votes is the delegate. An alternate delegate is elected every three years, or when a vacancy exists. The alternate delegate is elected from the first year class, as the candidate receiving the second most votes.

NYCPM

Election procedures differ at each college and are to be reviewed and managed individually by college. Listed below are the individual protocols.

BUSGMS

The APMSA delegate and alternate delegate are elected in the first week of November each year. Throughout the first semester, freshman students learn about the delegate position.

Once the delegate elections are announced, the candidates meeting with the existing delegates. This meeting serves to further educate the candidates on the position.

During the first week of November elections are held. Each candidate is allowed a speech to deliver his/her platform.

Fifty-one percent of the vote must be achieved by the winning delegate. The next closest candidate assumes the position of alternate delegate.

CCPM

The new APMSA delegate is elected concurrently with other freshman student body positions. The election is run by student body (CPMSA) officers and the second year APMSA delegate.

The candidates for the APMSA position are allowed a short speech to explain why they are running for the position and other matters they feel are important for the audience to know. All classes are invited to the election, although only first year students are allowed to vote.

The APMSA delegate must be elected by a class majority. As 5-6 people generally run for the position, a run-off is commonly held a week later between the 2-3 individuals who receive the most votes to determine a majority winner. At the run-off, candidates are once again allowed a second opportunity to formally address the class. Votes are counted by the CPMSA President and APMSA 2nd year delegate in the presence of the CCPM Dean of Student Affairs.

Elections are usually held in the first or second week of November. Much prior to this, however, the freshmen class receives two presentations (as part of orientation & APMA Day) on the purpose of APMSA and the responsibilities of delegates.

CPM&S

The APMSA is first introduced to the freshman class at their first week of orientation by the junior APMSA delegate. A complete explanation of what APMSA stands for and the responsibilities of the position are explained briefly, but to the point. A second exposure to the organization comes during the APMA visitation week. Along with the speeches they hear from the distinguished members of the APMA, the sophomore and junior delegates talk about their experiences, responsibility and the dedication needed to be a delegate. At this time in October, interested students are asked to follow up with the junior delegate on a one-on-one information conference. We discuss the important role this position holds, ask about previous experience in leadership and academic standing and access the motivation, desire, and dedication that the student exhibits.

No applications or resumes are needed, however, by early November an announcement of elections is made and a letter of intent is requested from all qualified candidates. Junior delegates collect these letters and check up on the students' current academic standing and approach them individually to

question them on the knowledge they have received about APMSA. A copy of an agenda book is briefly shown to them to give them an idea of the topics and issues discussed at the meetings.

During mid-November, the candidates give formal speeches to their class with the junior delegate presiding over the elections. Questions by the class to the candidates are encouraged. Ballots are passed out before the speeches and the class makes their decision after the last candidate has spoken. The candidate with the most votes is the APMSA delegate and the candidate with the second highest votes is the alternate. Open communication between the delegation is encouraged.

OCPM

One new delegate is elected with an alternate elected every three years. Each candidate has five minutes to speak to the class. Voting occurs by secret ballot for one-half hour following the last speech. Votes are recorded by the Dean of Student Affairs. The candidate with a majority of votes is declared the APMSA delegate of their class. If a candidate does not receive a majority of votes, a run-off between the two candidates who received the most number of votes will occur within one week. Only students who are members of the candidate's graduating class are eligible to vote.

Each candidate has five minutes to speak to the class. After the last speech voting occurs directly afterwards for one-half hour by secret ballot. Votes are recorded by the Dean of Student Affairs. The candidate with the greatest number of votes is declared the APMSA Delegate of their class.

TUSPM

The first year class is given a presentation about the APMSA by the second year delegate some time near the end of September or the beginning of October. This gives the class time to get to know their fellow students and have their first set of exams. At this meeting they are told of the responsibilities and duties of the APMSA Delegate. The class is also told that they will be electing a delegate to the APMSA (it is determined whether an alternate will be selected by the senior APMSA delegates). Applications for the position are then handed out to those students interested. These are due back two weeks before the election.

These applications are read by the senior APMSA delegates and those who have shown an interest are academically investigated. No specific scores or grades are asked for, it is only to determine if the applicant is in good academic standing, which is a prerequisite.

The election is then held in the first week in November. The candidates are to give a speech and are expected to answer questions from the senior APMSA delegates and from the class. The vote by the class is done by preprinted secret ballots (with each candidate's name on it). The winner must be elected by a 51% margin. If an alternate is chosen, it will be the person with the second highest number of votes.

SCPM

The APMSA delegate is elected in a school-wide election which usually takes place in mid-October following the SCPM APMA/PPAC visit. Sign-ups for candidates begin in late September, allowing one week for the candidate to campaign to the student body. Candidates are encouraged to speak to each individual class, post signs around the school, and

distribute notes in student mailboxes to announce their candidacy and lobby for votes.

All candidates are required to speak to each of the existing APMSA delegates individually to ensure they are aware of the commitments of the position. Elections begin immediately after formal speeches by candidates to the general student body. The IPMSA Parliamentarian along with the election committee and current APMSA delegates coordinate the all-school election. The winner is chosen by majority with the next highest vote total electing the alternate (alternate elected every third year.)

Delegate Responsibilities (National and Local)

FIRST YEAR DELEGATE/ALTERNATE

National Level

Attend APMSA Mid-Winter and National meetings
Communicate with the class the issues which will be discussed
Produce reports of the APMSA Mid-Winter and National meetings for the class and send copies to the APMSA Executive Director no later than 45 days after the meeting.
Attend APMSA Orientation Weekend
Keep class up to date on National Data Base
In charge of downloading, printing, and distributing deadlines and research information which will be posted on the research website each month. (www.PodiatricStudentResearch.com)

College Specific

BUSGMS

Delegate holds a position on the Executive Committee of the FPMSA.
Delegate runs all class elections
Assist third year delegates running the AGNES seminar
Alternate Delegate attends FPMSA meetings

CCPM

Voting member of the CPMSA Student Council and is required to attend all meetings of that body

CPM&S

Attend and report at all IPMSA meetings
Contribute to report of APMSA HOD meetings for student body
Assist second and third year delegates as needed.
Actively participate in as many IPMSA activities as possible

NYCPM

Submit a report to the President of the Student Council outlining all topics discussed at APMSA HOD meeting which apply to his/her class
Assist the second year delegate in PPAC fundraiser
Attend and hold a vote at all NYCPMSA meetings

OCPM

Responsible for the APMSA office
Make and distribute all flyers for APMSA events
Update the APMSA display case located on the 6th floor
Attend all IOC meetings and President's Forums
Participate in all local APMSA events and fund-raisers
Make regular announcements regarding the current issues of the APMSA, APMA, PPAC and podiatric medicine in general
Plan and Coordinate the annual Practice Management Seminar

Coordinate the annual APMSA/PPAC fundraiser
Attend all President, Executive Council, IPMSA and Class meetings

Submit class PPAC updates at the President./Student Leader meetings
Attend the Leadership Banquet and other activities at the Midwest Podiatry Meeting
Help with duties of the other delegates

Attend TUSPM Student Council meetings
Attend Class Officer meetings
Regular announcements of issues concerning APMSA and Podiatric Medicine
Participate in local APMSA fundraisers and events
Assist second year delegate with suppliers fair
Assist third year delegate with APMSA Residency Survey
Maintain APMSA office

SECOND YEAR DELEGATE/ALTERNATE

National Level

Attend APMSA Mid-Winter and National meetings
Communicate with the class the issues which will be discussed
Produce reports of the APMSA Mid-Winter and National meetings for the class and send copies to the APMSA Executive Director no later than 45 days after the meeting.
PRN representative at school
CAB student representative from school
PPAC representative for school
"First Step" Regional Editor
Keep class up to date on National Data Base
Inform student body of all CAB grant requests

College Specific

BUSGMS

Delegate holds a position on the Executive Committee of the FPMSA.
Delegate runs all class elections
Hold PPAC fundraiser
Assist third-year delegate running the AGNES Seminar
Hold delegate elections for the freshman class
APMA day organizer
Alternate Delegate attends FPMSA meetings

CCPM

Voting member of the CPMSA Student Council and is required to attend all meetings of that body
Give a short presentation welcoming the incoming students explaining what the APMSA is and it's function on Freshman Orientation Day
Responsible for keeping the freshman class informed of developments that affect them as podiatric medical students
APMA/PPAC day organizer
Run the freshman elections
Waterfront Ten Committee and ADA liaison
Set-up and coordinate the Suppliers Fair

CPM&S

Attend and vote at all IPMSA meetings and report
Contribute to report of APMSA HOD meetings for student body
Submit a report to the President of the Student Council outlining all topics discussed at the APMSA HOD meeting which apply to his/her class
Aid in recruitment of the first year delegate and conduct delegate election for first year class
Regional Editor of First Step

TUSPM

Organize and coordinate the APMA annual visitation and dinner
PPAC Coordinator
Actively participate in as many IPMSA activities as possible
Coordinate PPAC fundraising campaign
Support APMSA walkathon participation from freshman and sophomore classes
Update and produce the APMSA photo directory

NYCPM

Submit a report to the President of the Student Council outlining all topics discussed at APMSA HOD meeting which apply to his/her class
Attend and hold a vote at all NYCPMSA meetings

OCPM

Elect first year delegate and/or alternate
Serve as mentor to first year delegate and/or alternate
Conduct and plan the APMA college visitation and annual dinner
Attend all IOC meetings and President's Forums
Local director of all current APMSA national projects for the OCPM delegation
Participate in all local APMSA events
Make regular announcements regarding current issues of the APMSA, APMA, PPAC and podiatric medicine in general
Maintain and update the trophy cabinet located in the student lounge
Regularly purchase needed office supplies
Responsible for and must keep record of the local APMSA budget, expenses and bank account
Assist the first year delegate with Practice Management Seminar

SCPM

Editor in Chief of First Step
Setup the APMA/PPAC visitation and student leader dinner
Attend all President, Executive Council, IPMSA, and Class meetings
PPAC coordinator for entire school
Plan and facilitate the PPAC campaigns for your class and the first year class in the Fall and assist the first year delegate in the Spring
Attend the Leadership Banquet and other activities at the Midwest Podiatry Meeting
Schedule and conduct APMSA office meetings
Office Manager
Submit 1st and 2nd year database to APMSA office in Fall semester

TUSPM Attend TUSPM Student Council meetings

Attend Class Officer meetings
Regular announcements of issues concerning APMSA and Podiatric Medicine
Participate in local APMSA fundraisers and events
Responsible for first and second year database
APMSA presentation to first year students at orientation
Coordinate annual APMA Visitation Day and Dinner
Hold elections for first year delegate
Regional editor of First Step

Serve as mentor to first year delegate/alternate
Schedule and coordinate local delegation meetings

THIRD YEAR DELEGATE/ALTERNATE

National Level

Attend APMSA Mid-Winter and National meetings
Communicate with the class the issues which will be discussed

Produce reports of the APMSA Mid-Winter and National meetings for the class and send copies to the APMSA Executive Director no later than 45 days after the meeting.
Graduation Handbook chapter

College Specific

BUSGMS

Delegate holds a position on the Executive Committee of the FPMSA

Delegate runs all class elections

In charge of the National Third Year Survey

Delegate - Chair and speaker organizer, A GNES Seminar

Alternate - Sponsor organizer, AGNES Seminar

Schedules and runs regular local meetings

Completes the third and four year databases

CCPM

Voting member of the CPMSA Student Council and are required to attend all meetings of that body

Submit and estimate the APMSA budget for the upcoming school year

CPM&S

Attend all IPMSA meetings and report

"Unofficial" leader of the delegation

Maintain contact with the fourth year delegate

Complete the 3rd and 4th year database update

Actively participate in as many IPMSA activities as possible

NYCPM

Submit a report to the President of the Student Council outlining all topics discussed at APMSA HOD meeting which apply to his/her class

Attend and hold a vote at all NYCPMSA meetings

OCPM

Serve as mentor to both first and second year delegates/alternates

Schedule and conduct all local APMSA meetings

Participate in all local APMSA events

Make regular announcements regarding current issues of the

APMSA, APMA, PPAC and podiatric medicine in general

Editor of APMSA Residency/Externship Question Booklet

Attend all IOC meetings and President's Forums

SCPM

OCPM

Serve as mentor for the rest of the OCPM delegation

Holds ultimate responsibility for the OCPM APMSA delegation
National duties of fourth year delegate must include, "Submit a minimum of ten questions to APMSA Residency/Externship Question Booklet editor within one month of the completion of CRIP's."

SCPM

Attend monthly President/Student Leaders meeting

Attend IPMSA meetings

Attend monthly President/Student Leaders meeting

Attend IPMSA meetings

Attend activities at the Midwest Meeting

Office Manager

Distribute PICA, "How to Interview Guides"

Student Affairs: send summer mailing to incoming students, "What is the APMSA"

Advise class about harassment issues before the fourth year

Schedule and conduct office meetings

TUSPM

Attend TUSPM Student Council meetings

Attend Class Officer meetings

Regular announcements of issues concerning APMSA and Podiatric Medicine

Participate in local APMSA fundraisers and events

Responsible for third and fourth year database

Responsible for APMSA Residency Survey

Responsible for local APMSA budget and checking account

FOURTH YEAR DELEGATE/ALTERNATE

National Level

Attend APMSA Mid-Winter and National meetings

Communicate with the class the issues which will be discussed

Produce reports of the APMSA Mid-Winter and National

meetings for the class and send copies to the APMSA

Executive Director no later than 45 days after the meeting.

College Specific

BUSGMS

National duties of fourth year delegate must include, "Submit a minimum of ten questions to APMSA Residency/Externship Question Booklet editor within one month of the completion of CRIP's."

Serves as a mentor to the Barry Delegation

CCPM

Voting member of the CPMSA Student Council and are required to attend all meetings of that body

"Spiritual" leader of the delegation, with no assigned task

CPM&S Advisory capacity only.

National duties of fourth year delegate must include, "Submit a minimum of ten questions to APMSA Residency/Externship Question Booklet editor within one month of the completion of CRIP's."

NYCPM

Encouraged to attend NYCPMSA

Act as "big brother" to other delegates

National duties of fourth year delegate must include, "Submit a minimum of ten questions to APMSA Residency/Externship Question Booklet editor within one month of the completion of CRIP's."

Attend activities at the Midwest Meeting

Serve in an advisory capacity

National duties of fourth year delegate must include, "Submit a minimum of ten questions to APMSA Residency/Externship Question Booklet editor within one month of the completion of CRIP's."

TUSPM

Attend TUSPM Student Council meetings

Serve in an advisory capacity to local delegation

National duties of fourth year delegate must include, "Submit a minimum of ten questions to APMSA Residency/Externship Question Booklet editor within one month of the completion of CRIP's."

Liaison Positions and Responsibilities

The following is a listing of each of the APMSA's current APMA BO liaison positions and the responsibilities associated with those positions. In addition, each elected and/or appointed liaison is responsible to present a report of any meeting they attend no later than 45 days after the conclusion of that meeting to be presented to the APMSA HOD through the monthly memo process or into the agenda. In order to increase the frequency of communication, all APMSA liaisons are required to e-mail the APMSA house a reminder two weeks prior to their meeting, and also e-mail any pertinent information within one week following any meeting or communication with their respective organization.

AACPM

The APMSA liaison to the AACPM Board of Directors is a voting member of the Board along with each college president and a representative from the Council of Deans, Council of Teaching Hospitals, Council of Faculties, Council of Student Affairs Officers and Council of Business Officers. The APMSA liaison is required to submit a written report to and from the APMSA and contributes to the discussions as the official representative of the student body.

The contact person at the AACPM is: Morri North

The American Association of Colleges of Podiatric Medicine is a professional organization currently representing six of the seven U.S. schools of podiatric medicine and over 100 affiliated teaching hospitals. The Association serves as a national forum for the exchange of ideas, issues, information and concerns relating to podiatric medical education. It also provides a full range of services and activities for its members including research and policy analysis, and legislative advocacy. AACPM serves as the liaison with governmental and private agencies, and cooperates with other professional organizations in the health and education communities. AACPM also administers the American Association of Colleges of Podiatric Medicine Application Service (AACPMAS) and the Central Application Service for Podiatric Residencies (CASPR).

The liaison position to the AACPM is a vital link between the students and the colleges. The students must have a voice and an awareness of the actions of the colleges for both beneficial and non-beneficial information. The APMSA and AACPM split the financial responsibility for this liaison with the APMSA covering airfare and per diem, while the AACPM covers all appropriate hotel charges at the AACPM meetings.

AAPPM/ASPMA

It is the liaison's responsibility to be well educated and properly prepared for all meetings of the Accreditation Committee. He/she must conduct themselves professionally at all times and report, what can be reported, back to the APMSA. It is also their responsibility to submit all reports to the APMSA on or before the scheduled deadlines. The

The AAPPM/ASPMA liaison will serve as a means of communication between the AAPPM, ASPMA, and the APMSA. The liaison will attend at least one of the respective organizations broad meetings. The person will represent the APMSA's opinion on issues concerning the students of podiatric medicine. They will coordinate with the student chapters of the AAPPM and the members of the APMSA's practice management seminar committee. They will help facilitate the seminars at each of the seven schools. They will also serve to keep the students informed of changes that are occurring with the ASPMA and the certification process for podiatric medical assistants.

The APMA Board of Trustees (BOT) is the administrative body of the Association. It conducts business, manages its affairs and properties, and controls the disbursement of funds, subject to the Constitution and Bylaws of the Association and the mandates of the House of Delegates. It determines editorial policy and material to be published in the official publications of the APMA as well.

The BOT is composed of the President, President-elect, Vice President, Treasurer, Retiring President, eight members at large and two general members elected by the House. All members, except the general members must be licensed podiatrists and members of the APMA in good standing.

The APMSA liaison sits on the APMA Board of Trustees as a non-voting member. At each of four yearly meetings, the APMSA liaison is expected to give written and oral reports to the BOT and represent the student perspective in all issues discussed. The APMSA and APMA split the financial responsibility for this liaison with the APMSA covering airfare and per diem, while the APMA covers all appropriate hotel charges at the APMA BOT meetings.

COTH

Role of position: To bring student views and opinions to COTH meetings, to represent student interests at all times as well as act in their best interest, to keep students informed and updated, to contribute in discussions as the official representative of the students, to provide reports for the COTH meetings from the student perspective, to provide reports for the APMSA HOD from the COTH meetings, to keep in touch with the contact person, and to stay informed on all issues concerning the relationship between the students and the COTH.

Meetings: As needed
Chairperson: Ed Wolff, DPM
Contact Person: Ms. Moraith North

CPME

The purpose of this committee is to evaluate and determine the accreditation status of educational institution's programs and certifying bodies in the field of podiatric medicine. The committee also reviews and revises documents published by the CPME on a periodic basis. As a student member of the Accreditation Committee the APMSA liaison is required to hold the proceedings in the strictest confidence and deliberate on all proceedings except those related to their own college. The greatest responsibility is to represent the students of the seven podiatric colleges to the best of their ability. THE CPME covers all financial costs for the student liaison to attend their meetings.

FPME

The function of the Fund for Podiatric Medical Education (FPME) is to provide scholarships for podiatric medical students. Normally, the Board meets twice each year, once in the fall and once in the Spring (normally at the Midwest Podiatry Conference. It is the policy of the APMSA to **not** elect a liaison for the position, since many of the issues discussed at the meeting are "student sensitive". Therefore, in order for the APMSA to maintain representation, the Executive Director serves as the APMSA's liaison to the FPME.

It is the responsibility of the ED to attend all FPME meetings and to report on the progress of student programs related to the FPME both in writing as required by the FPME and orally. In addition, during discussions at all meetings, the liaison should present the student's perspective to the Fund Board.

The APMSA liaison to the FPME serves in an ex-officio capacity (non-voting). The contact person for the FPME is Kathy Peters. THE APMSA covers all of the costs for this liaison.

LCPMEP

The Liaison Committee on Podiatric Medical Education and Practice (LCPMEP) grew out of the profession's effort to assess and subsequently implement those feasible objectives set forth in the Project 2000, a full assessment of the state of podiatric medicine for the year 2000. The goal of this standing committee of the APMA is the support and enhancement of podiatric medical education and practice by the identification of opportunities and challenges that can be addressed through coordinated effort. LCPMEP's objectives are to: identify issues and problems of the present education/practice systems that require coordinated efforts; develop implementable plans; serve as a forum for communicating and recommending solutions on non-coordinated issues; monitor the implementation of the recommendations; and undertake direct action, with the approval of constituent member organizations in specified areas.

The APMSA liaison is required to attend all scheduled meetings of the LCPMEP, to further student interests and to report to and from the APMSA to the Committee.

NBPME

The mission of the National Board of Podiatric Medical Examiners is to develop and administer examinations of such high quality that the various legal agencies governing the practice of podiatric medicine may choose to license those who have successfully completed such examinations for practice in their jurisdictions without further examination. Further, the NBPME may at its discretion develop examinations of the same caliber to meet the various need of groups within the profession.

The purpose of the liaison position to the NBPME is to participate in all discussions and have access to all documentation except when such discussions and documents relate to examinations that the member has not completed. As the student member of the NBPME, it is the liaison's responsibility and duty to report meeting activities, policy changes and plans for examination changes to the APMSA. The student liaison shall attend bi-annual meetings with the NBPME. At these meetings the student shall provide a report on the behalf of the APMSA HOD to the NBPME.

President: Dr. Eric Hubbard
Executive Director: Dr. Charles W. Gibley

PPAC

APMA's Department of Governmental Affairs plans, coordinates, and implements the association's legislative program. The department's responsibilities include researching and tracking federal legislation that has any kind of impact on podiatric medicine, and bringing about legislation that is favorable to the profession.

Along with a host of other health related legislative activity, the students of podiatric medicine are most directly affected by:

- federal funding for loans and scholarships through the Higher Education Act, the Health Professions Education Assistance Act, the Federal Health Manpower Act, and the Indian Health Care Improvement Act;
- residencies in the Veterans' Administration, the Indian Health Service, and the military, as well as federal funding for many of them;
- restoration of the tax deduction for interest on student loans

The department also acts as the liaison with federal agencies that administer health related and professional education policies. These include the U.S. Department of Health and Human Services and the Veterans' Administration. APMA's public health programming is governed by the Department as well.

The Podiatry Political Action Committee (PPAC), which is a segregated organization governed by its own Board of Directors, is also administered by the Department of Governmental Affairs. PPAC is the only national political action committee in Washington, DC representing the interests of the podiatric community.

PPAC supports candidates for federal office who share our philosophy, and who are willing to listen to our concerns. It also acts as a facilitator, creating opportunities for podiatrists to interact with their U.S. Senators and Representatives. PPAC allows the average doctor of podiatric medicine to participate in the political process, and it is one of the most effective ways to maintain visibility within the national political process.

The students of podiatric medicine are very active in PPAC, each year donating as much as podiatrists in some of the larger states! The APMSA elects a voting representative on the PPAC Board of Directors who conveys student viewpoints on issues, and who influences the committee to react to issues that are in the forefront of student concern.

Liaison responsibilities are as follows:

1. To attend and vote at the PPAC Board of Directors meeting at the National Leadership Conference in Washington, DC each spring,
2. To attend and vote at the PPAC Board of Directors meeting at the National Conference of State Legislators in the summer in the designated city,
3. To encourage all school coordinators with fundraising efforts,
4. To inform the PPAC Board of Directors of student issues concerning PPAC as well as the student fundraising efforts,
5. To inform the APMSA HOD about PPAC legislation and fundraising, and

6. To set fundraising goals and recognize fundraising excellence among the schools.

SHP/AMSA

The Students of Health Professions/American Medical Students Association liaison position serves to increase awareness of podiatric medicine in all fields of medicine.

The SHP/AMSA liaison attends meetings of the AMSA and interacts with members from all fields of medicine. Approximately 28,000 medical students are represented by 150 delegates. Each chapter has representative delegates and alternates. The individual chapters are grouped according to region. Each of the ten regions elects a member to the governing board of the AMSA. In meeting with the AMSA, the APMSA liaison seeks to educate future health professionals about the education and post-graduate training of the podiatric physician. The liaison also seeks to improve visibility of the podiatric profession within the medical community as a whole.

President's Committee

The role of the President's Committee is defined in the APMSA Bylaws, Section V, Paragraphs 1-4. In addition, the greatest responsibility of each member of the Presidents Committee is to serve as the official representative of the respected schools. They are expected to approach the House with the concerns, criticisms, and complements of their student body. Thus, the relationship of the President's Committee to the APMSA HOD is one which serves to assist the APMSA in representing and furthering the interests of its members. Each current president will have one vote on the APMSA House floor

President of the President's Committee

The role of the Chairman of the President's Committee beyond those listed in the Bylaws are as follows:

1. To serve as a member of and be required to attend each meeting of the Executive Committee and the Budget and Audit Committee.
2. To prepare and distribute, at least one month prior to the meeting, the agenda for the President's Committee meetings and preside over the Committee meetings.
3. To prepare minutes of the President's Committee and report to the HOD.
4. To keep close contact with the Executive Director and Presidents of all schools on an as needed basis.
5. To educate the President-elect to ensure the continued success in future administration.
6. To enforce missed deadlines of Presidents by notifying second or third year delegate at respective schools.

APMSA Projects and Activities

7. To update the PPAC handbook every third year.

"First Step"

The *First Step* is one of the official publications of the APMSA. Its purpose is to inform students at all seven colleges of podiatric medicine about pertinent issues the APMSA is involved in and those issues which are relevant to us both as students and future practitioners.

The *First Step* is published three times a year with issues in the fall, winter (CAB Special Edition) and spring. The Corporate Advisory Board (CAB) provides funding for the *First Step*. The *First Step* is currently based at the Scholl College of Podiatric Medicine in Chicago. A past donation by DR Software of a new computer and related equipment now allows the *First Step* to be produced "in-house" at the college.

The editorial staff of the *First Step* is composed of students from all seven schools. The second year delegate and second year alternate at each school serves as regional editor for his/her respective school. The associated responsibilities include the writing and submitting to the publication in accordance with the established deadlines, the collection of articles from students interested in contributing to the publication, as well as the distribution of the *First Step* to students by whatever manner deemed appropriate at each school. Additionally, the regional editor should maintain contact with the Editor-in-Chief who is the first year delegate at the school where the publication is based.

The regional editor from each college is responsible for adhering to the *First Step* submission deadlines that are established by the APMSA Executive Director and Editor-in-Chief and announced at the Summer APMSA meeting.

Submission of articles to the *First Step* concerning liaison activities is necessary during the liaison's term served. Liaisons are required to submit summary articles concerning their latest meeting by the time of the established deadlines.

Article missed deadlines for all second year delegates, alternates and liaisons will be considered missed deadlines and will result in the same consequences as outlined in the Procedures Manual.

Graduation Handbook

The Graduation Handbook is a project of the APMSA that is produced on a yearly basis. It is supported by funds generated from the sale of advertisements which appear in the Handbook.

The Handbook is produced and distributed free of charge as a membership benefit to all graduating seniors in an effort to compile and streamline the most practical information pertinent to the new podiatrist upon entering the profession. Included in the Handbook is information related to insurance, instruments, advertising, marketing and goal setting, among other things.

The Graduation Handbook is an ongoing project and is edited by the Executive Director along with individuals at the different colleges of podiatric medicine.

Residency Survey

The APMSA Residency Survey is a unique project of the APMSA that is updated and produced on a yearly basis. Each

fall the APMSA sends a survey to each graduate participating in an approved podiatric residency. The resident completes the survey and mails it back to the APMSA where the Residency Survey provides a unique service to podiatric students in that it gives them information about residency programs that they might otherwise never have the opportunity to obtain. Each resident completes information ranging from the number and types of cases completed to the extent of follow up. It also includes information on average work week, interview and applicant requirements and stipend and benefit details. Finally, there is an excellent section written by each resident on the overall impression of the residency.

After publication, the Residency Survey is mailed to each college library and to the APMSA office at each school. A small number of copies are available for purchase from the APMSA for a minimal fee which covers printing and postage.

Residency/Externship Question Booklet

The Residency/Externship Question Booklet is the project of the APMSA that is produced on an annual basis. The third year OCPM delegate will serve as editor and be responsible for updating and distributing the booklet annually. Two copies of the booklet are to be distributed in the spring of each year to all seven podiatric medical school. (One copy for the APMSA local office and one copy for the school library.) Each fourth year delegate is responsible for submitting a minimum of ten new questions to the editor within one month of the completion of CRIPs. Questions should be those asked to the delegate in a residency interview or on an externship.

1. National duties of fourth year delegate must include, "Submit a minimum of ten questions to APMSA Residency/Externship Question Booklet editor within one month of the completion of CRIP's."
2. OCPM third year delegate duties must include, "Serve as editor of APMSA Residency/Externship Question Booklet."

Suppliers' Fair

The Suppliers' Fair is an annual event held at each college of podiatric medicine. The planning for and structure of the event varies from school to school but the purpose is similar. The Suppliers' Fair is intended to give the medical supply community the opportunity to interact with the students. All CAB members are invited to participate in the fairs at discounted registration fees. The fair allows students the opportunity to examine products and ask questions of the participating suppliers while the suppliers gain exposure to the students.

APMSA Bill of Rights

Podiatric Medical Students have the right to:

1. A high quality training program in an institution committed to preparing its students for both residency and practice as foot and ankle specialists.
2. Training and mentoring in an environment which fosters a sense of honor, integrity, compassion, and honesty that will prepare them to become both ethical and competent podiatric physicians.
3. Be provided with a safe and humane environment where the ultimate goal is education, without compromising patient care.

information is streamlined and compiled into the Residency Survey.

4. Be informed of their institutions' policies and procedures pertaining to promotion, graduation, and the overall students' well-being.
5. Take a leave of absence for health or personal reasons, which includes gender-neutral child and family leave, without fear of recrimination, dismissal, or retribution.
6. Access to confidential, timely, and appropriate health care and/or support systems in the event of personal and/or health-related difficulties.
7. Confidential, timely and fair systems for evaluation/feedback regarding academic and clinical performances and to address individual/systemic grievances without fear of recrimination, dismissal, or retribution.
8. Due process at their home institution with fair and equal representation in hearings, mediations, and appeals.
9. Complete their education and training in a timely manner if in good standing and to continue their medical education in the event that their home institution can no longer support their educational needs.
10. Pursue other academic disciplines in their personal time that complement their podiatric education and/or personal goals.

Podiatric Medical Students have the responsibility to:

1. Seek continued improvement in their skills, knowledge, attitudes, and values such that they will give conscientious, respectful, and thoughtful service and care to their patients.
2. Vigorously and independently pursue excellence in their lifelong education, and continuously strive for improved cognitive, technical, and analytical skills as a Podiatric physician to better serve their patients.
3. Conduct themselves with professionalism, compassion, concern, and in an ethical manner, regardless of a patient's social class, race, age, religions sex, gender, disability, ethnicity and/or sexual orientation.
4. Notify the appropriate body in a timely manner of any problems which adversely affect their training, and to participate in the process of program improvement and development.
5. Increase public awareness that Doctors of Podiatric Medicine are the premier foot and ankle specialists and integral members of the health care team.
6. Pursue mental and/or physical support for any conditions which might compromise their educational goals or patient care.

This Podiatric Medical Students Bill of Rights applies to ALL students regardless of race, age, religion, sex, disability, gender, ethnicity and/or sexual orientation.

